



## Request for Proposal

The Board of Trustees of Hampstead Public Library is accepting sealed proposals for the replacement of two air conditioning systems at the Hampstead Public Library located at 9 Mary E. Clark Drive, Hampstead, NH. We are seeking 2 separate quotes for budget planning purposes. One unit is a 4-ton system and the other is a 5-ton system.

The following terms of conditions shall apply to the work to be completed. The Hampstead Public Library reserves the right to accept or reject any or all bids it deems to be in the best interest of the Library.

Qualified contractors must provide proof of insurance certificates at the time of proposal including but not limited to liability – property damage and worker’s compensation. The successful bidder is responsible for obtaining a building permit from the building inspector prior to the start of the project. Contractors are encouraged to see the building layout prior to making a proposal.

Proposals are to include all labor and material necessary to complete the work and result in a complete functioning system, based upon the following information and specifications:

1. Remove existing old AC coils, refrigerant, and condenser units and dispose off-site in a legal and approved manner. Existing ductwork may need to be altered.
2. The specifications listed shall not be interpreted to be restrictive; proposals for other manufacturers shall be considered, but shall be required to demonstrate equivalency to those specified.
3. 1<sup>st</sup> Quote: Install one 4-ton Goodman 13.4 SEER condensing unit with 4-ton uncased coil.
4. 2<sup>nd</sup> quote: Install one 5-ton Goodman 13.4 SEER condensing unit with 5-ton uncased coil.
5. Furnish and test new refrigeration lines.
6. Connect to existing drains if they are in good working order.
7. Connect to and update electrical if needed.
8. Existing exterior pads for condensers should be sufficient and shouldn’t need to be replaced.
9. Provide manufacturer’s warranty on all installed equipment.
10. All work shall be in accordance with all applicable Codes, and completed to the satisfaction of the Board of Library Trustees. Contractor will be licensed by the State of New Hampshire. All work shall be done by tradesman licensed in their respective trades. Contractor shall provide a list of any subcontractors being used, with their proposal.



11. All demolition and construction debris shall be removed from the site and legally disposed of.

Sealed proposals can be mailed or hand delivered to the Hampstead Public Library to the attention of the Board of Trustees. Please include some references for whom similar work has been performed. Sealed proposals, clearly marked Hampstead Public Library shall be received not later than November 15, 2024 by 5:00P.M.

Request to inspect the building and AC units can be directed to Kate Thomas at 603-329-6411 or via email [director@hampstead.lib.nh.us](mailto:director@hampstead.lib.nh.us) and will be done on an appointment basis.