Request for Proposals

Replacement of Rooftop HVAC Unit
with Climate Control and UV-C Disinfectant System

For

The former “Tracewell Electronics” building in Cuba, NY

9962 NY Route 446, Cuba, NY 14727

Seneca Nation
Facilities

Proposals Due: October 2, 2020
Issued Date: September 9, 2020
Request for Proposal (RFP)

Replacement of Rooftop HVAC Unit with Climate Control and UV-C Disinfectant System

Seneca Nation Facilities

Overview:

The Seneca Nation is looking to convert a section of the former Tracewell Electronics Building of Cuba, NY to serve as a large scale food storage and pantry for the Seneca Nation. The Seneca Nation Facilities Department has identified a Trane Voyager Gas/Electric Packaged Rooftop unit specified in the following attachments to be used as the replacement unit.

The Seneca Nation is seeking proposals from qualified, reliable vendors to replace the rooftop gas/electric unit specified. The responsible vendor will be required to utilize a Licensed Mechanical Engineer to design HVAC supply distribution, modify the existing roof penetration and support steel for new RTU. The vendor will be responsible for the removal and disposal of the existing RTU, providing the new RTU, and all labor, supervision, materials, equipment, transportation, and services necessary to perform high quality work as further identified in the scope of services. This RFP will be used to score and select one contractor to complete all phases of replacement.

All communications regarding this RFP shall be directed to:

Seneca Nation Facilities Department
Attn: Steve Harris, Allegany Facilities Manager
90 Ohi:yo Way
Salamanca NY, 14779
Steve.Harris@SNI.org
716-945-1790 ext. 3163

**Special Considerations:

Amid threats of COVID-19 (Coronavirus 2019), the Seneca Nation will take all necessary precautions to assure the health and safety of all Nation employees, community members, and affiliated agencies. Therefore, the SNDOT may choose to postpone any portion of the RFP/project and may choose to postpone the pre-proposal meeting. All respondents must adhere to the Seneca Nation’s COVID-19 policies and procedures available at: https://covid19.snigis.org/
Pre-Proposal Meeting

A non-mandatory pre-proposal meeting will be held to review the project requirements, tour the site, and discuss the requested service with prospective contractors to answer any questions regarding the RFP. Social distancing and other safe practices shall be adhered to throughout the meeting. There will be no other individual meetings scheduled prior to proposal submissions.

The pre-proposal meeting will be held at:

The Tracewell Building
9962 NY Route 446,
Cuba, NY 14727
September 21, 2020 (1:00pm -2:00pm)

Clarification and Addendums

All questions regarding this RFP shall be directed to Steve.Harris@sni.org and copied to Benjamin.Anderson@sni.org no later than 4:30PM, September 25, 2020. All corrections and changes will be made as an official addendum through the Seneca Nation Facilities Department (SN Facilities) and emailed to all bidders. It shall be the respondent’s responsibility to ensure they received all addendums before submitting their proposal.

RFP deadlines may be adjusted by the SN Facilities to ensure quality responses.

The SN Facilities reserves the right to reject any and all responses, to waive any information, or irregularities therein, and to make an award in whole, or in part as deemed in the best interest of the Seneca Nation. Late or unsigned proposals will not be accepted or considered. It is the responsibility of bidders to insure that their proposal is received by the time and date specified in the RFP.

The successful bidder may work directly with the SN Facilities- Manager, or the SNDOT Special Projects Planner.
Project Description:

The Tracewell Building was originally built as a microchip manufacturing facility but ceased such operations and was purchased by the Seneca Nation in 2008. The Seneca Nation plans to repurpose a portion of the facility (outlined below “Area of Project”) to serve as a food storage and pantry. To serve as a food pantry the identified portion of the facility will need to be fitted with a new Roof Top HVAC Unit, utilizing the new installation curb to incorporate UV-C Disinfection, and capable of climate controlled operation. To successfully install a new unit, the old unit must be removed. Also, all electrical, duct work, etc. leading into the space will need to be converted and/or capped off.

Description of the Project Location:

The Tracewell Building sits entirely on the Seneca Nation’s Oil Spring Territory just off of NY-446. The building can be accessed from STE-86 at exit 28 by taking Genesee Street south to NY-446. It can also be accessed from STE-86 at exit 27 by taking NY-16 north to NY-446.

The facility is currently operational but is not currently in operation or occupied. The work completed will take place at the north end of the facility and may be accessed by the rear loading dock. While the building is not currently occupied, the contractor should still take safety precautions and will still be responsible for all OSHA requirements.
Area of project:

- Outlined in yellow is the area that will be converted using the new RTU
- A complete set of As-Built drawings will be provided to the selected contractor
Guidelines

- The project site is located entirely on the Seneca Nation’s Oil Spring Territory. The Seneca Nation is a sovereign Nation and is therefore not subject to New York State laws, regulations, and/or ordinances. The Contractor should fully understand the Seneca Nation’s laws, ordinances, and standards outlined in the Seneca Nation’s Standard Contract and Business Code.
  
  - While the Seneca Nation is not subject to NY laws or regulations, the Seneca Nation has adopted NY Building Codes as its standard which should be followed for installation of the RTU.

- The contractor will be required to acquire a Seneca Nation Business License prior to starting any work.

- TERO labor requirements and fees will apply.

- All work will be conducted under one prime contract.

- No contractor may withdraw or change their proposal within 45 days after the proposal due date.

- The contractor must furnish performance and payment bonds in an amount equal to or greater than the amount of the total bid.

- Contractors are not to include in their proposal sales and compensating use taxes of the State of New York and of counties or cities on materials, equipment, and supplies to be incorporated into the project.

Scope of Work:

The Seneca Nation is seeking proposals including bids for the installation of a new rooftop HVAC system specified within. The Contractor will also be responsible for the removal and disposal of the existing RTU.

1. Contractors will conduct a pre-bid site visit and gather information for the development of a Work Plan. As part of the Work Plan and construction activities the Contractor will identify and comply with all applicable federal, and local statutes. The Contractor will also comply with applicable terms and conditions of the contract.
2. The finalized Work Plan and interval construction schedule will be submitted to the Allegany Facilities Manager for review and approval prior to the start of construction. The Facilities Manager will provide to the Contractor any existing drawings/specifications relating to the project.

3. The Contractor will mobilize construction forces necessary to begin the project within 10 business days after approval of the Work Plan and construction schedule.

4. The Contractor will arrange for the following as needed:
   A. A secure staging area for storing equipment, materials, tools, and supplies, as the Contractor shall have sole liability for said items, and
   B. Access to and provision of utilities as needed for design and construction.
   C. Adequate porta john facilities for all construction crew members. While the building is operational, building facilities will be off limits to all non-Nation staff.

5. The following documents, plans, and reports will be provided to the Facilities Manager:
   A. Work Schedule, and short interval schedule to include daily and weekly activities,
   B. Any drawings created for the project at the end of the project,
   C. Hazardous Waste Disposal Certificates as requested or required, and
   D. Inspection Reports as completed.

6. The Contractor will immediately notify the Facilities Manager of any and all issues that may result in a project delay and/or impact work quality or safety.

7. The Facilities Manager must be informed of and approve all work done by subcontractors; however, the Seneca Nation will deal only with the Contractor regarding work done and costs incurred by subcontractors.

8. The Contractor will provide all labor, materials, equipment, accessories, etc., required for the design, purchase, delivery, and installation of the new rooftop system specified within this RFP. All materials and equipment furnished for this job shall be in current production and shall be of quality material. Used, shopworn, demonstrator, prototype, reconditioned, or discontinued equipment or materials are not acceptable.

9. All work will be performed in accordance with current applicable building, plumbing, electrical, UV-C guidelines per ASHRAE, and HVAC codes. The Contractor will be responsible for obtaining all necessary permits. SNI Licensed Electrician, HAVC, and Plumber will have additional oversight during installation.
10. The new rooftop unit (RTU) under the present Building Automation System (BAS) control must be controllable in the new units. The RTU shall incorporate the addition of Cellular call out for Alarm conditions of temperature and basic RTU operational Alarms.

11. The Contractor is responsible for the removal and disposal of the existing RTU in accordance with local, state and federal regulations, and the Contractor will provide all the necessary equipment, labor, and materials to safely accomplish said removal and disposal. The contractor will recover and dispose of the refrigerant from the existing rooftop units per EPA guidelines.

12. Wet Sprinkler will need to be moved/relocated to accommodate the new RTU and or supply/return ductwork.

13. Roof Penetration Modification, repairs to membrane are to be done with like materials of existing membrane.

14. All goods and/or services shall comply with applicable OSHA regulations in effect at the time goods are shipped and/or the service is performed. Material Safety Data Sheets (MSDS) are required in accordance with applicable regulations. MSDS must be left on site immediately after goods and/or services have been provided.

15. The Contractor will verify the existing electrical and gas connections to the existing RTUs prior to ordering the new units and shall provide a new fused disconnect switch, fused to provide maximum over-current protection required by the new unit and make additional modifications to the circuit breaker and/or electrical feeders serving the unit if a larger breaker and/or feeders are required.

16. Any electrical wiring from the source to the newly installed units is the Contractor’s responsibility.

17. The Contractor will disconnect the electrical power to the existing rooftop unit.

18. The Contractor will provide new curb adapters to accommodate the installation of UV-C Disinfection and all associated roofing required to provide a weather-tight installation of new unit.
   A. UV-C wavelength to be 253.7nm.
   B. Include new mounting brackets for UV-C lamps
   C. Lamps to be High Output
D. Electronic, rapid start ballasts with high power factor, overload protection and end of lamp life protection. A rated for sound, EMI/RFI within regulatory limits

E. New On/Off exterior disconnect switch

F. Safety door switch to compartment containing UV-C system

G. New power feed and wiring to transformers and fixtures

H. All necessary safety labels adjacent to UV compartment.

I. UV-C lamp placement, and or the installation of deflection panels must be considered for the protection of organic materials, ex. Filters, door gaskets, etc.

J. UV lamps/Ballasts shall be manufactured by: UV Resources

   (PO Box 80037, Santa Clarita, CA 91380-0370, 877-844-4822, 877-794-1294 fax

K. American Ultraviolet (212 South Mt Zion Rd. Lebanon, IN 46052, 800-288-9288, 765-483-9514 fax. (Or approved equal accepted by SNI)

L. All UV-C systems must be designed in accordance with current ASHRAE standards

M. All installations must be installed in accordance with National Electrical Code, and approved by SNI Electrician

N. Provide a schematic and shop drawing of UV-C system, equipment, and materials for approval prior to ordering.

19. All installations will be in accordance with manufacturer’s recommendations.

20. The Contractor is responsible for removing all construction and packing debris from the work site and keeping a clean, safe work area at all times. Clean up of the work area shall be at no additional cost to the Seneca Nation. If hazardous materials are encountered during execution of the contract, the Contractor will be responsible for removing and disposing said materials in accordance with federal, and local statutes and codes. The Contractor will provide the Facilities Manager with appropriate documentation regarding the disposal of said hazardous materials as requested or required.

21. This facility is on private property and closed to the general public however safety precautions must still be made. Safety signs, barricades, and/or other materials will be erected by the Contractor to warn users and staff away from work areas. Safety of Nation staff, and contractor’s employees shall be a priority and shall be the responsibility of the Contractor.
22. The Contractor must notify the Facilities Manager in advance of work that may be disruptive to normal operations or fall outside of normal business hours. Any shutdown of utilities must be approved and scheduled with the Facilities Manager.

23. The Contractor is responsible for providing written documentation to the Facilities Manager for any work that may affect warranties or existing equipment (ex: roof penetrations). The written documentation must be provided and approved prior to the commencement of work.

24. The Contractor will be held liable for the cost of repair or replacement of structures, utility systems and any other parts of the facility damaged by the Contractor’s acts of negligence or lack of full adherence to the requirements of the Scope contained herein. The Contractor will be held liable for the cost of repair or replacement of building components and/or vehicle(s) damaged by falling/flying equipment and/or debris.

25. The Contractor is responsible for the start-up and commissioning of the RTU. All systems must be fully functional and operational after installation. If follow-up work is required to correct installation, the Seneca Nation shall not be charged.

26. Warranties for materials, labor, and equipment will be issued in accordance with industry practice. Extended warranties may be requested by the Facilities Manager as cost and budget allow.

27. The Contractor will train key staff on operation and general maintenance of the unit. Prior to leaving the job site, the Contractor shall provide the Facilities Manager with all manufacturers' warranty documents upon completion of installation and training.

28. The Contractor will respond to inquiries within twenty-four (24) hours and will service any non-working units on the day of the call during the warranty period. The Seneca Nation will not be responsible for any additional costs to repair or replace new equipment or parts that are still under warranty; the Contractor is responsible for all liability.

29. Unless otherwise specified, the Contractor shall unconditionally guarantee the labor and the materials used in performance of this contract within the specified guidelines and recommendations of the manufacturer’s warranty. If any defects or signs of deterioration are noted which in the Facilities Manager’s opinion are due to faulty workmanship or materials, the Contractor shall be notified and shall make the necessary repairs to correct any deficiency in the system at the Contractor’s expense.
Project Meetings & Coordination:

A project Kick-off meeting will be held at the start of the project.

Any additional meetings should be scheduled with the project Point of Contact:

Facilities Manager Steve Harris

The contractor should be self-reliant and limit the number of unnecessary contacts to a minimum.

Project Schedule:

Proposals should include an anticipated projects schedule including key milestone dates.

Submittal Requirements:

Proposals shall include three (3) signed hard copy submissions and one (1) electronic pdf. A maximum of 15 pages + cover pages on 8.5” x 11” paper with a maximum of 10MB may be used. 11” x 17” spreads may be used for charts, tables, images, etc. and will count as a single page. Submittals can be sent to the email contact and address below.
All communications regarding this bid should be addressed to:

Seneca Nation Facilities Department
Attn: Steve Harris, Allegany Facilities Manager
90 Ohi:yo Way
Salamanca NY, 14779
Steve.Harris@sni.org

Please cc the following on electronic submittals:

- Ben Anderson, SNDOT Special Projects Planner: Benjamin.Anderson@sni.org
- Kerry John, SN Chief of Staff: Kerry.J.John@sni.org

**Proposals must be received by the SN Facilities on or before October 2, 2020 by 4:30 pm. Proposals received after the deadline will not be considered.**

Contents of Proposal:

Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor’s ability to perform the requirements of this RFP to include the following aspects:

**Knowledge, Qualifications, and Expertise of the Contractor:**

Please provide a brief history and overview of your company and its organizational structure, with special emphasis on your understanding of the services required and how your company proposes to fulfill the needs of the SN, including the following information:

**General Documentation:**

- Cover sheet including - Company name, address, phone number, and who produced the proposal
- Point of contact (name, title, email, and phone number)
- Key personnel that will be assigned to this project
- any sub-consultants with point of contact name, email, and phone number
Qualification Documentation:

- a summary of understanding;
- Description of the approach to the project and how tasks will be executed. Note unique challenges, assessments, and project interpretation. Include intended deliverables, milestone completion schedule, and other project related information;
- a detailed description of the responder’s qualifications and experience working specifically on Roof Top Unit replacement and Climate Control Systems;
- a detailed scope of services that the contractor can provide including information displaying the company’s capability and approach to perform the required tasks;
- other information that the proposer deems relevant for consideration including reference to any additional work tasks not included in the above description that the proposer feels would be crucial to fully executing the project.

Fee/Cost:

- Fee/ Cost should include estimated hours to complete project by task, rate/hour fee schedule for each staff member, consultants, sub-contractors, etc., and a breakout of fees, direct/indirect costs, and markups.
- Minimum Wage Rates shall be as determined by the Davis-Bacon wage, available at https://beta.sam.gov
- For this proposal, provide a total cost of proposal along with estimated time and cost of personnel assigned to the project. Cost shall be broken down by necessary tasks and total cost summarized to complete all tasks. Tasks and costs are subject to change per negotiation prior to contract execution. The contract amount shall not be exceeded and any changes that may affect the budget must be reviewed and approved by the SN Facilities POC prior to starting any work.
Conditions:

Evaluation of proposals will be based off the qualification documents submitted in response to the scope, the overall cost, and evaluation of the proposal submitted.

After a priority listing of contractors is established, the Seneca Nation will negotiate a contract with the first priority contractor. If negotiations cannot be successfully completed with the first priority contractor, negotiations will be formally terminated and will be initiated with the second most qualified contractor and, likewise, with the remaining contractors. If acceptable terms cannot be met by any of the contractors, the Nation retains the ability to re-release the RFP as an open request for which bid fees will be sealed.

Disclosure:

If you or any director, officer, employee, or owner of your company has business or personal relationship with a director, officer, or employee of the Seneca Nation (or its affiliates) that may create a conflict of interest, or appearance of impropriety, for or relating to such director, officer, or employee in connection with the entry into, or ongoing performance of, the transaction(s) or service(s) contemplated under this RFP, you are under an obligation to disclose such conflict to the Nation, to the extent that you have knowledge thereof. All work completed must be done so in compliance with all Seneca Nation laws and regulations as well as being in compliance with any and all funding source requirements.

Appendices:

A. General Location Map
B. Building Floorplan
C. Facility Duct Plan & Identified Area Plan
D. Specification of Identified Unit
E. Sample Construction Contract
F. TERO Compliance Form (Fee/Ordinance)
G. Seneca Nation Business Code/License

Carbon Copy:

- Ben Anderson (Benjamin.Anderson@sni.org)
- Kerry John (Kerry.J.John@sni.org)