

Request for Proposals

Air Conditioning System Replacement

The scope of work included in this proposal is as follows: To replace all the old and not functioning air conditioning units located at the Dunaway Center 23 School Street Ogunquit Maine. The old systems are on site and located on the south side and the back of the building.

Sealed bids, in envelopes plainly marked “**Air Conditioning Replacement**” and addressed to Matt Buttrick, Town Manager, PO Box 875, Ogunquit, Maine 03907 will be received until Wednesday, August 10, 2022 in the Town Manager’s Office until 1:00pm.

The Town of Ogunquit reserves the right to reject any or all bids and to waive any formality or irregularity and to make the award of contract in the best interest of the Town of Ogunquit as the Owner. All questions regarding this contract should be directed to the Director of Public Works, Tom Torno or the Deputy Director of Public Works Anthony Musto via email at PWdirector@ogunquit.gov , amusto@ogunquit.gov or by phone at 207-646-2062.

Agreement

The bid constitutes an offer from a Contractor. The Owner’s acceptance of the offer, in whole or part within the time specified, by issuance of a “Contract Form”.

Insurances

The Contractor shall furnish, before starting work, the standard *Certificate of Insurance* showing that the Contractor carries, and agrees he/she will continue to carry during the term of this contract, as a minimum, coverage as follows:

- a. **Worker’s Compensation Insurance** in amounts required by Maine Law and **Employer’s Liability Insurance**, as necessary, as required by Maine Law. In case any class of employees engaged in hazardous work under this agreement is not protected under the Worker’s Compensation Act, the Contractor shall, at its own expense, provide for the protection of its employees not otherwise protected. In case work is sublet, the Contractor shall require the Subcontractor similarly to provide coverage for its employees in accordance with Maine State Law.
- b. **General Liability Insurance** with limits of liability for bodily injury in the amount of \$1,000,000 for each occurrence and minimum limits of liability for property damage in the amounts of \$1,000,000 for each occurrence for claims and damages that may arise from the errors, omissions or negligence of the Contractor or its Subcontractors, if any, in the performance of services under this agreement.

- c. **Public Liability Insurance** in the amount of not less than \$400,000 or such amount as is established by the Maine Tort Claims Act (14 M.R.S.A. §8101 et seq.) as amended from time to time, combined single limit, to protect the Contractor, or any Subcontractor performing work covered by this agreement, and the Owner from claims and damages that may arise from operations under this agreement, whether such operations may be by Contractor or Subcontractor or by anyone directly or indirectly employed by them.

- d. The **Certificate of Insurance** provided to the Owner shall confirm that the Owner has been named as an Additional Insured (except for Worker's Compensation) prior to the commencement of work.

Scope of Work

Contractor will perform all duties involved in the removal and replacement of the air conditioning units and all components involved with the upgrade. Contractor will establish new zones for the multiple offices and common areas.

Acceptance and Payment

The Contractor shall furnish a completed W-9 prior to the commencement of work.

The Contractor will furnish all billable hours on a quarterly basis for the life of the contract.

Guarantee

The Contractor and the Subcontractors, if any, shall guarantee their work against any defects in workmanship and materials for a period of one year from the date of the Owners written acceptance of this project, and agree to repair or replace at no cost or expense to the Owner all work, materials and fixtures at any time during said one-year period.

Locations

The location of the air conditioning sources are as follows:

Dunaway Center 23 School Street

**TOWN OF OGUNQUIT
CONTRACT BID FORM**

Signed: _____
Printed Name: _____
Title: _____
Firm: _____
Address: _____ _____
Date: _____
Phone # _____ Fax# _____
E-mail _____ Price Total _____