

**REQUEST FOR PROPOSAL: HVAC ROOFTOP UNIT SERVING THE MEDIA CENTER
SPRAGUE BOARD OF EDUCATION
SAYLES SCHOOL, 25 SCOTLAND RD., BALTIC, CT 06330**

Sprague Board of Education is accepting bids for the replacement of HVAC unit serving the Media Center at Sayles School. A mandatory pre-bid walkthrough will take place on 6/12/2017 at 12:00 PM. Bid specs may be viewed at www.saylesschool.org. and www.ctsprague.org.

Sealed bids will be sent to Sprague Board of Education, Business office, 25 Scotland Road, Baltic, CT, 06330, attention: Bob Gentes. Bids will have written on the outside of the envelope "HVAC Unit Serving the Media Center". Bids will be accepted up until the time of the bid opening. Bids will be opened and read aloud on June 20, 2017 at 12:00 PM in the Conference Room in the Office of the Superintendent of School, 25 Scotland Rd., Baltic, CT 06330.

Call before you dig is the responsibility of the successful bidder as is the proper town permit prior to any demolition or construction work commencing. The proper General, Auto, Professional, Umbrella and workers compensation/employers liability insurance naming Sprague Public Schools as the additional insured. Coverage is to be provided on a primary, noncontributory basis. Minimum general Liability coverage for each occurrence will be \$ 1,000,000. General Aggregate will be \$ 2,000,000 and Products/Completed Operations. Aggregate will be \$ 2,000,000. The successful bidder will agree to keep in force at all times during which services are to be performed these coverages and an in force policy will be given to the business office prior to any work being performed. Work will be done when school is not in session and per the design drawings and specs. An approximate timeline will be submitted with the bid. Questions arising after the walkthrough and prior to the bid opening with all bidders will be through Sprague Public Schools Business & Facilities Manager, Bob Gentes, (860) 822-8264, ext. 114, e-mail address rgentes@spraguek12.org.

The Sprague Board of Education follows the bid policies and bid process as outlined in the Board of Education and the Town of Sprague policies.

The bid will include the following work:

- Disconnect, recover refrigerant, remove and properly dispose of existing rooftop unit which serves the Media Center.
- Install one new rooftop unit with LP gas heat, economizer and curb adapter
- Crane and rigging services
- Necessary gas piping
- Necessary electrical power and control wiring to include new electrical disconnect
- Necessary ductwork and installation
- Commission and start-up of new unit
- Work must start after June 20, 2017 and be complete before August 20, 2107.