



06/22/2020

**Subject: Request for Proposals for Condensing Unit Replacement
Mukwonago Community Library
511 Division Street, Mukwonago, WI**

Mukwonago Community Library (MCL) is soliciting proposals for the provision of a condensing unit replacement as identified in the Scope of Services found within this proposal. Any proposer wishing to submit a proposal must comply with the requirements contained in this Request for Proposals (RFP).

The MCL Board of Trustees has directed the MCL Building & Grounds Committee to obtain proposals for this condensing unit replacement. Any questions related to this RFP should be directed to Angela Zimmermann (Library Director) at (262)363-6411, ext. 4100. or azimmermann@mukcom.lib.wi.us. If you require any additional site-specific information to prepare your quote (beyond the information provided in this RFP) or would like to make a site visit, please contact Ms. Zimmermann immediately.

Quotes received from vendors shall be considered valid for sixty (60) days. To be considered for this work, you must follow the guidelines for proposal format and submission and submit to Angela Zimmermann by the end of business on July 10th, 2020 (emailed submittals are acceptable).

BACKGROUND INFORMATION

The MCL building is approximately 27,500 square feet in area and includes a basement used for storage and facility mechanical equipment. The original footprint of the library building was constructed in 1996 and in 2011 the library was expanded to its current size. The library building is partitioned into several major areas, including a large open area that houses books and other library materials, office area, community room, meeting and rooms, and the new MetaSpace 511 room (MakerSpace).

The HVAC system components and controls are located in the basement of the library. It is our understanding that some of the components are original from the 1996 construction and some of the components were installed during the 2011 expansion project. Since 2011, maintenance of the HVAC system (and periodic repairs) have been performed by the same mechanical contractor through an annual, renewable contract. The new cooling system would serve AHU-1

and include a new outdoor condensing unit, and indoor coil. AHU-1 remains from the original building.

SCOPE OF SERVICES

The successful proposer will provide a turn-key installation including, but not limited to all labor, supervision, equipment, parts and supplies for the condensing unit and coil replacement at MCL.

REQUIREMENTS

Successful proposer shall:

- Furnish and install (1) new outdoor 30 ton Air Cooled Condensing Unit (ACCU) and Indoor DX Coil to match existing units performance.
- The contractor shall be responsible for acquiring all required permits for a complete installation.
- All rigging and crane rentals required for removal and installation of equipment shall be included.
- The existing refrigerant from all circuits on CU-1 shall be reclaimed and disposed of properly per EPA regulations.
- The contractor shall be responsible for demolishing existing equipment to be replaced and disposing of appropriately.
- Contractor shall verify new roof mounted equipment is equivalent in weight to existing. Any modifications or repairs required for installation of new equipment on roof shall be included.
- Contractor shall furnish and install new refrigeration piping with insulation from new outdoor ACCU to new indoor DX Coil. New refrigeration piping shall be provided with maintenance isolation valves and liquid line drier for each circuit.
- The contractor shall pressurize system with nitrogen and verify no leaks are present, pull the system down into a vacuum and charge system with new R407C refrigerant to factory specifications.
- Contractor shall modify existing condensate drain piping as required.
- Contractor shall modify existing gas piping as required.
- Contractor shall verify existing electrical connections and provided any modifications for connection to new equipment.
- All low voltage control wiring shall be modified as required.
- Provide final start-up and ensure proper operation.
- Provided year warranty on new equipment installed.

ALTERNATE SCOPE OF SERVICES:

- Provide alternate bid, to replace AHU-1 in its entirety including replacement about CU-1 and Coil.
- Re-balance of entire AHU-1 system after replacement of AHU-1 to match current system.

WORKING HOURS AND RESPONSE TIME

- a. Successful proposer shall be on-site to perform work during business hours of 8:00 a.m. through 4:30 p.m., Monday through Friday
- b. No work shall be done on weekends or the library’s holidays unless specifically authorized by the Library Director.

INSTRUCTIONS TO BIDDERS

The bidders shall complete their proposal following the instructions below:

- All questions regarding this RFP are to be directed to the Library Director. Questions received less than one (1) week prior to the opening of proposals will not be answered.
- Vendors must provide all applicable technical sheets / information for all proposed system components with their bid.
- All proposals received by the submission deadline will be opened privately at MCL the day following the due date. All proposals shall remain open for sixty (60) days after the day of opening, but MCL may, in their sole discretion, release any proposal prior to that date.

PROJECT SCHEDULE AND OTHER INSTALLATION-RELATED ITEMS

RFP Publication	June 22 nd , 2020
Last day for Questions	July 6 th , 2020
Response to Questions Due	July 7 th , 2020
Proposals Due	July 10 th , 2020
Building & Grounds Proposal Review	TBD
Project Award	TBD
Project Begins	TBD
Project Completed	TBD

CLOSING

Emailed quote submittals must be sent to azimmermann@mukcom.lib.wi.us. If you have any questions, require additional information or need any clarifications related to this RFQ, please do not hesitate to call me at (262) 363-6411 ext. 4100.

Sincerely,

Angela Zimmermann, MLIS
Library Director