



DAYTON
METRO
LIBRARY

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

Request for Proposals
Rooftop Condensing Unit
Dayton Metro Library – Miami Township

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 RFP:

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:

<http://www.daytonmetrolibrary.org>

2. RFP SCHEDULE:

This Proposal will have the following schedule:

Release of RPF	November 20th, 2023
<u>MANDATORY</u> Pre-Bid Tour of site	December 6 th , 2023
Deadline for questions <u>by noon</u>	December 12 th , 2023
Responses posted on the DML website	December 13 th , 2023
Proposals are Due <u>by noon</u>	December 22nd, 2023 January 4th, 2024
Announcement of Award	January 5 th 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 SUBMISSION:

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.

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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



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Exhibit C

Coils to be replaced

SiteName	EquipmentId	Description	UnderContract	Manufacturer	ModelNo	SerialNo
Dayton Metro Library Miami Township	AHU-01A	AHU-01A - AIR HANDLER	Yes	CARRIER	39T6GVA-GGN-AD	3999F54257
Dayton Metro Library Miami Township	AHU-01B	AHU-01B - AIR HANDLER	Yes	CARRIER	39T9G-L-16181-AD	4299F57688