Request for Proposal:

Provide and Install

Rooftop Condensing Unit

Revision 1.0

Facilities Department

Dayton Metro Library

Proposal 2023-101 Rev 1.0

December 16, 2023
Dear Proposer,

The Dayton Metro Library (hereinafter referred to as the "DML" or the "Library") is requesting proposals from a qualified public entity or private firm, to establish a contract/purchase order to provide HVAC services at its Miami Township location. The service provider must be reputable and capable of furnishing required materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor, and supervision necessary to provide and install a like to like Rooftop condensing unit (See Exhibit B) for the Dayton Metro Library – Miami Township branch and the coils to the indoor air handling unit (Exhibit C). The intent in soliciting proposals is to obtain a quality and qualified contractor and to allow for a competitive process of quoting for said services.

To be considered as a responsive bidder, proposers must respond to this solicitation in accordance with the requirements, specifications, commercial terms, and provisions as described and set forth herein. Proposals must embrace a concept that the successful proposer will satisfy all of the objectives and service specifications in the most cost-effective and efficient way possible as outlined in this document.

1. COMMUNICATIONS REGARDING THIS RPF:
   Please direct all communications for this project to:
   Phillip Dunlevy, Facilities Manager
   Ref.: Miami Township Condensing Unit
   120 S. Patterson Blvd.
   Dayton, Ohio 45402
   Telephone: 937-496-8704
   Email: pdunlevy@daytonmetrolibrary.org

   All communications, comments, or questions concerning this RFP must be submitted in writing. The deadline for questions is noon December 12th. All responses will be posted on the library’s website no later than the end of business on December 13th under “Current RFPs”.

   A complete copy of this RFP and any additional documentation can be found at the Library’s website at:
2. RFP SCHEDULE:
   This Proposal will have the following schedule:

   Release of RPF: November 20th, 2023
   MANDATORY Pre-Bid Tour of site: December 6th, 2023
   Deadline for questions by noon: December 12th, 2023
   Responses posted on the DML website: December 13th, 2023
   Proposals are Due by noon: January 22nd, 2024
   Announcement of Award: January 5th, 2024
   Approximate Purchase Order Date: January 2024
   Estimated Completion Date: April 31, 2024 (Pending lead time)

   The Pre-proposal meeting is mandatory. Building plans will be available to view. This meeting will be held at 2718 Lyons RD in the community room from 9 – 11 A.M. General questions concerning the RFP will be answered. Specific questions related to this RFP and/or concerning equipment must be sent to the email above. Please limit your representatives to no more than two people per company.

3. PROPOSAL SUBMITTION:
   All proposals must have two original signed proposals submitted in a sealed envelope addressed and delivered to:
   Dayton Metro Library
   Attn.: Phillip Dunlevy
   Ref.: Miami Township Condensing Unit
   120 S.Patterson Blvd
   Dayton, Ohio 45402

   Proposals shall be signed by an officer of the company who has binding authority. Sealed proposals must be received by noon Friday, December 22nd, 2023 – Thursday January 4th, 2023. Emailed or faxed submissions will not be accepted. Proposals received after this day and or time will not be considered. It is the responsibility of the proposer to deliver the proposal in a timely manner. Bids will be opened and read aloud
shortly after noon on December 22nd, 2023 January 4th, 2024 at the Main Library, 215 E. Third Street, Dayton, Ohio 45402 in the Community Room on the 2nd floor.

The announcement of the reward will take place on Friday, January 5th around 12 PM at which time, all parties will be notified via email whether they did or did not win the contract/purchase agreement.

Dayton Metro Library (DML) reserves the right to reject any and or all proposals, waive irregularities in the proposal and accept the proposal(s) that it sees is in the best interest of DML. DML reserves the right select a successful proposer on the basis of the proposal received without seeking clarification from the proposer. DML does not guarantee that any contract/purchase order will be awarded as a result of this RFP. Should a contract/purchase order be awarded but not executed, DML may or may not attempt to re-award a contract/purchase order to any other proposers.

All local, state and federal laws governing this RFP will be followed.

4. PROPOSAL CONTENT:
   All brochures and supplemental documentation shall be included in each set of proposals submitted. Any incomplete proposals will be considered non-responsive. Each vendor is required to submit the following:
   - Letter of Interest. The proposer shall submit a letter of interest to DML to provide and install a new Condensing unit at the Miami Township Library. This letter should briefly summarize the company’s willingness to perform services listed in this RFP. The letter shall be signed by a binding agent of the company.
   - Proposer’s information including but not be limited to address, contact name, phone number, form of ownership, years in business, etc.
   - References. A minimum of two references should be included with this proposal. This should include contact names and verified, working phone numbers. References must be commercial references and similar to the size and design of DML buildings.

5. REQUIRED MINIMAL QUALIFICATIONS:
   A. The Contractor must be licensed in the state of Ohio and comply with all Federal, State and local regulations.
   B. All Contractor employees assigned to work on DML HVAC equipment must have the updated required licenses and or certificates to perform the assigned work.
C. The Contractor must have reasonable tools and or supplies on hand to perform all work required by this contract/purchase order. It is the Contractor’s responsibility to order all necessary parts and materials to fulfill this contract/purchase order.  
D. As work is performed, the Contractor must follow all federal, state and local codes, standards and safety requirements. All work performed by the Contractor will be performed under their licensure.

6. TAX EXEMPT
All materials purchased for use on DML properties under this contract/purchase order will be tax exempt from any State of Ohio sales tax. A blanket Certificate of Exemption form will be furnished to the successful proposer by DML’s Finance Department.

7. STANDARD TERMS AND CONDITIONS
A. Term
The Agreement shall commence upon execution of a contract or purchase order with a start date on or about January 5. Work should be complete by 31 April 2024 pending lead time.

B. Proposal Costs
Each proposer shall be responsible for any and all costs associated with the preparation of a response to this RFP. All documents, materials or the like submitted as a part of this RFP will become the property of DML once submitted. Proposer(s) selected for further interviews and or negotiations will also be responsible for any costs incurred during this expanded process.

C. Compensation
The successful proposer shall invoice at the completion of the project. Invoices shall be submitted to the Finance Department and will be paid within thirty days unless there is a dispute with invoice and or work performed.

D. Standard of Care
The successful proposer will exercise the same degree of care in servicing DML equipment as would be expected by any other professional under the same circumstances.

E. Indemnification
The successful proposer shall indemnify and defend DML, its Board, officers, employees and agents from and against all claims, demands, losses, damages, fines/penalties and expenses (including attorney expenses) that arise from or are a result of or in connection with the course of the performance of the work and the obligation herein, including any claims from subcontractors and or suppliers contracting with the successful proposer. The provisions of this section of the Request for Proposal shall survive the expiration or termination of this Agreement.

F. Insurance
During the terms of agreement with the successful proposer, the successful proposer shall maintain, at their cost no less than the following insurance issued by an insurance company authorized to conduct business in the State of Ohio and having an AM Best rating of A or better:

Evidence of Insurance (Acord 25)
Notice of Cancellation (30 days/10 for cancellation due to nonpayment of premium)

1. General Liability:
   Commercial General Liability with a limit of not less than $1M per occurrence; $2M Products and Completed Operations Aggregate and $2M General Aggregate
   Include Premises and Products/Completed Operations and Ohio Employers Liability with a limit not less than $500K each accident

2. Automobile
   Automobile Liability (with a limit of not less than $1M combined single limit for Bodily Injury and Property Damage
   Include coverage for any auto (Symbol 1)

3. Umbrella/Excess Liability
   Umbrella/Excess Liability limits to apply excess of underlying Commercial General Liability, Automobile Liability and Ohio Employers Liability (with a limit not less than $1M)

Dayton Metro Library shall be covered as additional insured under Vendor’s general, automobile and umbrella policies for liability arising out of the negligent acts or omissions of Vendor. Additional insured coverage must be provided on a primary/noncontributory basis and reflected on the certificate of insurance.

Workers Compensation Certificate for State of Ohio must be submitted to DML as a part of the signed Contract.
Insurance certificates must be submitted to DML prior to the start of any work.
G. Termination

This Agreement may be terminated by DML upon written notice in the event the successful proposer fails to provide services as laid out in this RFP. Should any equipment or materials be damaged due to the lack of standard of care, the successful proposer shall have ten (10) business days to make corrections or submit a plan for corrections. The plan must lay out an agreed upon timeline for corrections to be made.

DML may terminate the Agreement at DML’s discretion up to thirty (30) days written notice. In the event of termination, DML will pay for services provided up to the termination date. Such termination will not relieve the successful proposer from damages sustained by their negligence.

H. Subcontracting

A subcontractor can be utilized to subsidize the successful proposer upon written agreement by all parties.

8. EVALUATION CRITERIA

DML will evaluate each proposal submitted based on the following criteria.

The evaluations will be completed on the information provided in the submitted proposals only.

Cost for Services 65%
References 20%
Dayton/Local/Business Background 15%

Incomplete or non-responsive proposals, failure to attend or send a representative to the mandatory pre-bid site tour will disqualify any vendor and their proposal, immediately. Due to the multiple stops for the building tour, every vendor or vendor’s representative will be required to sign in at each location. Failure to sign in may also be cause for disqualification.
EXHIBIT A
DML Building Locations

Miami Township:
2718 Lyons Road
Miamisburg, Ohio 45342

Main Library
215 E Third St
Dayton Ohio 45402

Exhibit B
Equipment to be replace Carrier 38ah 044-500
# Exhibit C

## Coils to be replaced

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