

TOWN OF ARLINGTON, VERMONT: REQUEST FOR PROPOSALS (RFP)

PROJECT TITLE: HVAC Heat Pump System Installation

ISSUING ENTITY: Town of Arlington

DATE OF ISSUING: June 16, 2026

PROPOSAL SUBMISSION DEADLINE: XXXXXX, 2026, by 12:00 PM (Noon) EST

SECTION 1: INTRODUCTION

The Town of Arlington, Vermont (hereinafter "the Town") is soliciting competitive proposals from qualified HVAC contractors for the installation of a heat pump system at the Town Hall building, located at 3828 VT Route 7A, Arlington, VT 05250. This project is part of the Town's ongoing commitment to energy efficiency, reduced carbon emissions, and long-term cost savings in municipal operations, consistent with Vermont's clean energy goals and the Global Warming Solutions Act.

The Town intends to award a contract to the most responsive and responsible proposer whose proposal best meets the Town's requirements at a fair and reasonable price. The selected contractor will be expected to complete all work in accordance with applicable Vermont building codes, electrical codes, and manufacturer specifications.

SECTION 2: SCOPE OF WORK

The selected contractor shall furnish all labor, materials, equipment, permits, and supervision required to complete the following scope of work at Town Hall:

2.1 Heat Pump System Installation

- Supply and install one (1) 8.5-ton air-cooled cold climate heat pump system capable of providing both heating and cooling to the Town Hall building.
- System shall be designed to serve as the primary HVAC system for the building and must demonstrate adequate heating capacity at outdoor temperatures consistent with Vermont's IECC Climate Zone 6 conditions.
- Equipment shall meet or exceed ENERGY STAR Cold Climate certification standards and appear on the Northeast Energy Efficiency Partnerships (NEEP) Cold Climate Air Source Heat Pump (ccASHP) product list.
- All refrigerant lines, electrical connections, condensate drainage, and associated components shall be installed per manufacturer specifications and applicable codes.
- Contractor shall coordinate with the local electric utility (e.g., Green Mountain Power) for any required service upgrades or interconnection approvals.
- Outdoor condensing unit(s) shall be installed on a level, stable pad or mounting structure to minimize vibration and noise impact. Location subject to Town approval prior to installation.

- All work shall comply with ASHRAE 55, ASHRAE 62.1, and Vermont Mechanical Code requirements.

2.2 Smart Thermostat Installation

- Supply and install smart programmable thermostats compatible with the new heat pump system.
- Thermostats shall provide remote access and monitoring capability via a web-based and/or smartphone application.
- Thermostats shall support scheduling, energy usage reporting, and integration with the Town's energy management practices.
- Contractor shall program all thermostats with an initial schedule as directed by Town staff and provide instruction to at least two (2) Town staff members on system operation.

2.3 Removal and Disposal

- Contractor shall remove and properly dispose of any existing HVAC equipment being replaced, in compliance with all applicable environmental regulations including proper refrigerant recovery.

2.4 Commissioning and Testing

- Contractor shall commission the complete system upon installation and verify proper operation in both heating and cooling modes.
- Contractor shall provide the Town with a written commissioning report documenting system performance, set points, and any deficiencies corrected.

2.5 Documentation

- Contractor shall provide as-built drawings and operation and maintenance (O&M) manuals for all installed equipment.
- Contractor shall register all equipment warranties with the manufacturer on behalf of the Town.

SECTION 3: PROPOSAL REQUIREMENTS

Proposals shall be submitted in writing and include all of the following components. Incomplete proposals may be rejected.

3.1 Cover Letter

A signed cover letter on company letterhead identifying the proposer, key contact, and a brief statement of interest and qualifications.

3.2 Qualifications and Experience

- Description of the firm, number of employees, and years in operation.

- Documentation of Vermont HVAC contractor license(s) and any relevant manufacturer certifications.
- List of at least three (3) comparable cold climate heat pump installations completed in Vermont within the past five (5) years, including project name, location, system size, and owner contact information for reference.
- Evidence of experience working on municipal or commercial buildings.

3.3 Technical Proposal

- Detailed description of the proposed 8.5-ton air-cooled heat pump system, including manufacturer, model number(s), rated capacity, COP/HSPF2, and cold climate performance specifications.
- Confirmation that proposed equipment is on the NEEP ccASHP Product List or equivalent certification.
- Description of proposed smart thermostat(s), including manufacturer, model, and compatibility with the heat pump system.
- Proposed installation plan, including any modifications to existing ductwork, electrical service, or building structure.
- Description of commissioning and testing procedures.

3.4 Project Timeline

A proposed project schedule from contract award through final commissioning and acceptance, identifying key milestones.

3.5 Cost Proposal

A detailed itemized cost breakdown including:

- Equipment costs (by item)
- Labor costs
- Permit fees
- Disposal/removal costs
- Any applicable rebates or utility incentives the contractor will apply for on the Town's behalf (e.g., Efficiency Vermont)
- Total project cost

Costs must be presented as a lump sum with the itemized breakdown provided. The Town reserves the right to request clarification or additional detail on any cost item.

3.6 Insurance and Bonding

Proposers shall include certificates of insurance demonstrating the following minimum coverage:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Workers' Compensation: Statutory limits as required by Vermont law

- Automobile Liability: \$1,000,000 combined single limit

The Town of [Your Town] shall be named as an additional insured. The selected contractor shall provide a performance and payment bond equal to 100% of the contract value prior to commencement of work, if required by the Town.

3.7 References

Contact information for at least three (3) professional references from clients for whom the proposer has completed comparable work within the past five (5) years.

SECTION 4: SUBMISSION INSTRUCTIONS

1. Proposals shall be submitted in a sealed envelope or package clearly marked: "RFP – HVAC Heat Pump Installation, Town Hall" on the outside.
2. One (1) original and two (2) copies of the proposal shall be submitted, plus one (1) electronic copy (USB drive or email to [email@yourtown-vt.gov]).
3. Proposals must be received at the Town Office, [address], no later than [Proposal Due Date] at 4:00 PM EST. Late submissions will not be accepted.
4. Proposers are responsible for ensuring timely delivery. The Town is not responsible for proposals lost or delayed in the mail.
5. Proposals submitted by fax will not be accepted.

SECTION 5: EVALUATION CRITERIA

Proposals will be evaluated by a selection committee using the following criteria:

Criterion	Weight
Qualifications & Relevant Experience	30%
Technical Approach & Equipment Specifications	30%
Total Project Cost	25%
Project Timeline	10%
Local/Vermont-Based Contractor (preference)	5%

The Town reserves the right to conduct interviews, request best and final offers, or request additional information from one or more proposers prior to making an award. Award will be made to the proposer whose proposal is deemed most advantageous to the Town, considering price and all other factors.

SECTION 6: GENERAL TERMS AND CONDITIONS

6.1 Right to Reject

The Town reserves the right to reject any and all proposals, to waive any informality in the proposal process, and to accept the proposal it deems most advantageous to the Town's interests.

6.2 No Obligation

This RFP does not commit the Town to award a contract or pay any costs incurred in the preparation of proposals.

6.3 Public Records

All proposals become the property of the Town and are subject to public disclosure under Vermont's Public Records Act (1 V.S.A. § 315 et seq.) after the contract is awarded.

Proposers who believe any information in their proposal is proprietary and exempt from disclosure must clearly identify such information and provide the specific statutory basis for the claimed exemption.

6.4 Conflict of Interest

Proposers shall disclose any known potential conflict of interest in providing the proposed services to the Town.

6.5 Non-Discrimination

The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, or any other protected class in accordance with Vermont and federal law.

6.6 Permits and Codes

The contractor shall be responsible for obtaining all permits required for the work and shall perform all work in accordance with applicable Vermont building codes, electrical codes, mechanical codes, and manufacturer requirements. Permit fees are to be included in the cost proposal.

6.7 Warranty

The contractor shall warrant all work and materials against defects in workmanship for a minimum of one (1) year from the date of final acceptance. Equipment manufacturer warranties shall be passed through to the Town.

6.8 Payment

Payment will be made in accordance with the contract terms. The Town anticipates a progress payment schedule to be agreed upon at time of contract execution. Final payment will be made upon satisfactory completion, commissioning, and acceptance by the Town.

SECTION 7: QUESTIONS AND ADDENDA

All questions regarding this RFP must be submitted in writing to Katie Dixon, Town Administrator at katie.dixon@arlingtonvermont.org no later than **1-2 weeks before deadline** at 4:00 PM EST. Questions received after this deadline may not be answered.

Responses to questions of general interest will be issued as written addenda and distributed to all proposers who have registered their interest with the Town. Addenda, if any, will be posted at Town Hall. Proposers are responsible for checking for any addenda prior to submitting a proposal. All addenda shall become part of the contract documents.

SECTION 8: SUBMISSION INSTRUCTIONS

Proposals must be received no later than XXXXXXXX, 2026, at 12:00 PM (Noon) EST. Late proposals will not be accepted under any circumstances.

Email Submission (Preferred):

Send to: katie.dixon@arlingtonvermont.org

Subject line: "RFP: HVAC Heat Pump System Installation "

Mail / Hand Delivery:

Town of Arlington – Attention Town Administrator

3828 VT Route 7A

Arlington, VT 05250

Envelope must be clearly marked: "RFP: HVAC Heat Pump System Installation "

CONTRACTOR SIGNATURE

Company Name:

Authorized Representative:

Title:

Business Address:

Phone:

Email:

Federal Tax ID:

Signature: _____ **Date:** _____

By signing above, the bidder certifies compliance with all RFP requirements.