

Request for Bids (RFB) - A2A Town Hall (003A) + Senior Center (003B)

Project Title:

Installation of Air-to-Air Heat Pump Systems at Charlotte Town Hall and Senior Center.

Issue Date:

December 2, 2025

Bid Due Date:

December 8, 2025

Contact Information:

Charlotte Energy and Climate Action
Committee
Town of Charlotte
Attn: Jim Hodson
159 Ferry Rd.
Charlotte, VT 05445
203.683.8968
jim@hodsons.me

Town Administrator
Town of Charlotte
Attn: Carrie Johnson
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802.425.3071 ext. 205

Warning: Prospective responders/companies who have received this document from a source other than the Charlotte Energy and Climate Action Committee (CECAC) or Town Administrator should immediately contact the CECAC primacy contact and provide their name and contact/ mailing address so that amendments to the RFB or other communications can be sent to them. A prospective responder/service company who fails to notify the CECAC with this information assumes complete responsibility if they did not receive communications from CECAC primary contact prior to the closing date.

I. Introduction

The Town of Charlotte Select Board (TOCSB) and Charlotte Energy and Climate Action Committee (CECAC) are seeking Sealed Hardcopy Bids from qualified HVAC contractors, firms, and companies to provide services for the procurement, and installation of multiple air-to-air heat pump systems at the Charlotte Town Hall located at 159 Ferry Rd., and the Charlotte Senior Center located at 212 Ferry Rd., Charlotte, VT 05445. The goal is to enhance energy efficiency and reduce reliance on the respective existing fossil fuel furnace systems.

TOCSB and CECAC are committed to ensuring the comfort, safety, and efficiency of its facilities, and this project is a crucial part of that commitment,

Based on the criteria established, an evaluation committee from TOCSB and CECAC will be selected to access, read, screen, and rank in writing all proposals received. The Select Board will then contact the winning bidder and award the contracts forthwith.

II. Project Overview

Note: There are 2 Buildings - Town Hall (A) & Senior Center (B).

The Sites:

- a. **Town Hall:**
 - i. Dimensions: 40 feet by 85 feet
 - ii. One floor
 - iii. Total Area: 3400 square feet
 - iv. Heating System: Gas furnace heating to be effectively closed.
 - v. A2A System proposed: 62,000 BTU total heat pump minisplits - see design layout and specs below.
- b. **Senior Center:**
 - i. Zone 1 / Art Hall = Dimensions: 30 feet by 50 feet
 - ii. Zone 2 / Cafe = Dimensions: 25 feet by 50 feet
 - iii. Total Area: 2,750 square feet
 - iv. Heating System: Kerosene Furnace heating to be effectively closed. Current 12K BTU HP system remains to heat/cool the lobby.
 - v. A2A System proposed: 42,000 BTU total heat pump minisplits - see design layout and specs below.

III. Timeline

The anticipated project timeline is provided below to provide a sense of the scope of performance. However, CECAC recognizes that once a vendor is selected, the desired milestone dates may shift due to permitting, funding, voting, and other prerequisite requirements, and a detailed performance schedule will be developed in tandem to meet TOCSB and CECAC's target timeline as best as possible.

All activities and responses to components of this RFP and proposal documents must be completed on the dates outlined below.

| Date | Activity | Method of Notification / Submission |
|-------------|---|---|
| 12/2/2025 | RFB Issued/Release Date | Town Administrator / CECAC |
| 12/8/2025 | RFB Submittal Date - Cutoff @ 4:00 P.M. EST | Sealed Bid - Hand delivery to Town Administrator by 4:00 P.M. |
| 12/8/2025 | RFB Opening by TOCSB at 7:15 P.M. | TOCSB / CECAC and Town Administrator at 7:15 P.M. |
| 12/9/2025 | RFB Review and Award | TOCSB at 7:00 P.M. |

| | | |
|------------|---------------------------------|---|
| 12/10/2025 | Winning Bidders Notified | Email to Winning Bidders, cc: to TOCSB / CECAC, Town Administrator, and Energy Consultant by 4 p.m. |
| 12/12/2025 | Winning Bidders Acknowledgement | Email to TOCSB/CECAC, Town Administrator and Energy Consultant by 4 p.m. |
| TBD/2026 | Milestone 1 Payment | 5% Contract Deposit |
| TBD/2026 | Installation Planning Meetings | TBD - Via Zoom by Town Administrator |
| TBD/2026 | Milestone 2 Pre-Install | 30 days prior to installation 45% Payment |
| TBD/2026 | Milestone 3 SC | Substantial Completion 45% Payment |
| TBD/2026 | Milestone 4 FP | Punchlist 5% Final Payment |

IV.1 Scope of Work Town Hall - A

The selected contractor will be responsible for the following tasks:

1. Equipment Procurement:

- Procure specified air-to-air heat pump units:
- # 1 - 9K BTU Fujitsu -22F Cold Climate 1:1 Mini Split Condenser R32
 - # 1 - 9K BTU Fujitsu -22F Cold Climate Mini Split Evaporator
 - Wifi enabled Evaporator - separate line item
 - ~ 10' line / sleeve - 1 routes / 0 bends - White
 - Snow Shield
- # 1 - 12K BTU Fujitsu -22F Cold Climate 1:1 Mini Split Condenser R32
 - # 1 - 12K BTU Fujitsu -22F Cold Climate Mini Split Evaporator
 - Wifi enabled Evaporator - separate line item
 - ~ 24' line / sleeve - 1 routes / 2 bends - White
 - Snow Shield
- # 1 - 24K BTU Fujitsu -15F Cold Climate MultiPort Mini Split Condenser R32
 - # 1 - 12K BTU Fujitsu -15F Cold Climate Mini Split Evaporator
 - # 1 - 18K BTU Fujitsu -15F Cold Climate Mini Split Evaporator
 - Wifi enabled Evaporator x2 - separate line item
 - ~ 24' line / sleeve - 1 routes / 2 bends - White
 - ~ 24' line / sleeve - 1 routes / 2 bends - White
 - Snow Shield
- # 1 - 18K BTU Fujitsu -15F Cold Climate MultiPort Mini Split Condenser R32

- # 2 - 7K BTU Fujitsu -15F Cold Climate Mini Split Evaporator
 - Wifi enabled Evaporator x2 - separate line item
 - ~ 10' line / sleeve - 1 routes / 0 bends - White
 - ~ 45' line / sleeve - 1 routes / 2 bends - White
 - Snow Shield
- Electrical wiring, breakers, and labor to the main breaker in the utility closet in the assessors office (west wing). 200A. Extra slots available.
- **Quote only what is requested - No other brands will be considered. Bid must conform to the design and quantity requested. Wiring and lineset routing will be at the installer's discretion.**

2. Installation:

- Bidders shall propose a timeline for completion; no later than June 30, 2026.
- Implement control systems to manage the operation of the heat pumps.
- Conduct all necessary electrical and piping work to support the new system.
- See Layout and sample renderings below for reference.

3. Commissioning and Testing:

- Perform comprehensive testing of the installed system to verify proper operation.
- Adjust system settings to optimize performance and efficiency.
- Provide training to designated Town personnel on system operation and maintenance.

4. Documentation and Support:

- Supply detailed documentation, including system design schematics, operation manuals, and maintenance guidelines.
- Offer an extended warranty for the installed system and provide ongoing support as needed.
- Register systems with manufacturers to activate warranties.

IV.2 Scope of Work Senior Center - B

The selected contractor will be responsible for the following tasks:

5. Equipment Procurement:

- Procure specified air-to-air heat pump units:
- # 1 - 18K BTU Fujitsu -22F Cold Climate 1:1 Mini Split Condenser R32
 - # 1 -18K BTU Fujitsu -22F Cold Climate Mini Split Evaporator
 - Wifi enabled Evaporator - separate line item
 - ~ 13' line / sleeve - 1 routes / 0 bends - White
 - Snow Shield
- # 1 - 24K BTU Fujitsu -15F Cold Climate MultiPort Mini Split Condenser R32
 - # 1 - 7K BTU Fujitsu -15F Cold Climate Mini Split Evaporator
 - # 1 -18K BTU Fujitsu -15F Cold Climate Mini Split Evaporator
 - Wifi enabled Evaporator x2 - separate line item
 - ~ 24' line / sleeve - 1 routes / 1 bends - White
 - ~ 48' line / sleeve - 1 routes / 2 bends - White

- Snow Shield
- Electrical wiring, breakers, and labor to the main breaker in the Cafe. 200A. Extra slots available.
- **Quote only what is requested - No other brands or configurations will be considered. Bid must conform to the design and quantity requested. Wiring and lineset routing will be at the installer's discretion.**

6. Installation:

- Install the heat pump units within the agreed upon time period.
- Implement control systems to manage the operation of the heat pumps.
- Conduct all necessary electrical and piping work to support the new system.
- See Layout and sample renderings below for reference.

7. Commissioning and Testing:

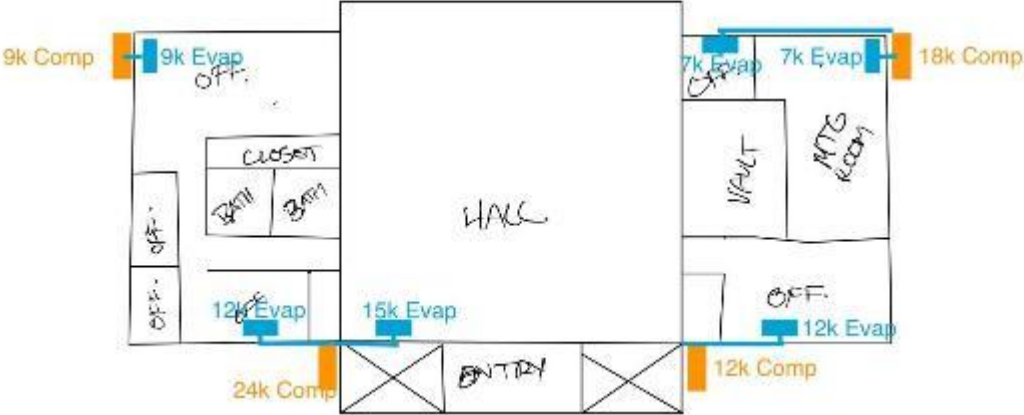
- Perform comprehensive testing of the installed system to verify proper operation.
- Adjust system settings to optimize performance and efficiency.
- Provide training to designated Town personnel on system operation and maintenance.

8. Documentation and Support:

- Supply detailed documentation, including system design schematics, operation manuals, and maintenance guidelines.
- Offer an extended warranty for the installed system and provide ongoing support as needed.
- Register systems with manufacturers to activate warranties.

Layout (not to scale):

Town Hall



- 1x 9k Compressor
- 1x 12k Compressor
- 1x 24k Compressor
- 1x 18k Compressor
- 1x 15k Evaporators
- 2x 12k Evaporators
- 1x 9k Evaporators
- 2x 7k Evaporators
- 2x ~10' Linesets
- 2x ~24' Linesets
- 2x ~36' Linesets

Senior Center



- 1x 24k Compressor
- 1x 18k Compressor
- 2x 18k Evaporator
- 1x 7k Evaporator

- 1x ~10' Lineset
- 1x ~24' Lineset
- 1x ~60' Lineset

Renderings (not to scale):



TH Main Hall



TH Assessors Office



TH Zoning Office



TH Administrators Office



TH Meeting Room



TH Clerks Office



SC - Cafe



SC Meeting Room



SC Art Hall

V. Proposal Requirements:

Interested contractors should submit proposals that include the following information:

1. Company Information:

- Legal name and contact details.
- Overview of company history and experience with similar projects.

2. Project Understanding and Approach:

- Description of the contractor's understanding of the project objectives.
- Detailed approach to executing the project.

3. Timeline:

- Proposed project schedule, including key milestones and completion dates.
Town's target milestones and deadlines will be supplied at the time of award.

4. Cost Proposal:

- Assumption - specification / design should fit with the common configuration the contractor already uses, including emplacing equipment. The use of a commercially licensed electrician may incur extra costs and will be the responsibility of the bidder.
- Detailed breakdown of costs per unit, including design, equipment, installation, permitting fees, and any additional anticipated expenses.
- Final pricing, with a commitment to hold pricing through the completion of the project, is required.
- Quote must include a project consulting fee to GEES, LLC for \$400 per evaporator (Separate MOU to be supplied). Note that consulting fees will be invoiced in increments commensurate with each milestone payment received from the Town, and payable NET15. This has been publicly disclosed as part of the consulting contract previously approved by the Select Board.
- Information on potential financing options, incentives, or rebates that may apply.
- Acknowledgement of milestones and deadlines.
- Statement of warranties: manufacturers' and installer's.

VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Cost-effectiveness and clarity of the financial proposal.
2. Proposed timeline and ability to meet project deadlines.
3. Acknowledgement and willingness to adhere to all details in the RFB.
4. Demonstrated experience and expertise in similar projects.

VII. Submission Instructions

Proposals must be submitted by hand in a sealed envelope for collation and comparison by **December 8, 2025 4:00 PM EST to the contact below:**

Town Administrator
Town of Charlotte - Town Hall
159 Ferry Rd.
Charlotte, VT 05445
802.425.3071 ext. 205

Late submissions will not be considered. For questions or further information, please contact Jim Hodson at 203.683.8968 or jim@hodsons.me.

VIII. Additional Information

- Bidder must verify receipt of RFB and intent to bid.
- The Town of Charlotte reserves the right to reject any or all proposals and to waive informalities or irregularities in the proposal process.
- This RFB does not commit the Town of Charlotte to award a contract or to pay any costs incurred in the preparation of a proposal.
- This RFB is not an approved order of any kind from the Town and does not constitute a contract of work for hire. The Town is under no obligation to award this project at this time.
- **WARNING:** Prospective responders/bidders who have received this document from a source other than the Charlotte Energy and Climate Action Committee (CECAC) or Town Administrator should immediately contact the CECAC primacy contact and provide their name and mailing address so that amendments to the RFP or other communications can be sent to them. A prospective responder/service company who fails to notify the CECAC with this information assumes complete responsibility if they did not receive communications from CECAC primary contact prior to the closing date.
- Upon final delivery, line-item documentation of material and installation costs shall be included for use meeting the requirements of state, federal, and local incentive application.
- In accordance with the necessary session of the Town of Charlotte policies and law, an evaluation shall determine that all contractors meet the minimum qualifications and licensing to perform the services that will meet the Town's specific needs and requirements.
- The system shall be warranted parts and labor a minimum of one full season for each heating or cooling cycle.
- Insurance: Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with commercial general liability coverage of no less than \$1,000,000 per occurrence and \$2,000,000 per aggregate, naming the Town of Charlotte as an additional insured; and with Commercial Auto Liability Insurance covering all owned, hired and non-owned vehicles with limits of no less than \$1,000,000 Combined Single Limit for each occurrence, naming the Town of Charlotte as an additional insured. The selected bidder must also provide a Certificate of Insurance with Workers Compensation Insurance coverage.
- By submitting a Bid, you are certifying that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that you are competing solely on your or your firm's own behalf without connection with or obligation to any other person or firm.

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