



# TOWN OF BOONSBORO

21 NORTH MAIN STREET ♦ BOONSBORO, MARYLAND 21713

WWW.TOWN.BOONSBORO.MD.US ♦ 301-432-5141

## REQUEST FOR PROPOSALS HVAC SERVICES

### I. PROJECT OVERVIEW

The Mayor and Council of Boonsboro, Maryland is requesting proposals from qualified contractors to provide heating, ventilation, and air conditioning (HVAC) maintenance, repair, and replacement services for Town-owned facilities.

### II. SCOPE OF WORK

The scope of work consists of providing all labor, materials, equipment, and incidentals for the general maintenance, repair, and/or replacement of several HVAC systems in Town-owned facilities. Contract period is not to exceed two (2) years, which will consist of one (1) base year and one (1) option.

A listing of the properties and equipment to be serviced is provided in this Request, although a site visit is recommended to determine actual components of the equipment and facilities to be serviced.

### III. SUBMITTAL FORMAT AND CONTENT REQUIREMENTS

One (1) Copy of the proposal shall be submitted and include the following criteria.

1. Contractor/Company Qualifications, including licenses/certifications
2. Statement of Experience
3. List of Services with Pricing and Warranty Information (Attachment A)
4. Property Listing/Equipment Bid Form (Attachment B)
5. Proposed Schedule of Maintenance and Hourly Rates & Charges

### IV. INSURANCE AND LICENSING

The following insurance and licensing documents will be required and maintained during the period of the contract. Copies must be presented at the time of signing of the contract.

- A. Statutory Worker's Compensation Insurance.
- B. Public Liability and Property Damage Insurance, as shall protect the contractor and the Mayor and Council of Boonsboro from claims for damages for personal injury including accidental death, as well as claims for property damage from the operations under this contract.
- C. Certificate of Liability Insurance naming the Town of Boonsboro as the additional insured for all work performed by the contractor insured during the HVAC contract period.

V. INQUIRIES AND RECEIPT OF BID PROPOSALS

Bids: Bids must be received by the Town of Boonsboro, either by mail or hand delivery, no later than **2:00PM on October 12, 2022** in a Sealed Envelope marked **“HVAC Service Proposal”** at the following address:

Town of Boonsboro  
21 North Main Street  
Boonsboro, Maryland 21713

Any Bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a Bid is received will be resolved against the Bidder.

Opening and Reading: The Bids will be presented to the Mayor and Council at their October Workshop Meeting.

Pre-bid Conference: A pre-bid conference will not be required. Contractors may contact Public Works Supervisor Greg Huntsberry at 301-992-3714 to schedule a site visit of the equipment to assist with bid preparation.

Award, Waiver and Rejection of Bids: Bid proposals will be presented to the Mayor and Council of Boonsboro for final review and consideration for contract approval. Owner reserves the right:

- a. To reject any or all Bids.
- b. To waive any informality or irregularity in any Bid received.
- c. To accept the Bid deemed by the Town of Boonsboro to be the most advantageous to its interests.

Bid Proposal Submitted for and by:

Contractor Name: \_\_\_\_\_

License # \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Website \_\_\_\_\_

Contact Representative  
Name/Title: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF BOONSBORO, MD**  
**REQUEST FOR HVAC SERVICES PROPOSAL**  
**LIST OF SERVICES (ATTACHMENT A)**

<b>Service</b>	<b>Description</b>	<b>Warranty</b>	<b>Price</b>
Install Programmable Thermostat	Installed, tested, and placed in service		
Install Smart Thermostat	Installed, tested, and placed in service		
Clean & Tune - CAC	Includes inspection of electrical connections and refrigerant lines, vacuum coils and chemical clean as necessary, inspect and service all drains and condensate pump, check refrigerant level, test unit defrost if equipped, inspect safety devices, ensure proper insulation of refrigerant lines, lubricate motor and moving parts, clean and test thermostat, replace air filter, place sticker on the unit indicating service details		
Clean & Tune – Heat Pump	Includes inspection of electrical connections and refrigerant lines, vacuum indoor and outdoor coils and chemical clean as necessary, inspect and service all drains and condensate pump, check refrigerant level, test emergency heat system and unit defrost if equipped, inspect safety devices, ensure proper insulation of refrigerant lines, lubricate motor and moving parts, clean and test thermostat, replace air filter, place sticker on the unit indicating service details		
Clean & Tune Natural Gas Furnace	Includes combustion efficiency and smoke tests before and after service, clean and vacuum system, inspect all control devices, test for gas leaks, clock gas meter, test manifold pressure, inspect for cracked heat exchanger, inspect electrical connections and safety devices, inspect chimney and smoke pipes and clean as necessary, inspect flue vent damper and draft controls, lubricate motor and moving parts, clean and test thermostat, replace air filter, place sticker on the unit indicating		

	service details. If applicable, bleed radiators, clean and level sight glass.		
Clean & Tune Oil Furnace	Includes combustion efficiency and smoke tests before and after service, clean and vacuum system, adjust air/fuel ratio, replace burner nozzle, inspect for cracked heat exchanger, seal evident air leaks, inspect fuel pump and fuel line, replace fuel filter, inspect electrical connections and safety devices, inspect chimney and smoke pipes and clean as necessary, inspect flue vent damper and draft controls, lubricate motor and moving parts, clean and test thermostat, replace air filter, place sticker on the unit indicating service details. If applicable, bleed radiators, clean and level sight glass.		
Furnace Replacement – Gas AFUE 80% (45,000 – 75,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Gas AFUE 80% (+75,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Gas AFUE 95% (45,000 – 80,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Gas AFUE 95% (+80,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Oil AFUE 80% (80,000 – 100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Oil AFUE 80% (+100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Furnace Replacement – Oil AFUE 85% (80,000 – 100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		

Furnace Replacement – Oil AFUE 85% (+100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Oil Boiler Replacement – Oil AFUE 80% (+100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Oil Boiler Replacement – Oil AFUE 85% (+100,000 BTU)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 15-SEER (24K/24K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 15-SEER (36K/36K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 15-SEER (48K/48K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 16-SEER (24K/24K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 16-SEER (36K/36K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Heat Pump Replacement – 16-SEER (48K/48K)	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Central A/C Replacement 15-SEER, 2-Ton	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Central A/C Replacement 15-SEER, 3-Ton	Price includes all materials and labor to install, test and place unit in service under normal conditions.		
Central A/C Replacement 15-SEER, 4-Ton	Price includes all materials and labor to install, test and place unit in service under normal conditions.		



**TOWN OF BOONSBORO, MD  
REQUEST FOR HVAC SERVICES PROPOSAL  
PROPERTY LISTING/EQUIPMENT BID FORM (ATTACHMENT B)**

QUOTE PER LOCATION

Town Hall and Annex (21 North Main Street)  
Two Oil Furnaces w/ Air Conditioning, Two Heat Pumps  
& One Mini-Split Heat Pump

\$ \_\_\_\_\_

Community Center (37 Park Drive)  
One Gas (Propane) Furnace w/ Central Air Conditioning  
One Heat Pump w/ Air Conditioning

\$ \_\_\_\_\_

Police Station (241 Potomac Street)  
Oil Boiler & Window A/C Units

\$ \_\_\_\_\_

Wastewater Treatment Plant (6927 Monroe Road)  
Heat Pump and Mini-Split A/C

\$ \_\_\_\_\_

Maintenance Shop (227 North Main Street)  
Oil Burner & Mini-Split A/C

\$ \_\_\_\_\_

TOTAL QUOTE \$ \_\_\_\_\_