

Town of Hopkinton, Rhode Island



SPECIFICATIONS

HEATING & COOLING SYSTEMS MAINTENANCE

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TOWN OF HOPKINTON, RI

FY 2009 to FY 2011

1. Heating systems located at the following locations:

<u>Location</u>	<u>Address</u>	<u>System Type</u>
Hopkinton Public Works Complex	Woodville Road	Oil burners (3)
Animal Control	Woodville Rd	Oil Burner
Hopkinton Town Hall	1 Town House Rd.	Oil Burner
Thayer House	Main Street	Propane Burner
Crandall House	188A Main Street	Oil Burner
Activities Center	188B Main Street	Oil Burner
Police Department	Woodville Rd	Propane Burner

2. All prospective bidders are encouraged to visit each site to ensure that proper access is available.
3. Bids shall be submitted in a sealed envelope endorsed on its face with the bidder's name, the date of presentation and marked "HVAC MAINTENANCE BID", to the Town Clerk, Town of Hopkinton, 1 Town House Road, Hopkinton, RI 02833. Bids shall be delivered no later than 3:00 PM Eastern Daylight Time on [Monday, April 20th, 2009](#). Bids will be opened on Thursday, [Monday, April 20th, 2009](#) at 3:15 PM at the Town Hall Meeting Room, Hopkinton, RI. No quotes, changes or amendments to any quotes submitted after that hour will be considered. It shall be the sole responsibility of the bidder to deliver their quote to the Town Clerk on or before the closing hour and date.
4. The bidder shall not separate the specifications, instructions/conditions, insurance summary and bid contract form from the proposal form and must return same complete.
5. Bidder will include a copy of standard service/maintenance agreement with bid.
6. The Town of Hopkinton reserves the right to reject any and all bids received and award the bid in a manner which in their opinion serves the best interest of the Town of Hopkinton.

INSURANCE SUMMARY:

7. The successful bidder shall provide insurance as follows:

The Town of Hopkinton shall be named as an additional insured.

Bidder shall submit a certificate of insurance with the bid proposal evidencing coverage meeting the following minimum requirements:

1. Workers' Compensation:
 - a. State – Statutory
 - b. Employer's Liability - \$500,000

2. Comprehensive General Liability
(Including Premises-Operations; Independent Contractors; Protective; Broad Form)
 - a. Bodily Injury:
 - i. \$1,000,000 – Each Occurrence
 - ii. \$1,000,000 – Annual Aggregate
 - b. Property Damage:
 - i. \$500,000 – Each Occurrence
 - ii. \$500,000 – Annual Aggregate
 - iii. Property Damage Liability Insurance which will provide X, C or U coverage, as applicable.
 - c. Contractual Liability:
 - i. Bodily Injury - \$1,000,000 Each Occurrence
 - ii. Property Damage - \$500,000 each occurrence; \$500,000 annual aggregate.
 - d. Personal Injury, with Employment Exclusion Deleted:
 - i. \$500,000 Annual Aggregate.
 - e. Comprehensive Automobile Liability:
 - i. Bodily Injury - \$500,000 each person, \$1,000,000 each occurrence
 - ii. Property Damage - \$500,000 each occurrence.
 - f. All Risk:
 - i. As required – NO deductible

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: **HEATING & COOLING SYSTEMS MAINTENANCE**

WHEREAS the Town of Hopkinton has duly requested bids for the supply of goods and/or services in accordance with the aforementioned specifications;

The person or entity below does irrevocably offer to perform services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price stated below;

The offer shall remain open and irrevocable until the Town of Hopkinton shall transform this bid into a contract.

BIDDER NAME: _____

BIDDER ADDRESS: _____

BIDDER SIGNATURE: _____

TITLE: _____ DATE: _____

SERVICE HOURLY LABOR RATES:

Monday – Friday 8AM – 4PM \$ _____

Monday – Friday 4PM – 8AM \$ _____

Saturday, Sunday and Holidays \$ _____

Discount from Parts list _____ %