



Request for Proposal (RFP)

Project Title: HVAC System Replacement for the Ronald Reagan Lodge at Voice of America MetroPark

Issue Date: Friday December 13, 2024

Proposal Due Date: Friday, December 27, 2024 by 4:00 pm

1. Introduction

MetroParks of Butler County (MetroParks) is seeking proposals for the replacement of the HVAC system at the Ronald Reagan Lodge, located at 7850 VOA Park Drive, West Chester, OH 45069. This RFP outlines the requirements for the replacement of a 20-year-old commercial geothermal HVAC system.

2. Objective

The primary objective of this project is to replace the existing geothermal HVAC system with new, like-size Climate Master Geothermal units and replace two current Lochinvar Knight Boilers with new units. The goal is to improve system efficiency, reliability, and comfort while ensuring minimal disruption to the facility's operations.

3. Prospective contractor shall be familiar with the complete scope of the contract and are encouraged to visit the park location to fully acquaint themselves with the existing conditions relating to the work and to the difficulties and restrictions attending to the performance of the contract. Prospective contractor shall thoroughly examine and familiarize themselves with all Specifications and Contract Documents pertinent to the work.

4. The proposal submitted for the RFP response shall include all costs required to comply with the provisions of these RFP Specifications and Contract Documents and shall be the actual price to be paid by MetroParks, including all discounts, allowances, etc. so that each RFP response can be evaluated on a firm, fair, and equitable basis.

5. Each RFP response shall be accompanied by a non-collusion affidavit executed on the form provided herein.

6. All RFP responses shall be valid for a time of 45 days from the date submitted. MetroParks reserves the right to review and evaluate all proposals for a period of 45 days.

7. MetroParks reserves the right to reject any or all RFP responses, waive any non-material error and/or to accept any RFP response which may be deemed to be in the best interest of MetroParks. Thus, the contract may be awarded to the contractor with the lowest **and** best RFP response, as determined by MetroParks, regardless of whether or not it is the lowest RFP response. All RFP responses received after the closing date and hour specified will be returned unopened to the contractor.

8. Prospective contractor shall submit a list of references detailing past work experiences and jobs they have had which are similar in nature to that covered by this contract. Such list of references shall include the name, address, and telephone number of a contact person at each place of previous work experience or job and a brief description of each said experience or job listed. The contractor shall also include a signed statement giving MetroParks permission to contact each listed reference.

9. Scope of Work

The selected contractor will be responsible for the complete replacement of the HVAC system, including the following:

HVAC System Replacement

- Geothermal Units:
 - Replace five existing geothermal HVAC units with like-size Climate Master Geothermal units. Sizes are 4, 5, 8, 10, and 10 tons.
 - Adapt and install the new units to existing geothermal loops, pumps, ductwork, wiring, and drains.
 - Install new thermostats for each of the five units.
 - Flush all geothermal loops clean and replace with new methanol.
- Boiler Replacement:
 - Replace two Lochinvar Knight WBN150 Boilers with new, like-size Lochinvar Knight Boilers.
 - Adapt the new units to the existing loops, piping, flues, electrical connections, and drains.
- Disposal:
 - Properly dispose of all old equipment, including the old geothermal units, boilers, and methanol.

11. Required Documentation

Insurance:

- During the lifetime of the contract, the successful awarded Contractor shall maintain such insurance as will protect his/her company from claims under the Workers' Compensation Act and other employee benefits acts, from claims for damages because of bodily injury, including death, to his/her employees and all others, and from claims for damages to property resulting from the Contractor's operations under the contract. Such insurance protection shall cover the Contractor's operations or those by any sub-contractor or anyone directly or indirectly employed by either while on the property of MetroParks during the performance of the contract work.

The contractor shall furnish proof of insurance coverage to MetroParks in the form of a copy of the Certificate of Premium Payment issued by the Industrial Commission of Ohio for Workers' Compensation coverage, and certificates of insurance executed by the Contractor's insurance company, the Contractor shall maintain insurance coverage for bodily injury/property damage and liability coverage and shall list MetroParks as an additional insured. The minimum limit of liability for such insurance coverage shall be \$2,000,000 per occurrence.

As insurance is required to be maintained for the duration of the contract, failure to maintain insurance shall constitute grounds for termination of the contract. The Contractor's insurance carrier may not be changed during the contract unless MetroParks is notified in writing not less than ten (10) days prior to such change.

12. Evaluation Criteria

- Proposals will be evaluated based on the following criteria:
 - Experience and Qualifications.
 - Demonstrated experience in geothermal HVAC system installations and replacements.
 - Pricing Schedule.

- References.
- Warranty:
 - Provide information on labor and material warranties for all new equipment and services rendered.

13. Submission Instructions

Please submit your proposal to MetroParks of Butler County by December 27, 2024 by 4:00 pm. All proposals must include the required documentation and sent via email with the subject line **“RFP Response for Commercial Geothermal HVAC System”** to Tony Carpenter, Director of Operations, at tcarpenter@yourmetroparks.net . For any questions pertaining to the commercial Geothermal HVAC System, please contact Troy Simpson, Senior Park Manager, at tsimpson@yourmetroparks.net

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned being first duly sworn as provided as law deposes and says:

1. His/her name is _____
And he/she resides at _____
And his/her office is at _____
2. He/she makes this affidavit with the knowledge and intent that it is to be filed with MetroParks and that it will be relied upon by said MetroParks in any consideration which it may give to and any action which it may take with respect to this/these proposal(s).
3. He/she makes and is authorized to make this affidavit on behalf of:

(Name of Corporation, Partnership, Individual, etc.)
a _____, formed under the laws of _____ of which he/she
(Corporation, Partnership, etc.) (State)
is _____
(Sole Owner, Partner, President, etc.)
4. Neither the undersigned nor any other person, firm or corporation, named in above Paragraph 3 nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this/these proposal(s) by MetroParks; also, that no employee therein, or any officer of the MetroParks is directly or indirectly interested therein.
5. The undersigned certifies in connection with this/these proposal(s) that:
 - a. The price in this/these proposal(s) has been independently arrived at without collusion with any other contractor or offerer or with any competitor;
 - b. Unless otherwise required by law, the price in this/these proposal(s) has not been knowingly disclosed and will not be knowingly disclosed prior to award of a proposal, directly or indirectly to any other competitor; and
 - c. No attempt has been or will be made to induce any other person or firm to submit or not to submit a proposal.
6. The affiant certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification.

(Affiant)

Sworn to before me and subscribed in my presence this ____ day of _____, _____.

(Notarial Seal)

(Notary Public)

REFERENCE LIST

MetroParks has my permission to contact any of the references hereinafter listed for information regarding past contracts I have held and/or related work experiences.

Signature/Date

Name: _____

Address: _____

Telephone: _____ Year of Contract: _____

Description of Work: _____

Name: _____

Address: _____

Telephone: _____ Year of Contract: _____

Description of Work: _____

Name: _____

Address: _____

Telephone: _____ Year of Contract: _____

Description of Work: _____

Name: _____

Address: _____

Telephone: _____ Year of Contract: _____

Description of Work: _____

Attach additional sheets as needed.