

# **Request for Proposal**

**Heating Hot Water System Repairs**

**Township Public Safety Building**

**RFP # 23-001**

**Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189**

**June 1, 2023**

## 1. Intent of Request for Proposals (RFP), Background, and Bid Requirements

### 1.1 Intent of Request for Proposals (RFP)

The purpose of this Request for Proposals is to solicit competitive sealed proposals from qualified and experienced individual(s) or firm(s) to provide mechanical services for Northfield Township (NT). NT is requesting bids for repairs to the heating water system at the NT public safety building located at 8350 Main Street, Whitmore Lake, MI 48189. Scope of work is defined in Section 2 of this proposal. The successful Contractor will be expected to provide all tools, transportation, labor, disposal and equipment necessary to perform the required duties herein. **The overall objective of this project is to inspect the two hot water boilers, replace the expansion tank, replace boiler relief valves, clean heating hot water piping system and test for duct leakage.**

### 1.2 Northfield Township Background

Northfield Township (NT) is a Local Government Agency in the state of Michigan. NT has a population of approximately 8,900. The Board of Trustees consists of seven (7) elected members, Township Supervisor, Treasurer, Clerk and 4 Trustees. The township does employ a Township Manager.

### 1.3 Bid Requirements.

Bids must be sealed and submitted in a timely manner. Bidders shall provide (1) sealed copy of the proposal and it MUST be labeled on the outside with **RFP # 23-001**. Proposals must be submitted before 2:00 p.m. on **June 29, 2023**, to Northfield Township Attn: RFP #23-001, 8350 Main Street, Whitmore Lake, MI 48189. Any proposal received after that deadline will be deemed non-responsive and will not be considered for evaluation. **Faxed copies will NOT be accepted.**

Bids must be submitted on this form, and must be typed or written in ink and signed. Bids must be signed by an official of the company authorized to bind the offeror (Please see #9 below). The proposed price shall be good for a period of at least one hundred twenty (120) days from the submittal date. NT reserves the right to refuse any and all bids and to waive any technicalities and formalities. NT reserves the right to negotiate with all qualified offerors and reserves the right to cancel this solicitation in part or in its entirety if it is in the best interest of NT to do so. Any agreement for services is subject to board approval.

A **mandatory** Pre-Bid walk-through at the project site (8350 Main Street, Whitmore Lake, MI 48189) will occur on **Wednesday, June 14, 2023** at 10:00 AM. Attendance at walk-through is **mandatory** to qualify to bid project.

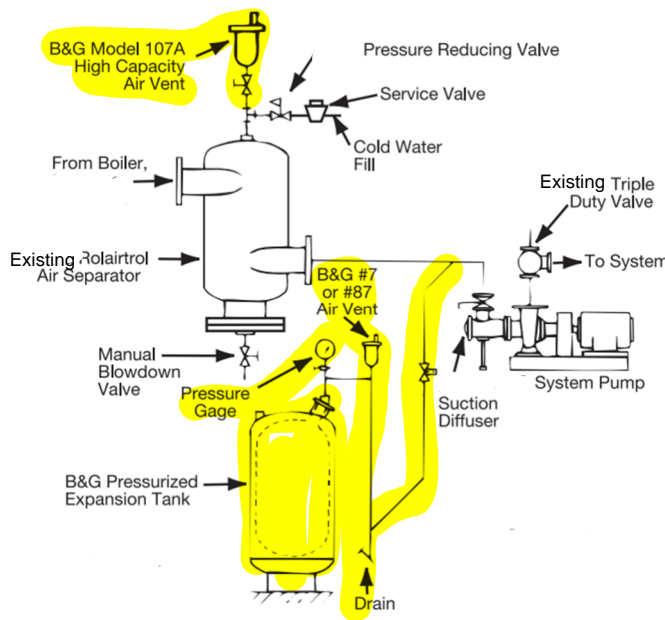
**Those wishing to submit a bid for the project must provide, at a minimum, the following items:**

- Completed bid worksheet (Attachment 1). Note the bid form is laid out in a specific manner. Please structure your bids accordingly.
- Proof of all other appropriate professional licensing as required by the State of Michigan
- Proof of Insurance: General Liability & Workers Comp

This solicitation does not commit NT to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

## 2. Scope of Service

- 2.1. Fees. Contractor is responsible for ALL permits, fees, inspections, certifications and approvals necessary to complete the scope of work.  
All required permits and fees are the contractor's responsibility to determine and include in the pricing.
- 2.2. Duct Leakage identification  
Conduct a duct leakage test in accordance with Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) HVAC Air duct leakage Test Manual. If leakage is found to be greater than 3% of the total system flow (see table below) a smoke test shall be conducted to identify major leaks. Leaks shall be repaired using water borne mastic and fiberglass mesh tape per SMACNA standards at the unit price per leak after approval of the engineer's review of the leakage report. After repairs testing shall be repeated and the process shall be repeated until the leakage rate is less than 3%.
- |                                     |         |
|-------------------------------------|---------|
| 6320 cfm – AHU-2, allowable leakage | 190 cfm |
| 8060 cfm – AHU-4, allowable leakage | 245 cfm |
| 5425 cfm – AHU-5, allowable leakage | 165 cfm |
| 4600 cfm – AHU-6, allowable leakage | 140 cfm |
| 5990 cfm – AHU-7, allowable leakage | 180 cfm |
- 2.3. Boiler Relief Valve  
Remove relief valve on each of the two boilers and replace with Conbraco/Apollo model 10-615, pressure setting of 100 psi and BTU/Hr rating of 4,105,000. Reconnect discharge piping.
- 2.4. Expansion Tank Replacement  
Disconnect and remove ceiling mounted expansion tank and associated airtrol tank fitting. Replace with floor mounted vertical tank Bell and Gossett model # D280 having a tank volume of 211 gallons and an acceptance of 171 gallons. Tank to be located south of boiler #2. Pipe existing tank connection to a new valve and Bell and Gossett model 107A High Capacity air vent. Create tee on 4" pipe downstream of air separator prior to pump 1. Pipe 1" from tee to new tank location. Install piping at expansion tank with Bell and Gossett #87 air vent. Insulate new piping with 1" cellular glass insulation. See piping detail below. Highlighted items are new piping and equipment.



## 2.5. Inspect Boiler, Clean and Fill

Drain the heating hot water system. Conduct a non-destructive inspection of Boilers #1 and #2. Inspector shall be accredited by the American Society of Mechanical Engineers (ASME) and the National Board of Boiler and Pressure Vessel Inspectors. The waterside shall be inspected for corrosion, tube grooving, bulging, metal fatigue and scale deposits. A written report of the findings and recommendations shall be provided to the owner prior to filling. The report shall include the professional's recommendations and rating of the overall boiler condition as well as photographs documenting any found deficiencies. The heating hot water system shall be filled. The fill process shall be metered. A cleaning agent shall be added to the system similar to MC3+ by ADEY at a concentration described by manufacture. Allow to circulate the system per cleanser instruction. Drain the system and repeat, circulate and drain procedure until the water runs clear. Conduct fill water chemistry test to establish fill water conditions. Once water runs clear fill the system and add water treatment chemicals compatible with piping system components and connected equipment through the pot feeder to achieve the following conditions.

-PH - 11

-Total Alkalinity- Less than 400 ppm

-Corrosion – Provide sufficient inhibitors to limit mild steel and copper corrosion based on fill water chemistry. Maintain soluble iron level below 2 ppm and soluble copper level below 2 ppm

-Scale- Provide sufficient scale inhibitors to prevent formation of scale and maintain all scale forming materials in solution based on fill water chemistry

-Particulate – Provide sufficient dispersants to prevent sedimentation of fine particulate matter.

Provide lab water quality report after chemicals are added and system is able to flow for 72 hrs.

2.6. Project Schedule.

This project shall be scheduled within 15 days of issuance of the Notice to Proceed. The project shall be substantially completed by September 15, 2023. Final Completion shall occur by October 1, 2023.

- 2.7. Safety: Safety must be considered at all times. The Contractor must take precautions to utilize and store materials and equipment in a way that will reduce chance of injury to other. Before leaving for the day, Contractor must ensure that proper signs, caution tape, physical barriers or other devices as needed to signal a hazard or restrict access are in place. In addition, the Contractor must insure the safety of their workers by adhering to industry best practices, OSHA safety, and traffic safety guidelines as applicable for the activity being performed. The NT-designated Project Manager reserves the right to temporarily stop work if they see an unsafe practice and to suspend work until the issue is addressed.

3. **Outline of Expectations**

- 3.1. Significant experience in boiler and heating hot water systems is required.

The successful bidder shall have a minimum of 3 recent projects of similar scope and an understanding of the scope of work required including:

- a. Duct leakage testing
- b. Boiler inspections
- c. Mechanical piping and sheet metal work

- 3.2 Contractor will assure that all permitting, new work and disposal will comply with applicable Township, State and Federal regulations and procedures covering mechanical work. i.e., Michigan Dept of Environmental Quality, OSHA, Michigan Labor Commission, LARA.

4. **Special Instructions**

- 4.1. Fee Estimate. Proposals should include a detailed cost breakdown of all proposed fees – see **Attachment 1 – Bid Worksheet.** NT
- 4.2. Operating Hours: Work shall be performed between 8am and 4pm Monday thru Friday only.

5. **Contract Documents** NT will negotiate a Professional Services Agreement with the selected Contractor.

6. **Insurance Requirements** Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in Contractor's bid. The amount of insurance shall not be less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage.

2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for owned, non-owned and hired autos.
3. Workers' Compensation and Employers' Liability: Workers' compensation limits as required by the labor code of the State of Michigan and employers' liability with limits of \$1,000,000 per accident.

Each insurance policy required by this Agreement shall contain the following clauses:

*-This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to Northfield Township.*

*-It is agreed that any insurance or self-insurance maintained by Northfield Township, its elected and appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy.*

Each insurance policy required by this Agreement, accepting policies for Workers' Compensation and Professional Liability shall contain the following clause:

*-Northfield Township, its elected and appointed officials, employees, agents and volunteers are to be named as additional insurers as respect to operations and activities of, or on behalf of, the named insured as performed under Agreement with Northfield Township.*

Insurance is to be placed with insurers acceptable to and approved by NT. Contractor's insurer must be authorized to do business in Michigan at the time the contract is executed and throughout the time period the contract is maintained, unless otherwise agreed to in writing by NT. Failure to maintain or renew coverage or to provide evidence of renewal will be treated by NT as a material breach of contract.

NT shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by NT before work commences.

NT reserves the right to require complete, certified copies of all required insurance policies at any time.

Any deductibles or self-insured retentions must be declared to and approved by NT. At the option of NT, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects NT, its elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to NT guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Contractor shall include all subcontractors and insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this Agreement.

7. **Bond Requirements:** Bid Bond – The contractor is required to submit a bid bond with the bid for not less than 5% of the bid amount. Performance Bond - The Contractor will be required to submit a performance bond to the Township in the amount equal to the bid amount prior to start of the work. The bond will be released upon successful completion of the project and final acceptance by NT. Payment Bond - The Contractor will be required to submit a payment bond to the Township in the amount equal to the bid amount prior to start of the work. The bond will be released upon successful completion of the project and final acceptance by NT.
8. **Furnishing of W-9:** Payment under this Agreement is contingent upon Contractor furnishing NT with a signed and completed W-9 IRS tax form. Contractor shall cooperate with NT in furnishing any additional information NT may need to comply with rules and regulations of the Internal Revenue Service.
9. **Evaluation and Award** The contractor selection will be based on proposed Contractor pricing. Price will be based on the total bid amount and provided recent experience.

NT reserves the right to accept or reject any bid that best serves its convenience and/or is found to be in its best interest. NT encourages and welcomes bids from women-owned and minority-owned businesses. Bidders and their surrogates must be in good standing with NT with no outstanding property, zoning or tax issues.

10. **Bid Submittals** Those wishing to submit a bid for the project must provide, at a minimum, the following items:

- Completed bid worksheet (Attachment 1). Note the bid form is laid out in a specific manner. Please structure your bids accordingly.
- Documents showing appropriate certification in boiler inspection
- Proof of all other appropriate professional licensing as required by the State of Michigan
- If applicable, documents showing pre-certification as a woman-owned, minority owned, small, or disadvantaged business
- Proof of Insurance: General Liability, Workers Comp, Automobile (must be current)
- BONDS: A certified check or bid bond of not less than five percent 5% of the amount of the bid is to accompany the bid. The bid bonds of the unsuccessful bidders will be returned within 5 days after the award of the bid. Northfield Township will also require a 100% full performance and 100% full payment bonds.

**IF YOU REQUIRE ADDITIONAL INFORMATION:**

Questions related to the proposal or regarding the bid process should be directed to Sean Tabacsko with OHM Advisors at [Sean.Tabacsko@ohm-advisors.com](mailto:Sean.Tabacsko@ohm-advisors.com)

Attachments:

1. BID WORKSHEET
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## Attachment #1 Bid Worksheet

RFP #23-001

Mechanical Work	
Permits & Fees:	
Unit Price for repair of duct leak	
<b>Total Bid:</b>	

I hereby warrant and represent that the information presented in this proposal is true, accurate and complete.

Company: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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