

**REQUEST FOR RESPONSE
TOWN OF WESTFORD
J. V. FLETCHER LIBRARY**

INSTALLATION OF HEAT PUMP

Please submit quotes for the following work to the J. V. Fletcher Library, Director's Office, 50 Main St. Westford MA 01886-2599 up to 5:00PM local time, Wednesday, August 4, 2010.

This RFR is for all labor, materials, permits, disposal and clean-up, installation and test costs for the installation of a HEAT PUMP on the library site. Specifications may be examined and/or obtained **on or after July 21, 2010 at the J. V. Fletcher Library, Director's Office, 50 Main St. Westford MA 01886-2599** from 10:00 A.M. to 5:00 P.M., Monday through Friday, except for holidays. There is no cost or deposit required for picking up the specifications. The award of the contract for services shall be made pursuant to M.G.L. c.149. Awardee shall be expected to sign the standard Town of Westford Professional Services contract.

The Town of Westford Board of Library Trustees, acting through the Library Department, reserves the right to waive any informality in, to reject any or all quotes, and to accept the one which appears in the best interest of the Town of Westford. MBE's are encouraged to submit proposals. All proposals are subject to EEOC Regulations, MGL Chapter 30B, and Chapter 149, Section 44A, where applicable.

1. SITE TOUR

- 1) A mandatory Site Tour will take place on Monday, July 26, 2010, 1:00PM at the J. V. Fletcher Library, 50 Main St. Westford.
- 2) Questions may be submitted in writing to erainville@westfordma.gov up to 48 hours after the Site Tour.

2. RFR CONDITIONS:

- 1) Required OSHA 10 Certification
- 2) Required 50% Payment Bond
- 3) Prevailing Wage payment and documentation
- 4) Work to be completed within 90 days of contract signing; removal and installation to occur within 3-4 consecutive business days

3. SCOPE OF WORK:

- 1) Schedule Work with the Library Director to minimize impact on Public Facility; accelerate work schedule if heat pump fails
- 2) Secure all necessary Permits and waivers
- 3) Remove failing heat pump and install McQuay Heat Pump Model WCCW4070BFYRS
- 4) Furnish and Install heat pump unit along with all hose, electrical, control, sensor and thermostatic connections, ductwork, return and discharge connections
- 5) Successfully test unit upon completion
- 6) Clean Site, disposing of original unit
- 7) Warranty installation as provided in specifications

All proposals shall be accepted at the J. V. Fletcher Library Director's Office (ATTN: Ellen Rainville), 50 Main St. Westford MA 01886-2599 no later than 5:00 PM Eastern Standard Time, Wednesday, August 4, 2010. Any proposals received after this time will be rejected. Questions regarding this proposal should be directed to Ellen Rainville TEL: 978-399-2312, FAX 978-692-0287, email: erainville@westfordma.gov Mondays through Fridays from 9:00AM – 5:00PM.