



**ecosystem**

Solutions énergétiques novatrices

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**Request  
for Proposals  
Mechanical  
Piping &  
Boiler  
Installation**

**Energy Performance Project**  
Bedford Central School District  
Reference Number: 19SEE0022

**Deadline: March 15, 2022**

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# 1 General Information

## 1.1 Ecosystem Energy Services

Ecosystem is an award-winning, vendor-neutral and ISO-certified firm of energy efficiency professionals with offices in Boston, Providence, New York, Toronto, Montreal and Quebec City.

Since 1993, our in-house consulting, design, construction and performance follow-up teams have worked on over 700 plans and projects for the private and public sectors, including over 80 healthcare sector projects. Our work has reduced our clients' energy consumption by 31% on average; to date our solutions have helped avoid the emissions of the equivalent of 350,000 tons of greenhouse gases. In addition to substantially reducing energy costs, our projects ensure healthy and comfortable spaces while helping our clients capitalize on opportunities for infrastructure asset renewal at attractive rates of return.

Ecosystem has been awarded projects in the Hudson Valley region, such as this project at Bedford Central School District and projects at Vassar College and Coxsackie School District.

## 1.2 Project Overview

This Request for Proposals is being issued following the decision of Bedford Central School District, located in Bedford, NY, to upgrade existing infrastructure in an integrated design and construction project implemented by Ecosystem. In addition to engineering design, Ecosystem has been mandated to perform the work and is acting as the general contractor.

As part of this project, Ecosystem is inviting subcontractors to submit a proposal for the supply, installation, and labor for the scope of work outlined in this RFP document and its appendices.

## 1.3 Definitions

The following definitions apply to the documents in this RFP.

- i. General contractor refers to Ecosystem.
- i. Bidder refers to the subcontractor that bids to perform the work specified in this RFP.
- ii. Subcontractor or contractor refer to the bidder as well as any subcontractors under the bidder's responsibility.
- iii. Client refers to Ecosystem's client, who is also the owner and/or manager of the equipment and buildings covered in this RFP.

## 1.4 Site Address

The work is to be completed in the following buildings:

Site	Address
<b>Bedford Village Elementary</b>	<b>45 Court Rd, Bedford NY 10506</b>

## 2 Bidding Instructions

### 2.1 Document Review and Responsibilities

It is the bidder's responsibility to study this RFP and the appendices, to carefully examine the plans, and to be informed about the site conditions, the nature of the work to be performed, and any constraints – including those caused by other trades – and to communicate the relevant information to its subcontractors and workers. No additional costs will be accepted due to negligence on the bidder's part in this regard.

All necessary project information, including plans and specifications, will be sent to bidders electronically.

Ecosystem reserves the right to interpret the plans and specifications. Consequently, the bidder must seek all clarifications prior to bidding. In the event of a discrepancy between this RFP document and the accompanying appendices, the more restrictive clause will take precedence until clarified by Ecosystem.

All questions regarding this RFP must be addressed to Ecosystem's Representative indicated in Section 2.3. Any relevant details arising from a question will be communicated in writing to all bidders.

Ecosystem reserves the right to make any modifications to the RFP documents by issuing addenda. All addenda become an integral part of the RFP documents.

### 2.2 Project Requirements with regards to Subcontractors

The bidder doesn't have to be part of a trade union other than required by law, if applicable.

### 2.3 Site Visit

Ecosystem will schedule a minimum of one site visit for bidders. This site visit will be an opportunity to get acquainted with the site and the location of the mechanical rooms, accesses, etc. The site visit is mandatory in order to bid.

**The site visit will be held on March 3, 2022 at 4p.**

### 2.4 Ecosystem's Representative

For any information concerning this RFP, the bidder must contact Ecosystem's Representative:

Peter Chinburg

Project Engineer

(646)-285-3149

[pchinburg@ecosystem-energy.com](mailto:pchinburg@ecosystem-energy.com)

Trevor L Smith

Lead Construction Engineer

646-799-5070

[tsmith@ecosystem-energy.com](mailto:tsmith@ecosystem-energy.com)

## 2.5 Price Quote

Ecosystem requires the bidder to submit a lump sum price to carry out the work described in Section 4.

The lump sum price must include all equipment, labor, installation, and the environmental disposal of dismantled equipment. The price must also include all other costs to be incurred for the execution and completion of the work, including profit margin, administration, overhead, equipment delivery, travel costs, and all other related expenses.

Please use the Bid Form in Appendix A to submit your bid with your signature. The lump sum price must be presented according to the breakdown required in the Bid Form. Any modification or exclusion must be clearly indicated in writing on the bid. You may attach your own bid form or any other relevant information.

Every bidder is invited to carefully analyze solutions that would reduce installation costs. Please submit any alternate solutions with your bid. Ecosystem will analyze each solution presented and will take this into consideration when selecting a subcontractor.

Any equipment that is no longer in use and that is already in place and in good condition may be reused with the written approval of Ecosystem's Representative. If the bidder plans to include reused components in the price quote, the bidder must clearly indicate this in writing to Ecosystem's Representative. Subsequent agreements may be made between Ecosystem and the subcontractor, but Ecosystem reserves the right to accept or refuse the reuse of any components not discussed prior to awarding the mandate.

The bidder may provide different prices for equivalent equipment. Ecosystem's Representative will analyze the options and communicate the decisions made in writing to the bidders.

## 2.6 Proposal Content (Documents Required)

The bidder's proposal must include:

- The Bid Form, completed and signed
- A precise list of all exclusions to this RFP that were not considered in the bidder's submission, if any
- A copy of the bidder's license, including proof of validity for the current year
- A copy of the licenses of each of the bidder's subcontractors, if any

## 2.7 Proposal Submittal and Validity Conditions

**Proposals must be submitted by email to Peter Chinburg no later than March 15th, 2022 at 5PM.**

The representative's contact information is mentioned in section 2.4.

The proposal must be valid for a period of thirty (30) days.

## 2.8 Subcontractor Selection

After receiving proposals and performing a comparative analysis, Ecosystem will determine the best offer based on the following criteria: schedule, quality of services, simplicity and reliability of proposed solutions, if any, as well as price.

Ecosystem reserves the right to award different parts of the mandate (ex. the insulation contract) to different subcontractors.

Ecosystem does not guarantee that the lowest bidder or any bidder will be retained and is not responsible for any costs incurred for the preparation or the presentation of the proposal.

### 3 Contract Requirements

#### 3.1 Subcontractor Agreement

Prior to the issuance of the purchase order, the selected subcontractor must sign the Subcontractor Agreement, included in the appendices, which specifies the terms and conditions with Ecosystem.

To simplify the present document, clauses specified in the Subcontractor Agreement are not repeated here. It is the bidder's responsibility to carefully read and understand the clauses in the Subcontractor Agreement that will be applied to the project.

#### 3.2 Occupational Health and Safety (OHS)

In addition to what is stated in the Subcontractor Agreement, the bidder must take into consideration that the work is being performed in an occupied building and that the bidder must comply with the owner's established safety requirements, including infection prevention. All applicable OHS information is attached in the appendices. No extra costs will be accepted due to negligence on the part of the subcontractor in this regard.

#### 3.3 Bond

A bond is not required for this project.

#### 3.4 Work Schedule and Service Interruptions

**The schedule for this project is of critical importance for consideration in this RFP. All bidders must fill out the Mechanical Workforce column in the schedule as part of their proposal.**

The subcontractor must respect the work schedules established in the buildings of Ecosystem's client (see following table). Moreover, the subcontractor must coordinate activities with the other trades and according to the project's schedule. Ecosystem will take the necessary measures to ensure the subcontractor is not delayed in the execution of its work, but the subcontractor's cooperation will be required.

Work in normally occupied areas and noisy work in hallways must be performed outside normal occupancy hours, unless a prior agreement is reached with Ecosystem. Work in boiler room and mechanical rooms can be performed during normal working hours. Work can be done during the day shift throughout the summer anywhere within the buildings. All other cases must be confirmed with Ecosystem.

Site

Available Working Hours

Full site access after **last day of school: 6/24/22**

Bedford Village Elementary

02/28/22 – 06/26/22: 3:30p-11:00p

The following two weeks are school breaks and have increased access:

04/09/22 – 04/17/22: 7a-4p

Any request for a service interruption must be submitted for approval to an Ecosystem representative at least 2 business days prior to the interruption.

A sample schedule is below. Since this is critical heating equipment for the facility, there is a hard installation deadline of 9/2. It will be acceptable to have the commissioning commence after that date however all work will only be performed 2<sup>nd</sup> shift. No additional costs will be incurred by Ecosystem if contractor delays work after 9/2.

Activity	Duration	Start	Finish
Service Disconnections	3	27-Jun	29-Jun
Boilerroom Demo	5	30-Jun	6-Jul
Rig new equipment	1	7-Jul	7-Jul
Assemble Boiler	10	8-Jul	21-Jul
Piping/Hx Replacement/Pump Installation	10	7-Jul	20-Jul
Boiler Conversion	5	22-Jul	28-Jul
Disc. Rads/Drain/Isolate	10	30-Jun	13-Jul
Pressure Test/Inspections	10	21-Jul	3-Aug
Start-up/Commissioning	15	12-Aug	1-Sep

### 3.5 Communication on Ecosystem's Sites

In the event that a subcontractor's workers do not speak English, the subcontractor must have an employee on site at all times who can communicate instructions from Ecosystem and the client, both verbal and written, in a language understood by the workers.

### 3.6 Schedule of Values & Invoicing

Schedule of values shall be submitted after receipt of a purchase order for review and approval by Ecosystem. Invoices must be submitted on AIA G702 and G703 and reflect the accepted schedule of values. A pencil copy should be submitted to Ecosystem prior to approval to ensure there is no delay in payment.

Since this is a public project, all trades must be paid at the prevailing wage as set by NYS in Westchester County at the time the work is performed. All invoices detailing labor of any sort must be accompanied by certified payrolls. These will be reviewed by the client's representative and must be accepted prior to payment release.

The contractor may invoice on as frequent as a 2-week interval however in general, invoices must be submitted for each building as work is completed or by the last day of the month the work is completed, at the latest.

Payment is issued thirty days after invoices are issued.

**All invoices should have a 10% holdback, to be paid only upon the completion and acceptance (by Ecosystem) of all work.**

## 4 Description and Scope of Work

### 4.1 Scope of Work

- Coordination and identification of components to be demolished by others.
- Prior to any demolition, the existing steam piping shall be hydrotested to ensure its mechanical integrity. Any defective components will be replaced and shall not be priced in the scope of this RFP. Ecosystem and the contractor will agree on a price for replacement based on the T&M values in the bidding form.
- Contractor is responsible disconnecting all boiler services (steam, condensate, make up water, glycol, and fuel oil) prior to any demolition.
- Rigging of equipment into the work area by others. All on site placement and assembly of the boiler, pumps, and HW/Glycol heat exchanger, shall be the responsibility of the selected contractor. Ecosystem has purchased this equipment to ensure delivery on schedule.
- Furnish and install all plumbing fixtures required for the boiler installation. The contractor will be responsible for reconnecting the boilers to the existing oil service.
- Furnish and install all piping and equipment specified in bidform and Appendices B1 and B2, Ecosystem to supply the boilers, control valves, pumps, and the heat exchanger.
- All piping in public spaces shall be hidden above ceiling where feasible. Where infeasible, exposed pipe in public spaces shall be insulated and finished with a PVC jacket. No pipes shall run over lighting fixture or other ceiling mounted equipment. If the contractor's plan deviates from these criteria, it must be approved by Ecosystem's construction manager in writing. Your proposal shall indicate potential cases that are considered impractical to hold a competitive price.
- Cut in (x3) branch manual isolation valves in Gym Wing (locations to be detailed by Ecosystem)
- Drain and valve off all existing HW rads (hidden in cabinets) in Gym Wing
- Once all piping is installed, a pressure test shall be conducted at 1.5x the design pressure. This pressure test shall be done prior to insulation and must be observed and signed off by an Ecosystem representative as well as the foreman or project manager of the subcontractor. Any defective components will be replaced and shall not be priced in the scope of this RFP.
- Piping system shall be flushed and chemically treated using the hot water pumps in the boiler room until the suction guide strainer is proven clean.
- Provide support during equipment start-up
- Before construction, the contractor will provide shop drawings for the boiler room.
- After construction, the contractor shall provide as-built/redline drawings for all new hot water piping and existing piping converted from steam after construction completion.
- Control valves will be mechanically installed by contractor; however, control valves will be furnished by Ecosystem. Controls work by others.
- All demolished material shall be removed from site and disposed of legally.

## Optional Scope: Please List as Add/Alt if Interested

- Demolition
- Rigging
- Concrete work
- Carpentry & Touch up painting
- Furnish and installation of combustion air louvre
- Steam to Hot Water conversion on existing boiler (details will be provided separately)

### 4.2 Equipment Supplied by Ecosystem

Ecosystem has purchased the following equipment to ensure delivery on schedule.

- Boiler
- Pumps & Suction Guides
- Heat Exchanger

All other equipment is supplied by the bidder. If there is any doubt, it is the bidder's responsibility to ask Ecosystem for clarification.

### 4.3 Equipment Supplied by Subcontractor

- Piping, non-controlled valves, and other accessories not supplied by Ecosystem
- Insulation

### 4.4 Work Excluded

- Furnish and installation of combustion air louvre
- Electrical work
- Controls wiring
- Rigging
- Demolition
- Concrete work
- Carpentry

### 4.5 Implementation Schedule

The schedule for this project is of critical importance for consideration in this RFP. All bidders must fill out the Number of "Workers (mech-piping)" as part of their proposal. See Appendix B3 for schedule to be marked-up.

- Receipt of bids: March 15, 2022
- Issuance of purchase order: April 5<sup>th</sup>, 2022

## 4.6 Start-Up, Commissioning and Training

The bidder must assist Ecosystem, within the bidder's discipline, with start-up and commissioning of equipment supplied by Ecosystem and by the bidder. Please allocate up to 32 man-hours (2 days, 2 techs) for start-up support.

The bidder must coordinate the start-up of equipment supplied by the bidder and plan appropriate training for Ecosystem and the client's personnel.

## 4.7 Conditions for Final Acceptance of Work

At the end of the construction work, and as a final approval condition, the bidder must provide Ecosystem with the following documents:

- Electronic shop drawings.
- Signed copies of all pressure testing forms
- Signed copy of a set of as-built/redline drawings. The drawings must clearly show— in red ink – all changes, additions or deletions from the scope that have been made during the project.
- Signed copy of all supplier and manufacturer guarantees for equipment provided by the bidder.
- Operation and maintenance manuals for equipment provided by the bidder.
- Signed copy of the start-up and commissioning sheet for equipment provided by the bidder

## Appendix A: Bid Form

The bidder is invited to use this proposal form to present these prices and to attach any relevant information to them. Invoicing shall follow the pricing per the following breakdown.

Item	Material \$	Labor \$
<i>Pre-Mobilization: Shop drawings, boiler service disconnections, hydrotest, pre-demo identification</i>		
<i>Drain and valve off existing perimeter rads in Gym wing</i>		
<i>Assemble, install, and connect new HW boiler</i>		
<i>Boiler Rm – New HW piping, valves, fittings, and insulation</i>		
<i>Cafeteria – HW piping, valves, fittings, and insulation</i>		
<i>Gym wing Isolation Valves</i>		
<i>Install two new HW circulating pumps</i>		
<i>Install new HW/Glycol Heat exchanger</i>		
<i>Hydrotest, system flushing, chemical treatment</i>		
<i>Assembly and submission of As-built / Redline drawings</i>		
<b>Total</b>		

Additions & Alternates	Material \$	Labor \$
<i>Demolition</i>		
<i>Rigging</i>		
<i>Concrete work</i>		
<i>Carpentry &amp; Touch up painting</i>		
<i>Furnish and installation of combustion air louvre</i>		
<i>Steam to Hot Water conversion on existing boiler (details will be provided separately)</i>		

In order to facilitate future discussions for additional work that could be performed in a time and material format during the project, Ecosystem asks the bidder to present the following rates:

Labor Types	Hourly Rates
Apprentice	\$
Journeyman	\$
Foreman	\$
2 <sup>nd</sup> Shift Pipefitter	\$

All of the above prices must exclude taxes and include all of the elements specified in the "Price Quote" section.

I, in my own name or in the name of the company I represent:

1. Declare:

- 1) Having read and understood all supplied documents, general conditions and all issued appendices, as well as instructions to bidders and other bidding documents regarding the project stated on the cover page.
- 2) Having obtained all necessary information on the state of the work site, nature of services to be provided and contract requirements.

2. Therefore, promise:

- 1) To respect all conditions and specifications appearing in this request for proposals, to perform all required work, and all work that, although not specifically mentioned, is required in the spirit of the work to be done;
- 2) To perform all work identified in the bid form at the lump sum presented in the bid form.

3. Certify that the price proposed is valid for the certified period.

**Company :**

\_\_\_\_\_  
(Company Name)

**Address :**

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Province/State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

## Appendix B : List of Documents Forming an Integral Part of this RFP

1. Mechanical Plans and Specifications
2. Cut Sheets of Equipment Provided by Ecosystem
3. Implementation Schedule
4. Ecosystem's OHS Program
5. Covid Related OHS Policy
6. Subcontractor Agreement