

*City of*  
**SHELBYVILLE**  
*Tennessee*

November 9, 2018

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **Replacement of three VAV boxes and sealing of ductwork at Shelbyville Recreation Center** located at 220 Tulip Tree Road, Shelbyville, TN as specifications included in this document.

Proposals will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring St., Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 2:00 P.M., November 29, 2018**. Proposals should be submitted in sealed envelopes marked "**Replacement of three VAV boxes and sealing of ductwork at Shelbyville Recreation Center**". Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

Proposals will be opened at public meeting of council appointed bid committee on Thursday, November 29, 2018 at 2:00 P.M. at the Shelbyville City Hall, 201 N. Spring Street. Award of the proposal will be made at the next scheduled City Council Meeting (December 13, 2018) at the Shelbyville City Hall Annex.

MINIMUM SPECIFICATIONS:

- *Demo three (3) VAV boxes and replace with three (3) new VAV boxes per the VAV schedule for the 2<sup>nd</sup> floor VAV boxes.*
- *The existing DDC controls on the VAV boxes should be removed and reinstalled by a licensed Siemens Talon dealer or equal.*
- *Seal the existing medium pressure ductwork for the 2<sup>nd</sup> floor HVAC system by manually sealing any holes larger than ½" diameter.*
- *Seal all of the smaller holes in the medium pressure ductwork by using Commercial Aero seal product manufactured by Aero seal, LLC or equal. Must be a licensed commercial Aero seal dealer or equal.*

- Perform pre and final test and balance on the duct system before and after the work.
- Any ceiling removal and reinstallation should be included with this work.
- Any electrical work needed should be included with this work.
- Any insulation work should be included as needed.
- Turnkey project
- Variable Volume Terminal Box schedule attached

Contractor shall furnish all materials and labor necessary for turnkey installation.

Submittal requirements:

(to be included in the proposal)

- Each proposal shall be in a sealed envelope which is plainly marked "**Sealed Proposal for Replacement of three VAV boxes and sealing of ductwork at Shelbyville Recreation Center**".
- Written confirmation from manufacturer that the installer is an Authorized Dealer/Contractor. Any other qualifications/certifications may be included as well.
- Complete detail of equipment and any other details relevant to project
- Proposed price
- Proof of liability insurance
- Proof of Workers Compensation insurance
- Warranty

- *Estimate of completion date*

*Interested parties may turn in more than one proposal.*

*Any reference to name brands in this Request for Proposal is for example only. An approved equal will be accepted.*

*Any bidders wishing to do a site survey or ask questions may contact Lori Saddler, Purchasing/IT Director, 931/684-2691 or Mike Alsup, Parks and Recreation Director, 931/684-9780.*

*Please note any variations to these requirements on submitted proposal.*

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed bid committee and City Council. Proposal to all or part of the RFP indicates a willingness to supply part or all of the proposal. The City of Shelbyville reserves the right to reject any and all proposals.

Successful bidder must carry commercial liability insurance and worker's compensation insurance. A current business license is also required.

All bidders must comply with A.D.A. guidelines if required.

All bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U. S. Department of Justice.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation to bid shall be open to the public for viewing and inspection.

The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Open Records Act.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

Lori Saddler  
Purchasing/IT Director

# VARIABLE VOLUME TERMINAL BOX SCHEDULE

DESIGNATION	4-1
CFM	2,460
MIN SUPPLY CFM	1,230
MAX SP-H <sub>2</sub> O	0.5
SOUND POWER LEVEL (NC)	35
DUCT RUN-OUT SIZE	16"∅
REHEAT COIL	
BTU HR	39,850
ENT WTR TEMP (°F)	180
GPM	2.7
ROWS	AS REQ'D
WTR PD FT	2
EAT DB	55°
LAT DB	85°
PIPING RUN-OUT SIZE	7/8"

REMARKS:

16" box

4-5	4-6
1,170	1,560
585	780
0.5	0.5
35	35
12"∅	14"∅
19,000	25,300
180°	180°
1.3	1.7
AS REQ'D	AS REQ'D
2	2
55°	55°
85°	85°
5/8"	5/8"

12" box

14" box