



*City of Central Falls*

**Request for BID 2021-0004  
For Elevator Ventilation Improvements City Hall**

Issue Date: **March 26th, 2021**

The submission deadline for proposals is **April 16<sup>th</sup>, 2021 by 1:00pm**

A pre-bid meeting will be held on **April 9<sup>th</sup>, 2021 at 10:00am**

**Request for Bid 2021-0004  
Elevator Ventilation Improvements**

**Instructions**

**1. Receipt and Opening of Proposals**

Sealed bids (proposals) will be accepted in the office of the Purchasing Agent, City Hall, Central Falls, Rhode Island, until the time indicated below, for the commodities, equipment or services listed in the specifications, and will be then publicly opened and read at the prescribed time in the City Hall Council Chambers.

Bid must be submitted in a sealed envelope and addressed to:

City of Central Falls  
Purchasing Department  
580 Broad St.  
Central Falls, RI 02863

Lower left corner of envelope must contain the following identification: Request for Bid 2021-0004, Elevator Ventilation Improvements. All bids must be received by 1 P.M. in the Office of the Purchasing Agent on **April 16<sup>th</sup>, 2021 by 1:00pm** NO BIDS WILL BE ACCEPTED AFTER 1 P.M.

**2. Response Contents**

The following are the elements that should be included in responses to the solicitation. Please provide responses in the order presented in this section.

- a) **Cover Letter/Statement of Qualifications.** The cover letter should introduce the Respondent and address their interest for the project. The cover letter should include a narrative describing the Respondent: they type of service provided, the location of its operations, the number and location of employees, etc. The cover letter should describe major upcoming projects in the next eight (8) months.
- b) **Response Form:** The response form must be included, filled out completely and signed by the respondent.
- c) **Project Description:** A description of the Respondent's proposed approach to completing the project, including any graphics and/or cut sheets.
- d) **Project Budget:** A detailed budget for the project
- e) **Project Schedule:** A detailed schedule for the project that shows completion by July 1, 2021.

**3. Form of Response**

- a) All responses must be submitted as one (1) original and four (4) copies in a sealed envelope labeled with the address of the property. Proposals must include a USB or CD copy of the proposal in the envelope. An official authorized to bind the Respondent to the provisions of its response must sign the Response Form, ("Appendix A"). The City will review all responses and reserves the right to accept or reject any and all responses.
- b) Envelopes containing bids must be sealed and addressed to the Purchasing Agent, City Hall, 580 Broad Street, Central Falls, RI 02863 and must be marked with the name and address of the bidder, and name of bid item.
- c) Any bidder may withdraw their bid by written request at any time prior to the advertised time for opening. Telephone bids, amendments, or withdrawals will not be accepted.

- d) Unless otherwise specified, no bid may be withdrawn for a period of thirty (30) days from time of bid opening.
- e) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f) Proposals received prior to the time opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.
- g) Any deviation from the specifications must be noted in writing and attached as a part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.
- h) Specifications shall be made a part of any contract by and between the City of Central Falls and the bidder.
- i) If the estimated cost of the article or labor and materials is \$5,000.00 or more, the successful bidder must provide, within 7 days of notification of the successful bid, a performance bond of an approved surety company in a sum equal to the estimated contract price which bond shall be conditioned upon the full and faithful performance of the contract. It shall provide further, that in the event the bidder fails or neglects to execute the contract or deliver the bond, the contract shall be null and void and the bond shall be retained by the City as liquidated damages for the delay and expense caused by the abandonment of the contract.
- j) The issuance of this solicitation, the submission of a response by any Respondent, or acceptance of such response by the City do not obligate the City in any manner.
- k) The City reserves the right (1) to amend, modify, or cancel this solicitation, (2) to revise any requirements of the solicitation, (3) to require supplemental statements or information from any Respondent, (4) to accept or reject any or all responses, (5) to extend the deadline for submission of responses, and, (6) to negotiate or hold discussions with any Respondent and to waive defects and allow corrections of deficient responses. The City may exercise these rights at any time without notice and without liability to any Respondent for their expenses incurred in the preparation of the proposals.
- l) The City does not assume any liability for any pre-contractual activity and/or costs incurred by the Respondents to this solicitation and reserves all its rights in law and equity with respect to this solicitation.
- m) All submissions become the property of the City. The City shall be entitled to retain and use for the project without compensation to any Respondent any information submitted, including, but not limited to, any concept, element or idea disclosed in or evident in the submission or meetings or interviews with Respondents.
- n) The City believes the information in this solicitation is accurate, but the City makes no warranties to such accuracy and assumes no responsibility for errors or omissions contained herein.
- o) The City shall be the sole decision-maker of whether a response complies with the requirements of the solicitation and whether Respondents have merit. Nothing contained in this solicitation shall limit the City in its selection of vendors to be invited to respond to future solicitations for this project or future projects, nor limit the City's discretion in any way completing the projects.
- p) Submission of a response to this solicitation by any Respondent constitutes Respondent's permission and consent to inquiries by the City concerning the Respondent and its ability to undertake the project, including checking references and similar investigations.

- q) It is the policy of the City to comply with all municipal and state laws, policies, orders, rules and regulations, which prohibit unlawful discrimination. The City has a nondiscrimination plan that may be read at [http://www.centralfallsri.us/title\\_vi\\_nondiscrimination](http://www.centralfallsri.us/title_vi_nondiscrimination)

#### **4. Rhode Island Sales Tax**

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended.

#### **5. Federal Excise Taxes**

The City is exempt from the payment of any excise tax or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

#### **6. Qualifications of Bidders**

The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the City with all such information and date for the purpose as may be requested.

#### **7. Addenda and Interpretations**

No interpretation on the meaning of the solicitation will be made orally. Any questions must be submitted in writing by 4:00 **April 12<sup>th</sup>, 2021** to Jahaira Rodriguez, Purchasing Agent, at [jrodriguez@centralfallsri.us](mailto:jrodriguez@centralfallsri.us). Responses will be posted on the City's website [www.centralfallsri.us/purchasing](http://www.centralfallsri.us/purchasing) by **Friday, April 16<sup>th</sup>, 2021**.

#### **8. Delivery**

All bids are to be FOB various locations within the City of Central Falls, delivery to be supplied with the Purchase Order. No extra charges for delivery, handling or other services will be honored. Only inside delivery and set-up, where required, will be accepted. TAILGATE DELIVERIES WILL BE REFUSED. The vendor must notify the City of Central Falls 24 hours prior to delivery. All claims for damage in transit shall be the responsibility of the successful bidder. The City will not make payment on damaged goods, they must be replaced, or adjustments made at the option of the city. The City of Central Falls is only represented by the Purchasing Agent in these matters and that division, or its appointed representative or agent, shall be the only entity to negotiate any settlements. Deliveries must be made during normal working hours. Bid price, where applicable, is to include the cost of uncrating and setting in place. bid price, where applicable, is to include installation.

#### **9. Indemnification and Hold Harmless**

The bidder shall protect defend and indemnify the City of Central Falls, including its officers, agents and employees, and hold them free and harmless from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is in any way connected with, the performance of the work under any contract made as part of this award. It shall apply to any acts or omissions of bidder's agents, employees, subcontractors, or suppliers. The bidder also shall hold the City of Central Falls harmless from any and all claims or liens for labor, services, or materials furnished to the bidder in connection with the performance of the bidder's obligation under any contract between the bidder and City. This section shall not be applicable to injury, death or damage to property arising from the sole negligence or sole willful misconduct of the City of Central Falls or the Central Falls Redevelopment Agency, its officers, agents, or employees.

#### **10. Property lost, damaged, or destroyed.**

Any property or work to be provided by bidder will remain at the bidder's risk until written acceptance by the City of Central Falls and the bidder will replace, at bidder's expense, all property or work lost, damaged or destroyed by any cause whatsoever.

#### **11. Evidence of Insurance**

A policy of auto, general liability and property damage insurance shall be attached hereto, covering any and all work performed under a contract between the City and bidder, naming the City as an additional insured shall be made part of any contract between the City and bidder in an amount of not less than \$1,000,000 for projects in excess of \$500,000. A policy of professional liability or errors and omissions insurance covering any

and all work performed under any contract between the City and bidder naming said bidder shall be attached hereto. A copy of workers compensation insurance policy shall be attached, if required by Rhode Island law for this bid and covering all work to be performed under any contract between the City and bidder naming the bidder as insured shall be attached hereto. The City, upon award of bid, will request verification from the insurance company to ensure that the agent has properly notified the company and that coverage has been bound.

**12. MBE/WBE Requirement**

The Respondent shall include a plan for meeting the City's requirement that a minimum of 25% of the value of the response will be completed by State of Rhode Island-certified Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE). A plan must be submitted in a sealed envelope and will be reviewed after the respondent has met the minimum requirements established by the RFP. Additionally, preference shall be given to Central Falls based sub-contractors and the hiring of employees who reside in the city of Central Falls.

## **The City of Central Falls is seeking BIDS for Elevator Ventilation Improvements**

### **EXISTING CONDITIONS**

The current elevator machinery room houses the hydraulic unit for the elevator at City Hall. It is in the basement interior to the building approximately 30 feet from the exterior wall.

Ventilation is provided by two open ducts to the outside of the building at ground level.

The ductwork runs from the boiler and elevator machinery rooms to the exterior louvers in the crawl space under the first floor which has an approximate clearance of 4 ft. 2 in.

The boiler and elevator machinery rooms are adjacent to each other.

The elevator machinery room is approximately 6 ft. X 9 ft. and has an ACT about 7 ft. 3 in. AFF, with the underside of joists about 11 inches above the ACT.

One duct is 12 in. wide X 8 in. high and provides untempered ventilation at the top of the room.

The other duct is 3 ft. wide X 2 ft. high and splits via a plenum to provide ventilation air to the bottom of the elevator machinery room thru a 2 ft. X 1 ft. vertical duct. The other side of the plenum provides combustion air to the boiler room. The plenum is just outside of the room. In addition to the above, the boiler PVC vent pipe runs in the large duct and exits just before the outside louver. There is a large, unsealed cut-out in the duct where the pipe exits.

Reference the design narrative and attached sketch.

### **SCOPE OF WORK**

The work shall include, but not be limited to, the following:

1. Divide the air plenum to serve the boiler and elevator rooms separately.
2. Provide and install a damper in the elevator machinery room section of the plenum.
3. Provide and install a damper in the elevator room dedicated duct.
4. Provide and install damper controls with a reverse acting thermostat.
5. Provide and install all necessary electrical wiring, controls, disconnects and breakers necessary to power the two new motorized dampers and controls.
6. Seal the ductwork where the PVC vent exits the ductwork in the crawl space.

### **NEW WORK DETAILS**

1. Divide the air plenum described above to provide for the installation of a motor operated damper with an area matching that required for the new damper which shall control the airflow to the elevator machinery room only. The plenum shall continue to connect to the existing boiler room ductwork in a direct manner.
2. Provide and install a motor operated damper in the new duct in item no. 1 above. Damper to be a 24 in. X 24 in. Greenheck VCD-23 with a two-position external 110 volt electric operator (power to open) or equal.
3. Provide and install a reverse acting thermostat and associated controls in the elevator machinery room and connect to the damper in item no. 2 above.
4. Provide and install a motor operated damper in the 12 in. X 8 in. duct as close to the penetration into the elevator machinery room as possible. Damper to be a 12 in. X 12 in. Greenheck VCD-23 with a two-position external 110-volt electric operator (power to open) or equal.
5. Provide and install the necessary controls and connect to the reverse acting thermostat in the Elevator machinery room in item no. 3 above
6. Provide and install and connect all necessary electrical wiring, controls, disconnects and Breakers to power the two new motorized dampers and controls.

## **SPECIFICATIONS**

The following specifications shall apply:

- City Hall Elevator - Mechanical Requirements – 15500

## **OUT OF SCOPE RECOMMENDATION**

The PVC vent in the ductwork is a violation of NFPA 90A. This vent should be rerouted outside of the duct.

All work must be completed by June 4th. The City is looking to select a company to provide these services by April 23<sup>rd</sup>.

The City is seeking a lump sum proposal for the completion of the required tasks and individual costs for each additional task as detailed above and in Appendix X. Please note additional playground elements will be prioritized over general additional tasks. Proposals should outline the proposed scope of work, fee and schedule.

The city will hold an optional pre-bid meeting on **April 9<sup>th</sup>, 2021 at 10:00am** in the conference Room in Central Falls Department of Public Works at 1280 High Street. An optional walking tour of River Island Park will follow immediately after the meeting, weather permitting. There may be no contact with Central Falls staff except at the pre-bid meeting.



**City of Central Falls  
Bidder Response Sheet  
2021-0004**

**The City of Central Falls is seeking BIDS for Elevator Ventilation Improvements**

Name of company: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Federal ID # \_\_\_\_\_ DUNS# \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**BID**

Warranty \_\_\_\_\_

Total Price- with installation

\_\_\_\_\_ \$ \_\_\_\_\_

(written amount)

Guaranteed delivery time after award of bid \_\_\_\_\_

\_\_\_\_\_  
Name of person authorized to submit proposal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# City of Central Falls

## Elevator Ventilation Improvements City Hall

March 2019

**Prepared For:**

Andrea T. Barranyk  
Northeast Collaborative Architects  
2 Marlborough Street  
Newport, RI 02840

**Prepared By:**

Engineering Design Services, Inc.  
141 Industrial Highway  
Slatersville, RI 02876

**EXISTING CONDITIONS**

The current elevator machinery room houses the hydraulic unit for the elevator at City Hall. It is located in the basement interior to the building approximately 30 feet from the exterior wall. Ventilation is provided by two open ducts to the outside of the building at ground level.

The ductwork runs from the boiler and elevator machinery rooms to the exterior louvers in the crawl space under the first floor which has an approximate clearance of 4 ft. 2 in.

The boiler and elevator machinery rooms are adjacent to each other.

The elevator machinery room is approximately 6 ft. X 9 ft. and has an ACT about 7 ft. 3 in. AFF, with the underside of joists about 11 inches above the ACT.

One duct is 12 in. wide X 8 in. high and provides untempered ventilation at the top of the room.

The other duct is 3 ft. wide X 2 ft. high and splits via a plenum to provide ventilation air to the bottom of the elevator machinery room thru a 2 ft. X 1 ft. vertical duct. The other side of the plenum provides combustion air to the boiler room. The plenum is just outside of the room.

In addition to the above, the boiler PVC vent pipe runs in the large duct and exits just before the outside louver. There is a large unsealed cut-out in the duct where the pipe exits.

Reference the pictures and attached sketch.

**SCOPE OF WORK**

The work shall include, but not be limited to, the following:

1. Divide the air plenum to serve the boiler and elevator rooms separately.
2. Provide and install a damper in the elevator machinery room section of the plenum.
3. Provide and install a damper in the elevator room dedicated duct.
4. Provide and install damper controls with a reverse acting thermostat.
5. Provide and install all necessary electrical wiring, controls, disconnects and breakers necessary to power the two new motorized dampers and controls.
6. Seal the ductwork where the PVC vent exits the ductwork in the crawl space.

**NEW WORK DETAILS**

1. Divide the air plenum described above to provide for the installation of a motor operated damper with an area matching that required for the new damper which shall control the airflow to the elevator machinery room only. The plenum shall continue to connect to the existing boiler room ductwork in a direct manner.
2. Provide and install a motor operated damper in the new duct in item no. 1 above. Damper to be a 24 in. X 24 in. Greenheck VCD-23 with a two position external 110 volt electric operator (power to open) or equal.
3. Provide and install a reverse acting thermostat and associated controls in the elevator machinery room and connect to the damper in item no. 2 above.
4. Provide and install a motor operated damper in the 12 in. X 8 in. duct as close to the penetration into the elevator machinery room as possible. Damper to be a 12 in. X 12 in. Greenheck VCD-23 with a two position external 110 volt electric operator (power to open) or equal.

5. Provide and install the necessary controls and connect to the reverse acting thermostat in the elevator machinery room in item no. 3 above.
6. Provide and install and connect all necessary electrical wiring, controls, disconnects and breakers necessary to power the two new motorized dampers and controls.

**SPECIFICATIONS**

The following specifications shall apply:

- City Hall Elevator - Mechanical Requirements – 15500

**OUT OF SCOPE RECOMMENDATION**

The PVC vent in the ductwork is a violation of NFPA 90A. This vent should be rerouted outside of the duct.

**PHOTOGRAPHS**



Exterior Louvers



Large Duct



View Toward Machinery Room



Small Duct



Penetrations into Machinery Room



Upper Vent



Lower Vent



PVC Vent Into Duct

End of Project Narrative

Engineering Design Services, Inc.

141 Industrial Drive • P.O. Box 986  
Slatersville, RI 02876

Phone: (401) 765-7659 • Fax: (401) 765-2984

Job: CENTRAL FALLS ELEV. MACH. ROOM

Sheet Number: 1 of 1

Calculated by: AK Date: 8 MAR 19

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Scale: NONE

