

NEW HARTFORD BOARD OF EDUCATION
INVITATION TO BID
**INDOOR AIR QUALITY AND HVAC INSPECTIONS WORK AT ANTOLINI
SCHOOL/BAKERVILLE/NEW HARTFORD ELEMENTARY SCHOOLS**

New Hartford Board of Education (hereinafter, the “District”) invites the submission of bids from qualified contractors for Indoor Air Quality and HVAC inspections work at Ann Antolini School, Bakerville Consolidated and New Hartford Elementary Schools.

Pursuant to Public Act 23-167 Boards of Education are required to inspect and evaluate indoor air quality (IAQ) and heating, ventilation and air conditioning (HVAC) systems in all of our schools annually.

Bid Documents: Bid Documents can be obtained on the District’s website at www.newhtfd.org under Site Shortcuts. A non mandatory walkthrough for the scope of the work will take place as follows:

Monday, October 30th

Antolini: 9:00-10:00a.m.

Bakerville: 10:15-11:15a.m.

NHES: 12:00-1:00p.m.

Call New Hartford Board of Education at 860-379-8546 to confirm your appointment.

Bid Due Date/Opening: Bids will be accepted until **Wednesday, November 15, 2023 at 2:00 p.m.** (the “Bid Due Date”). **Sealed Proposals will be opened the same day at 3:00 p.m.** Two sealed copies of bids, shall be clearly labeled on the outside with the name of the bidder and bidder’s address in the upper left hand corner, and marked with the words INDOOR AIR QUALITY AND HVAC INSPECTIONS BID in the lower left hand corner, and shall be submitted to:

New Hartford Board of Education
530 Main Street
P. O. Box 315
New Hartford, CT 06057
Attention: Jeffrey Sousa, Superintendent of Schools

Bids shall be completed and delivered in accordance with all the requirements of the Bid Documents no later than the Bid Due Date. No emailed or faxed Bids will be accepted. Please refer to the Bid Documents for other important dates and submission requirements.

The District reserves the right to amend or withdraw this Invitation to Bid for any reason whatsoever. The District reserves the right to accept or reject any or all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Bid or part of a bid, that in its judgment will be in the best interest of the District and the Town of New Hartford even if such Bid is not the lowest dollar-cost proposal. The District reserves the right to waive any informalities, technical defects, non-material deficiencies or procedural irregularities in any Bid submission. No Bid will be accepted or opened that is not submitted in compliance with the requirements of the Bid Document.

**NEW HARTFORD BOARD OF EDUCATION
INSTRUCTIONS TO PROPOSERS**

I. Definitions

- A. "Addendum" means written documents issued by the Board pursuant to Article II(J) which modify these Instructions to Proposers by additions, deletions, clarifications or corrections.
- B. "Proposal" means a submission by a Proposer to provide the goods and services that conform to the Proposal Documents.
- C. "Proposal Documents" means the Invitation to Submit Proposals and these Instructions to Proposers, all exhibits attached hereto, and any Addendum.
- D. "Proposal Price" means the price at which the Proposer offers to furnish the goods and services described in the Proposal Documents.
- E. "Proposer" means the person or entity who submits a Proposal.
- F. "Board" means the New Hartford Board of Education
- G. "Contractor" means the Proposer who is selected by the Board to provide the services as set forth herein.
- H. "Certified testing, adjusting and balancing technician" means a technician certified to perform testing, represents public and private clients in transactions, disputes and litigation. His practice is to add our legal expertise and experience as we move along the path from specification development, policy and includes counseling clients with respect to energy projects, sensitive land use matters and adjusting and balancing of heating, ventilation and air conditioning systems by the Associated Air Balance Council, the National Environmental Balancing Bureau or the Testing, Adjusting and Balancing Bureau, or a person certified to perform ventilation assessments of heating, ventilation and air conditioning systems through a certification body accredited by the American National Standards Institute
- I. "Heating, ventilation and air conditioning system" means the equipment, distribution network, controls and terminals that provide, either collectively or individually, heating, ventilation or air conditioning to a building; and
- J. "Indoor air quality" has the same meaning as used by the United States Department of Labor Occupational Safety and Health Administration Standard Number 1910.1000 "OSHA Policy on Indoor Air Quality."

Unless otherwise indicated, these definitions shall apply to the Proposal Documents.

II. Proposal Instructions

- A. Proposals shall be received from Proposers for Indoor Air Quality and HVAC inspections in various areas as identified in Exhibit B.
- B. When executed and submitted by Proposer, the Proposer acknowledges it has full knowledge of and agrees with the general specifications, conditions and requirements of the Proposal Documents.
- C. Proposals must be mailed or delivered to 530 Main Street, P.O. Box 315, New Hartford CT 06057 in an envelope clearly marked "Indoor Air Quality and HVAC inspections Bid".
- D. The Proposer must submit its Proposal in a sealed envelope marked with the Proposer's name and address in the upper left hand corner. The sealed envelope is to be plainly marked in the lower left hand corner with the name of Proposal.
- E. The Proposals shall be **submitted no later than 2:00 p.m. on Wednesday, November 1, 2023**. Proposals received later than that date and time will not be considered and will be returned unopened. Amendments to or withdrawals of Proposals received later than that date and time will not be considered. **Sealed Proposals will be opened on Wednesday, November 1, 2023 at 3:00 p.m.**
- F. The Proposer shall submit 2 copies of the Proposal.
- G. The Contractor shall comply with the laws, rules, regulations and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies as well as the contents of any manual or other rules, regulations and policies which the Board might publish.
- H. The Board reserves the right to waive technical defects in Proposals, to reject any and all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Proposal or a part of the Proposal, although not the low Proposal, that in its judgment will be in the best interest of the Board.
- I. Each Proposer is responsible for making sure it gets the information it needs to make a responsible Proposal that allows it to execute the Contract if it is awarded the Contract. Information requests are to be made in writing to Jeffrey Sousa, Superintendent (at the address listed above or sousaj@newhctfd.org) prior to November 3, 2023. A written request does not in anyway diminish a Proposer's responsibility to get the information it needs to make a Proposal.

J. Any modification to the Proposal Documents will be made by Addendum. Any Addendum will be posted to the Board's web site. Each Proposer shall confirm prior to submitting its Proposal that it has received all Addendum.

III. Proposal Requirements

A. The Proposal shall be submitted with all of the information described in this Article III.

B. Each Proposer must fill out the "Proposal Form" in the form of Exhibit A and the Pricing Information included in Exhibit B.

C. Each Proposer shall complete the Non-Discrimination Statement included in Exhibit C.

D. Each Proposer must declare that this Proposal is made without any connection with any other person or entity making any proposal for the same services, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by the Board is directly or indirectly interested in the Proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached as Exhibit D, attached hereto and made a part hereof.

IV. Scope of Work

A. The Indoor Air Quality and HVAC inspections Requirements requested in these Proposal Documents covers all equipment and services required to complete Indoor Air Quality and HVAC inspection work in the locations designated by the Board, and shall also incorporate any other labor, materials, supplies, overhead, delivery charges, taxes and profit of the Proposer, and the Proposal Price shall be "all-inclusive." The Board shall be responsible for no other charges other than the prices set forth in Exhibit A and Exhibit B.

B. The Indoor Air Quality and HVAC inspections Requirements identified in the Bid Documents shall be delivered to the locations listed in Exhibit B at times to be designated by the Board, pursuant to one or more purchase orders issued by the Board. The Board has estimated the amount of items it requires in Exhibit B. The Board may order additional, or fewer, items of the same type at the Proposal Prices.

C. On and after January 1, 2024, and annually thereafter, a local or regional board of education shall provide for a uniform inspection and evaluation program of the indoor air quality within each school building using the Environmental Protection Agency's Indoor Air Quality Tools for Schools Program. The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

- (1.) The heating, ventilation and air conditioning systems;
- (2.) radon levels in the air;
- (3.) potential for exposure to microbiological airborne particles, including, but not limited to, fungi, mold and bacteria

- (4.) chemical compounds of concern to indoor air quality including, but not limited to, volatile organic compounds;
- (5.) the degree of pest infestation, including, but not limited to, insects and rodents;
- (6.) the degree of pesticide usage;
- (7.) the presence of and the plans for removal of any hazardous substances that are contained on the list prepared pursuant to Section 302 of the federal Emergency Planning and Community Right-to-Know Act, 42 USC 9601 et seq;
- (8.) ventilation systems
- (9.) plumbing, including water distribution systems, drainage systems and fixtures;
- (10.) moisture incursion;
- (11.) the overall cleanliness of the facilities;
- (12.) building structural elements, including, but not limited to, roofing basements or slabs;
- (13.) the use of space, particularly areas that were designed to be unoccupied; and
- (14.) the provision of indoor air quality maintenance training for building staff.

D. Local and regional boards of education conducting evaluations pursuant to this subsection shall (i) make available for public inspection the results of the inspection and evaluation at a regularly scheduled board of education meeting and on the Internet web site of such board and on the Internet web site, if any, of each individual school, and (ii) submit the report and results of such inspection and evaluation to the Department of Administrative Services using the form developed pursuant to section 43 of this act.

E. Prior to January 1, 2025, and every five years thereafter, a local or regional board of education shall provide for a uniform inspection and evaluation of the heating, ventilation and air conditioning system within each school building under its jurisdiction. Such inspection and evaluation shall be performed by a certified testing, adjusting and balancing technician, an industrial hygienist certified by the American Board of Industrial Hygiene or the Board for Global EHS Credentialing, or a mechanical engineer. Such heating, ventilation and air conditioning systems inspection and evaluation shall include, but need not be limited to:

- (1.) Testing for maximum filter efficiency,
- (2.) physical measurements of outside air delivery rate,
- (3.) verification of the appropriate condition and operation of ventilation components,
- (4.) measurement of air distribution through all system inlets and outlets,
- (5.) verification of unit operation and that required maintenance has been performed in accordance with the most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers,
- (6.) verification of control sequences,
- (7.) verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors, and
- (8.) collection of field data for the installation of mechanical ventilation if none exist.

CERTIFICATION:

The Proposer has read and understood the Proposal Documents, INCLUDING ALL EXHIBITS, which are Exhibit A through Exhibit D, all attached hereto and made a part hereof, and the following addendum: _____ (if any. If none, state "None"), and the Proposal conforms to the terms and conditions of the Proposal Documents.

I hereby certify, as an officer of _____, that, as the Proposer under these Proposal Documents, all of the information and material supplied to the Board as required by these Proposal Documents are complete and true. I, as an officer of _____, further understand that any information that is found to be incomplete or false or, any attempt to mislead the Board is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Proposal.

Signature _____ Date _____

Name _____ Title _____

Notary Public _____ [Seal]

Proposer Information

Company: _____

Address: _____

City _____ State _____ Zip _____

Telephone: _____

Fax: _____

APPENDIX A

The ventilation systems inspection and evaluation shall identify to what extent each school's current ventilation system components, including any existing central or noncentral mechanical ventilation system, are operating in such a manner as to provide appropriate ventilation to the school building in accordance with most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. The inspection and evaluation shall result in a written report, and such report shall include any corrective actions necessary to be performed to the mechanical ventilation system or the heating, ventilation and air conditioning infrastructure, including installation of filters meeting the most optimal level of filtration available for a given heating, ventilation and air conditioning system, installation of carbon dioxide sensors and additional maintenance, repairs, upgrades or replacement. Any such corrective actions shall be performed, where appropriate, by a contractor, who is licensed in accordance with chapter 393.

Any local or regional board of education conducting an inspection and evaluations pursuant to this subsection shall (i) make available for public inspection the results of such inspection and evaluation at a regularly scheduled meeting of such board and on the Internet web site of such board and on the Internet web site, if any, of each individual school, and (ii) submit the report and results of such inspection and evaluation to the Department of Administrative Services using the form developed pursuant to section 43 of this act. A local or regional board of education shall not be required to provide for a uniform inspection and evaluation under this subdivision for any school building that will cease to be used as a school building within the three years from when such inspection and evaluation is to be performed. Any local or regional board of education that has provided for an inspection that was performed in a different format, but is deemed equivalent by the department, may use such inspection in lieu of a uniform inspection and evaluation under this subdivision. The Department of Administrative Services may, upon request of a local or regional board of education, grant a waiver of the January 1, 2025, deadline for the provision of a uniform inspection and evaluation under this subdivision if the department finds that (I) there is an insufficient number of certified testing, adjusting and balancing technicians, industrial hygienists certified by the American Board of Industrial Hygiene or the Board for Global EHS Credentialing or mechanical engineers to perform such inspection and evaluation, or (II) such board has scheduled such inspection and evaluation for a date no later January 1, 2025. Such waiver shall be valid for one year.

EXHIBIT A

PROPOSAL FORM

The undersigned, having become thoroughly familiar with the terms and conditions affecting the performance and costs of the Indoor Air Quality and HVAC inspections Requirements identified in the Bid Documents, hereby proposes and agrees to fully perform the furnishing of and delivery of (to the locations designated by the Board) materials within the time stated and in strict accordance with the Proposal Documents for the following sum of money:

Signed: _____

Proposer's Name

By:

Name

Its

Street

City/State Zip

Date

EXHIBIT B

**PROPOSED PRICING FOR INDOOR AIR QUALITY AND HVAC INSPECTION WORK IN
ACCORDANCE WITH PUBLIC ACT 23-167 AT ANTOLINI SCHOOL, BAKERVILLE
CONSOLIDATED and NEW HARTFORD ELEMENTARY**

| INDOOR AIR QUALITY AND HVAC INSPECTIONS | | | | |
|--|---|-------------------|----------------------|--------------|
| | Item | Unit Price | Amount (est.) | Total |
| 1. | Antolini Elementary INDOOR AIR QUALITY INSPECTIONS AND EVALUATIONS (yearly) | | 5 | |
| 2. | Antolini Elementary HVAC SYSTEMS INSPECTIONS (every 5 years) | | 1 | |
| 3. | Bakerville Elementary INDOOR AIR QUALITY INSPECTIONS AND EVALUATIONS (yearly) | | 5 | |
| 4. | Bakerville Elementary HVAC SYSTEMS INSPECTIONS (every 5 years) | | 1 | |
| 5. | New Hartford Elementary INDOOR AIR QUALITY INSPECTIONS AND EVALUATIONS (yearly) | | 5 | |
| 6. | New Hartford Elementary HVAC SYSTEMS INSPECTIONS (every 5 years) | | 1 | |
| | TOTAL | | | |

EXHIBIT C

NON-DISCRIMINATION

The New Hartford Board of Education (the "Board") has made it a matter of policy that it will not enter into contracts which are not in compliance with all Federal and State of Connecticut Statutes and Executive Orders pertaining to non-discrimination. Please complete and return the following Non-Discrimination Statement with the Proposal Documents.

NON-DISCRIMINATION STATEMENT

It is the policy of _____ that it shall not permit discrimination against anyone on the grounds of race, color, religious creed, age, marital status, national origin, gender, sexual orientation, gender identity or expression, ancestry, present or past history of mental disorder, mental retardation, pregnancy or physical disability, or any other class of individuals protected under state and federal law.

Date Signed (Name/Title of Company Officer)

Telephone Number Street Address

Fax Number City/State

EXHIBIT D

NON-COLLUSION STATEMENT

The undersigned hereby declares that this Proposal is made without any connection with any other person or person making any proposal for the same items, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by the Board is directly or indirectly interested in the proposal or in the services to which it relates, or in any portion of the profits therefrom.

Signed: _____

Proposer's Name

By: _____

Name

Its

Street

City/State Zip

Date

STATE OF _____:

ss

COUNTY OF: _____

Subscribed and Sworn to before me on this ____ day of _____, 202__.

Notary Public