REQUEST FOR PROPOSALS
FOR AIR SOURCE HEAT PUMP HEATING/COOLING
FOR CCE-TOMPKINS OFFICE

All proposals are due by electronic submittal to Kathy Jett at kjett@cornell.edu by 5pm EST on Friday, August 16, 2019.

All questions should be referred to Kathy Jett and must be submitted by 5pm EST on Monday, August 5, 2019. Responses to questions will be posted at http://ccetompkins.org/about-us/bid-requests by 5pm on Wednesday, August 7, 2019.

The building and staff will be available for a walk-through on Friday, August 2, 2019, from 9am to noon, or possibly by appointment at other times (contact Kathy Jett: kjett@cornell.edu). We encourage potential proposers to collect any on-site data needed at that time.

Cornell Cooperative Extension of Tompkins County (“CCE-Tompkins”), seeks proposals for an air source heat pump-based heating & cooling system for the Willow Ave. complex portion of the main office located at 615 Willow Ave. Ithaca, NY 14850.

CCE-Tompkins’ main office consists of two buildings: the Willow Ave. complex, and the Lincoln Street building; the Lincoln Street (old AAA) building is not part of this request.

The Willow Ave. complex consists of a two story building totaling 5,308 sq. ft.; a lobby and bathroom area, at 619 sq. ft.; and a hallway with a copier room, two conference rooms, and a commercial kitchen totaling 3,304 sq. ft. Currently, the Willow Ave. complex is heated and cooled by a variety of HVAC equipment. They include:

- a 390,000 Btu/hr natural gas boiler installed in 1978 at an estimated efficiency of 78% that services the Willow Ave. complex two-story building and the lobby through hot-water baseboard. This existing boiler will be retained as backup.
- a split system for the meeting rooms and commercial kitchen – 163,300 Btu/hr natural gas furnace at an estimated 79% efficiency and a 90,000 Btu/hr central air conditioner with a SEER rating of 8
- the copier room is heated and cooled by a 1980’s-circa heat pump of unknown heating/cooling capacity
- The lobby is cooled by a 3-ton central air conditioner
- The first floor of the Willow Ave. complex two-story building is cooled by two 3-ton central air conditioners. Only one is currently functional.
- The second floor of the Willow Ave. complex is cooled by several window air conditioners including five 12,000 Btu/hr units, and one 5,000 Btu/hr unit

We are seeking a solution that would replace everything described above except the 390 MBtu/hr natural gas boiler, providing both heating and cooling to the entire Willow Ave. complex.
The goals of CCE-Tompkins for this HVAC project can be laid out in three parts:
1. Replacing the HVAC system that currently services both heating and cooling for the meeting rooms and corridor to the Lincoln Street (old AAA) building.
2. Replacing the heating and cooling systems for the downstairs of the Willow Ave. complex, lobby and copier room.
3. Heating and cooling support for the upstairs of the Willow Ave. complex, including a cooling solution for the upstairs that would replace the window A/C units.

Goals 1 and 2 are the main focus for this request for proposals, although we welcome any additional solutions for goal 3 as line items.

- The system must meet all installation criteria for NYSERDA’s AIR SOURCE Heat Pump Rebate Program and be cold-climate listed on the Northeast Energy Efficiency Partnerships website (https://neep.org/ashp-specification), and proposers must be qualified under this program. Proposal pricing shall be after application of the NYSERDA rebate.
- 10-year manufacturer’s parts and labor warranty (extended warranty).
- Contractor shall perform any labor due to material or workmanship defects at no charge for the first three years. During the three year period, the Contractor shall accept any applicable manufacturer’s labor allowance as payment in full when applicable.
- Winning bidder shall provide a Manual J and Manual D calculation based on current conditions AND an additional Manual J calculation showing necessary building efficiency improvements (air sealing, added insulation, etc.) to reduce heat-loss such that the air source heat pump system would provide 100% of both the heating and cooling design load. (Heating set point at 68 degrees F; cooling at 74 degrees F.)
- Heat Pump Condenser/evaporators (outdoor units) anticipated to be housed on roof of lobby. CCE-Tompkins is open to alternative suggestions.
- The new cooling system includes ducting to the first floor of the Willow Ave. two-story building, the lobby, and the hallway and conference rooms. If the winning bidder plans to reuse the existing ductwork, CCE-Tompkins requires that the ducts be tested to understand heat loss through the ducting (duct blaster test) and requires the bidder suggest improvements that could be made to lead to greater efficiency.
- If the contractor would like to suggest a non-ducted system, CCE-Tompkins must be consulted regarding the location and type of the proposed point-source heating/cooling equipment.
- Proposers should provide their qualifications, ability to provide warranty service, and details on labor and equipment warranties.
- Proposals shall list materials and equipment proposed and provide performance information that includes but is not limited to: HSPF, min/max heating capacity, coefficient of performance and kW draw at 47°F, 17°F and 5°F in Btu/hr., specifying the indoor dry bulb temperature used; SEER; EER; and min/max cooling capacity at 82°F and 95°F Btu/hr., specifying the indoor dry bulb temperature used (and, as specified above, be cold-climate listed by NEEP).
• Because a large portion of the current heating system is non-functioning, the solution must be installed and fully commissioned by the start of the heating season—ideally, September 30.

• Additionally, roof work is required, which is outside the scope of this RFP, but winning firm will be expected to work with roofing contractors to schedule and coordinate work.

• Proposers must provide an estimated schedule for completing the work.

• Proposers must submit their qualifications to complete the proposed scope of work, along with a minimum of 3 references for similar installations completed in the past 3 years.

• Proposers must be fully insured.

Proposers are welcome to suggest deviations from these specifications with justifications.