

Town of Poland



Request for Proposals Town Office HVAC

The Town of Poland is requesting bid proposals for replacing the Town Office HVAC system. Companies submitting bids must submit them in sealed envelopes with **“Town Office HVAC”** clearly printed on the exterior. Proposals must include vendor’s name, address, phone(s), contact person, and total cost. The enclosed bid form must be used, and bidders must observe all required state and federal laws and policies.

All inquiries regarding bids should be directed to the Town Manager at (207) 998-4601; email mgarside@polandtownoffice.org. Proposals must be delivered and clearly marked **“Town Office HVAC”** to Town Manager, Town of Poland, 1231 Maine Street, Poland, ME, 04274 or by email at mgarside@polandtownoffice.org no later than **11:00 AM, Thursday, September 1, 2022**, at which time they will be opened and read publicly in the Town Office conference room. The Board of Selectpersons will consider proposals on **Tuesday, September 6, 2022 at 7:00 PM** in the Town Office conference room. The Town of Poland reserves the right to reject any or all bids.

Companies submitting bids must be registered with Efficiency Maine. Companies must also use the equipment detailed in the specification sheet. The Town intends to apply for Efficiency Maine rebates for the project and these two items are a requirement to apply for those rebates. The contractor shall coordinate with the Town prior to the purchase of equipment to ensure any rebates are realized.

The project will consist of several phases – all outlined in the attached documents.

Removal of the existing system and ducting.

Installation of the new system.

Repair of the roof over the Town Office Conference Room where the roof unit was removed.

The project should be completed before the start of the 2022 heating season.

LIABILITY INSURANCE – Successful Bidder must agree to procure and maintain at its expense, Commercial General Liability insurance for protection from claims under workers’ compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any other such employees, and from claims for damages because of injury to or destruction of property including loss of use resulting therefrom, which may arise from the performance of services hereunder. The minimum amounts of coverage are:

Type of Insurance	Each Occurrence	Aggregate
General Liability – Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
Automobile Liability – Combined Bodily Injury and Property Damage	\$1,000,000	
Umbrella/Excess Liability	\$1,000,000	\$1,000,000
Worker’s Compensation & Employer’s Liability	\$500,000 (Each Accident) \$500,000 (Disease Policy Limit) \$500,000 (Disease Each Employee)	

Each such certificate shall list the Town as an additional insured and contain a statement of the insurer’s obligation to notify the Town at least fifteen (15) days prior to cancellation of any policy covered there under. The Town shall be furnished with a Certificate of Insurance. In the event the Town is required to defend itself, the Successful Bidder shall reimburse the Town’s costs, including reasonable attorneys’ fees for defense of such liabilities which arise out of the Successful Bidder’s negligence. In any claim which may arise as a result of intentional or negligent acts or omissions of the Successful Bidder, the Comprehensive General liability insurance policy provided by successful Bidder shall be deemed primary protection against such claims and the Town shall not be called upon to contribute to a loss otherwise payable by the Successful Bidder’s insurer due to its insured’s act or omission.

INDEMNIFICATION – To the fullest extent permitted by law, Successful Bidder does agree to defend, indemnify and hold harmless the Town, its officers, agents and employees, from and against all claims, damages, losses or expenses, just or unjust, including but not limited to costs of defense, arising out of or resulting from the performance of services hereunder, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of Successful Bidder, its officers, agents or employees, anyone directly employed by it, or anyone for whose act it may be liable, except to the extent that said claim, damage, loss or expense is caused by the Town, its officers, or employees.

Town Office HVAC Official Bid Form

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL: _____

CONTACT PERSON: _____

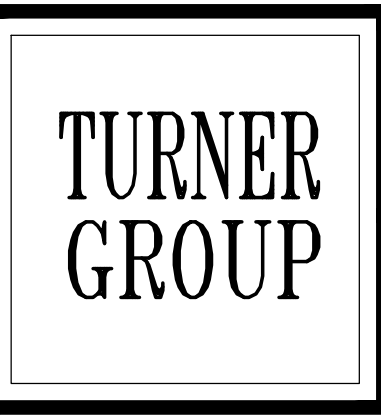
Include proof of standard liability insurance, which names the Town of Poland as an additional insured in an amount no less than \$1,000,000.

A. TOTAL NET PRICE: _____

B. Guaranteed Delivery Date: _____

C. Confirm that your firm is on the Efficiency Maine list of certified contractors: Yes / No

The Town of Poland reserves the right to reject any or all bids in whole or in part as it is deemed in the best interest of the Town, renegotiate any contract and waive any informality which does not compromise the actual bid.



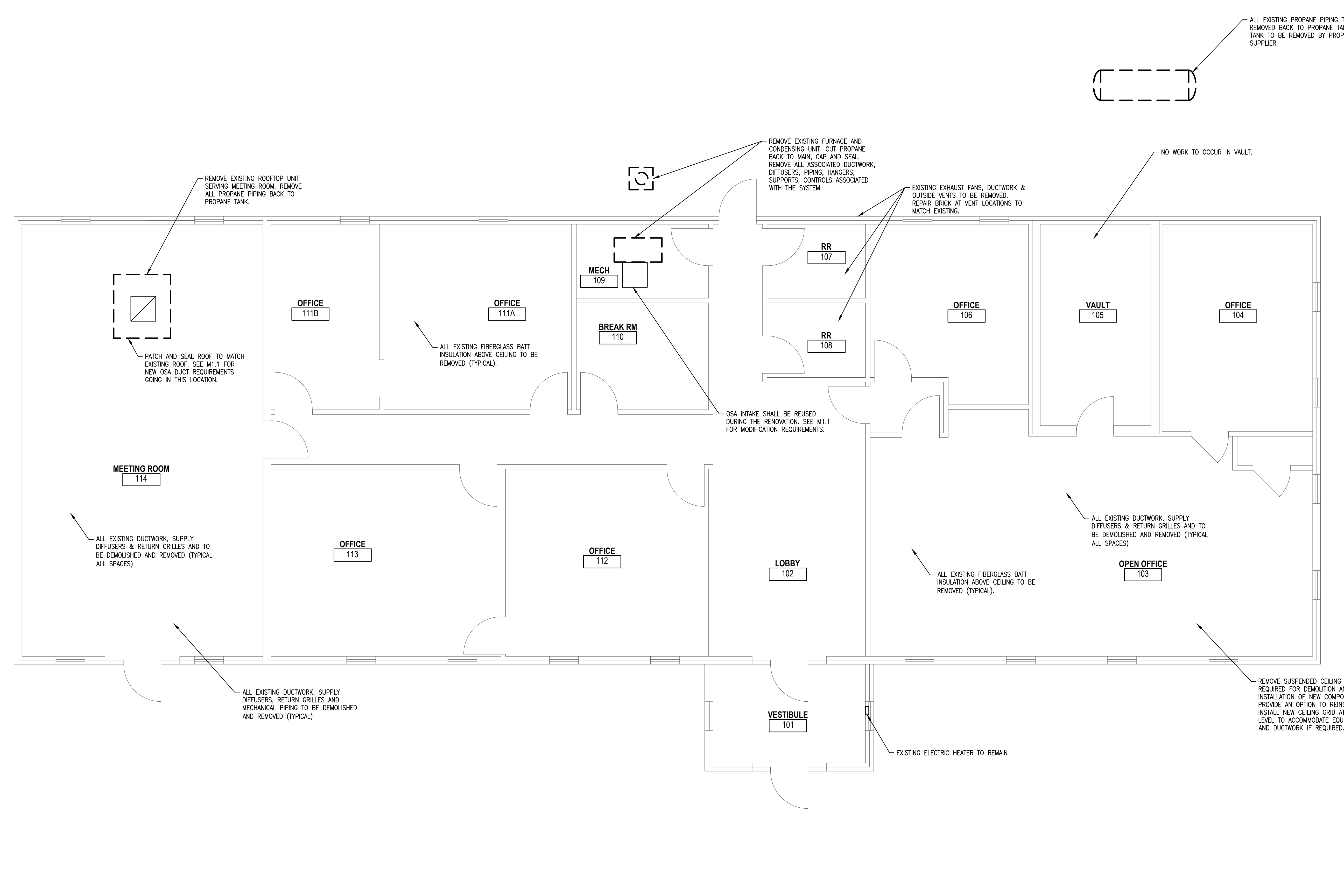
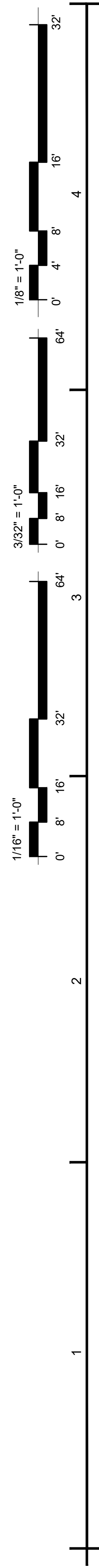
Turner Building Science & Design, LLC

26 Pinewood Ln.
Harrison, Maine 04040
t:207.583.4571
turnerbuildingscience.com

ENGINEERS • BUILDING SCIENTISTS

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GENERAL NOTES
1. REMOVE ALL DEMOLISHED ITEMS AND DISPOSE OF PER STATE AND LOCAL REQUIREMENTS.



1 DEMOLITION PLAN
DM1.1 SCALE: 1/8"=1'-0"

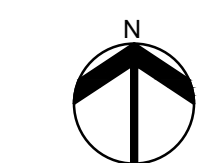
KEY PLAN:
PROJECT TITLE / ADDRESS:
TOWN OF POLAND, ME
POLAND TOWN OFFICE
HVAC MODIFICATIONS
1231 Maine Street
Poland, ME 04274

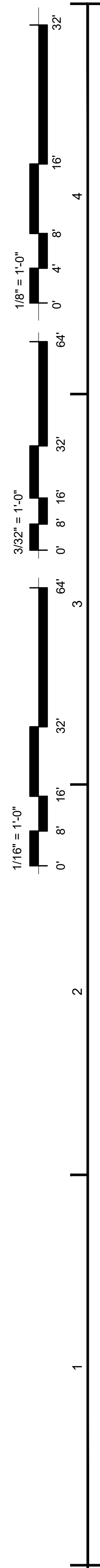
ISSUE:
BID & CONSTRUCTION DOCUMENTS
08/17/2022

PROJ. NO.:	S1386	STATE:	STATE OF MAINE
SCALE:	AS NOTED	DESIGNED BY:	THOMAS V. BETTERIDGE
DESIGNED BY:	TWBJD	REGISTERED NO.:	15936
DRAWN BY:	TWBJD	CHECKED BY:	TWB
ISSUE DATE:	08/17/2022		
REVISIONS:			

SHEET TITLE:
DEMOLITION PLAN

DM1.1





- ### GENERAL NOTES
- FIELD COORDINATE ALL DUCT ROUTING.
 - ATTIC IS INSULATED AT THE ROOF LINE.
 - CUT NEAT HOLES THROUGH GYPSUM CEILING LOCATED AT THE BOTTOM CORNER OF THE ROOF STRUCTURE. SEAL OPENINGS MADE BY THE DUCT PENETRATIONS.

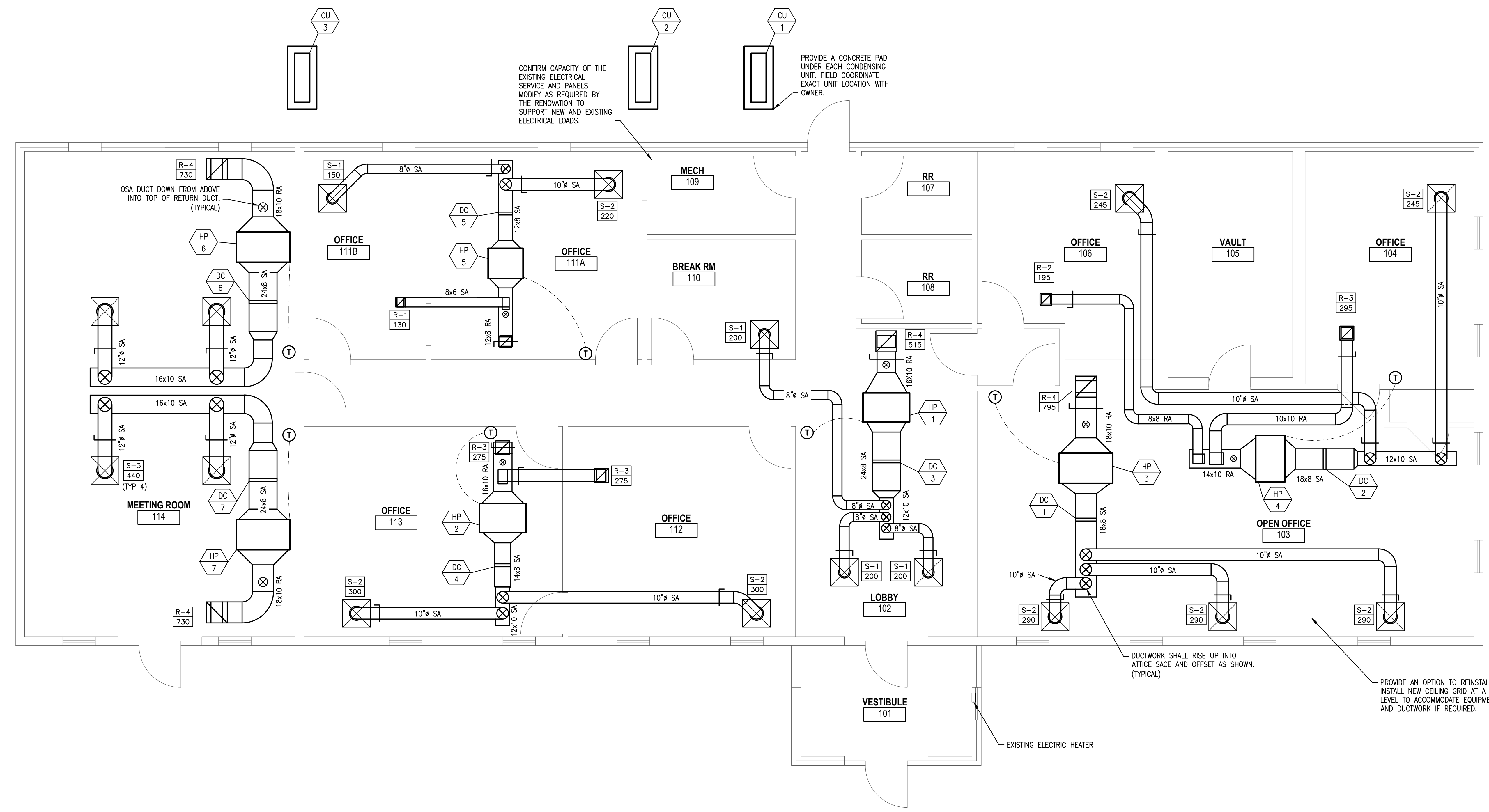


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CONFIRM CAPACITY OF THE EXISTING ELECTRICAL SERVICE AND PANELS. MODIFY AS REQUIRED BY THE RENOVATION TO SUPPORT NEW AND EXISTING ELECTRICAL LOADS.

PROVIDE A CONCRETE PAD UNDER EACH CONDENSING UNIT. FIELD COORDINATE EXACT UNIT LOCATION WITH OWNER.



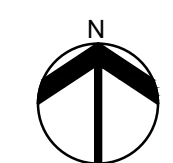
1 FLOOR PLAN - DUCTWORK
 M1.1 SCALE: 1/8"=1'-0"

KEY PLAN:
 PROJECT TITLE / ADDRESS:
TOWN OF POLAND, ME
POLAND TOWN OFFICE
HVAC MODIFICATIONS
 1231 Maine Street
 Poland, ME 04274
 ISSUE:
BID & CONSTRUCTION DOCUMENTS
 08/17/2022

PROJ. NO.: S1398
 SCALE: AS NOTED
 DESN. BY: TWB/JDE
 DRAWN BY: TWB
 CHKD BY: TWB
 ISSUE DATE: 08/17/2022
 REVISIONS:

SHEET TITLE:
FLOOR PLAN
DUCTWORK

M1.1





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POLAND TOWN OFFICE
HVAC MODIFICATIONS

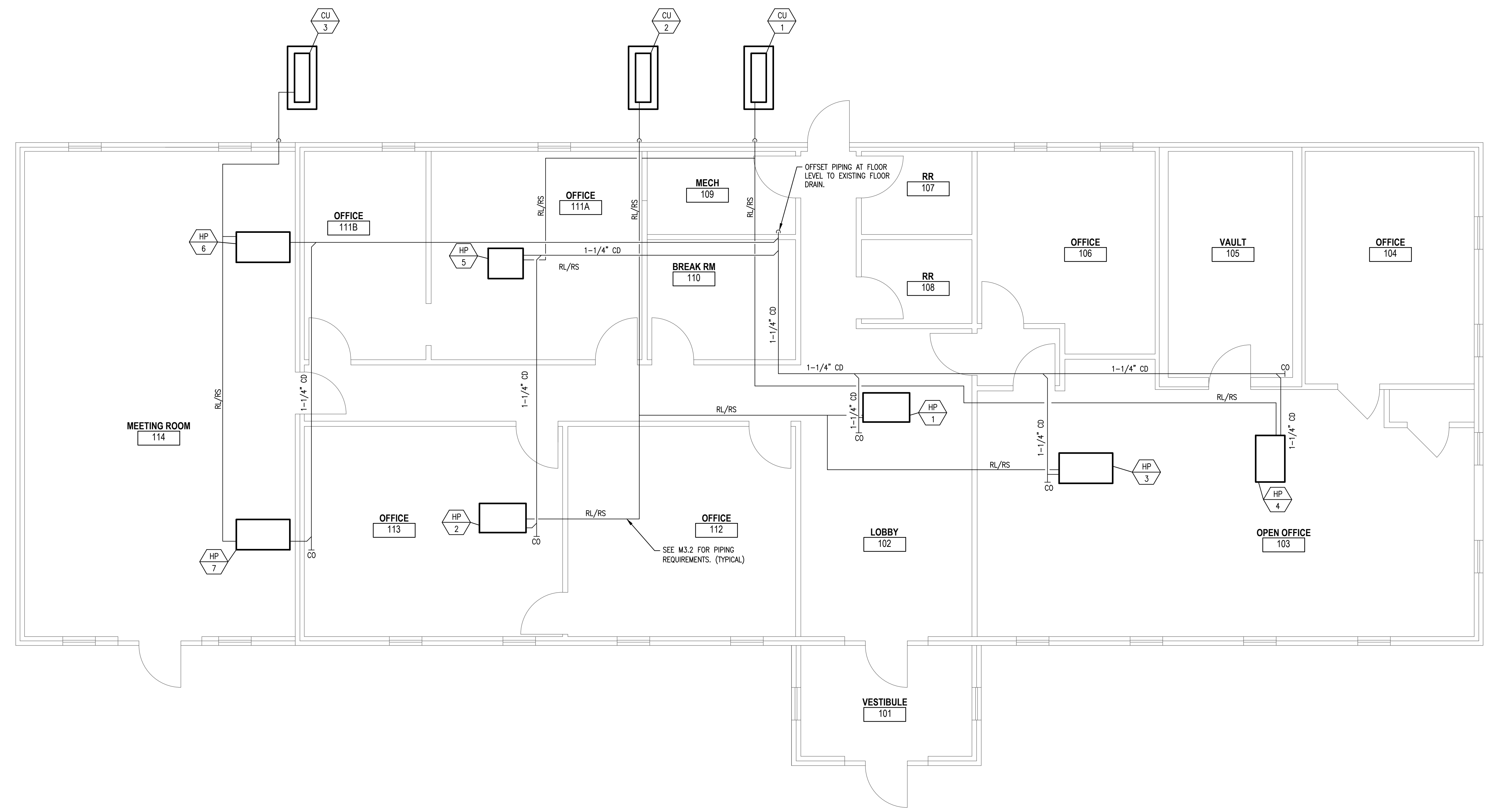
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Poland, ME 04274

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08/17/2022

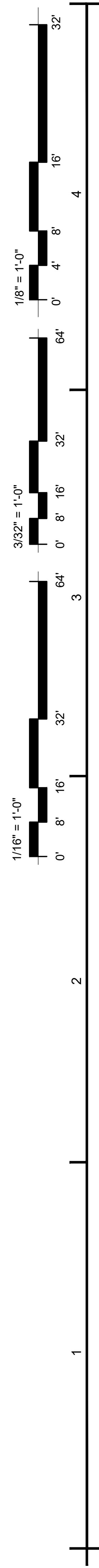
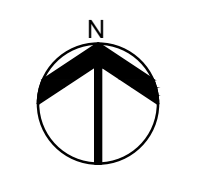
PROJ. NO.:	S1386	STATE OF MAINE
SCALE:	AS NOTED	THOMAS W. BETTERIDGE
DESIGN BY:	TWBJD	15936
DRAWN BY:	TWB	PROFESSIONAL ENGINEER
CHKD BY:	TWB	08/17/2022
ISSUE DATE:	08/17/2022	08/17/2022
REVISIONS		

SHEET TITLE:
FLOOR PLAN
REFRIGERANT &
CONDENSATE

M1.2



1 FLOOR PLAN - REFRIGERANT & CONDENSATE
M1.2 SCALE: 1/8"=1'-0"



A | B | C | D | E | F

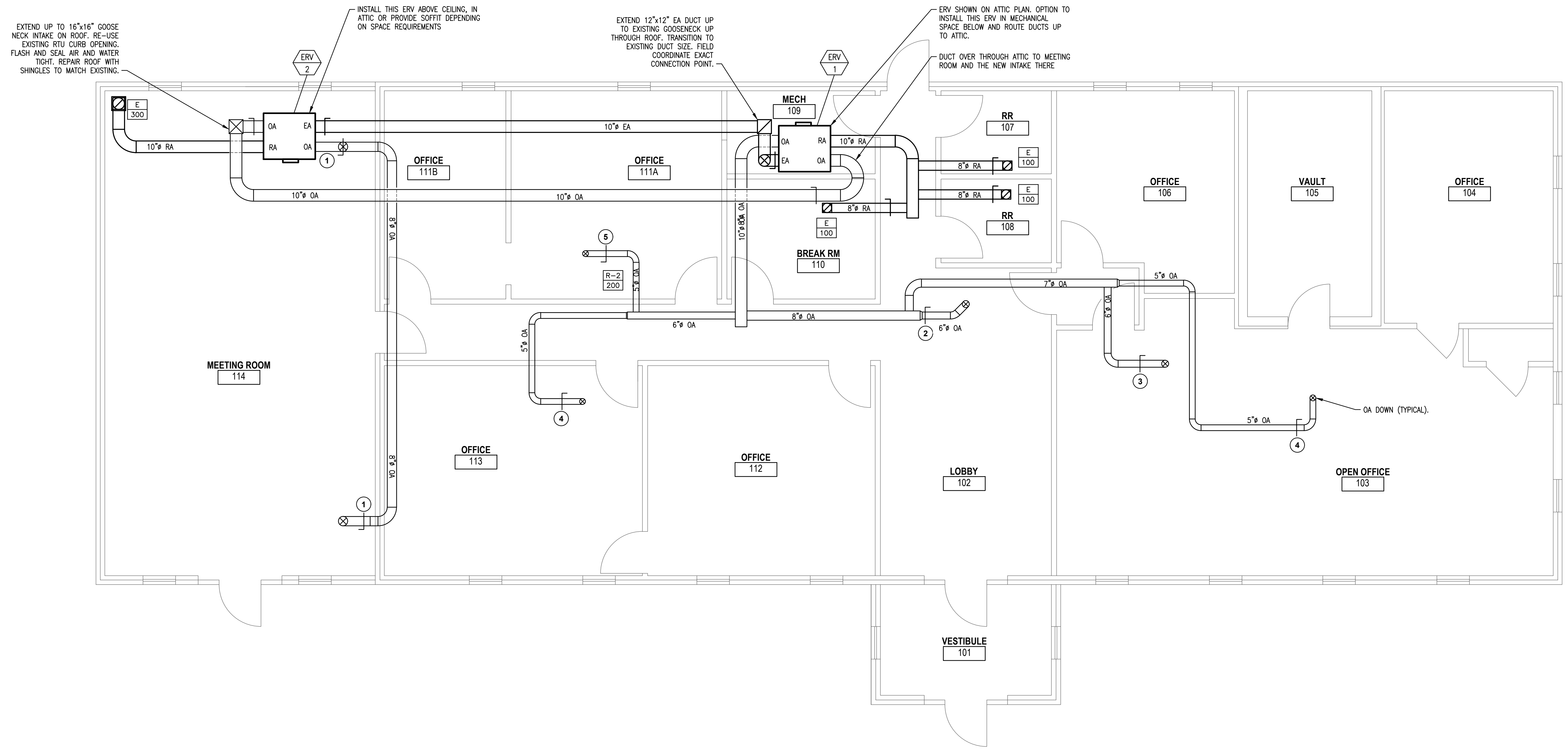
1/8" = 1'-0"
 3/32" = 1'-0"
 1/16" = 1'-0"

- ### KEY NOTES
- 1 BALANCE TO 150 CFM OSA. OSA DOWN TO HP-6 AND HP-7 RETURN DUCT.
 - 2 BALANCE TO 85 CFM OSA. OSA DOWN TO HP-1 RETURN DUCT.
 - 3 BALANCE TO 75 CFM OSA. OSA DOWN TO HP-3 RETURN DUCT.
 - 4 BALANCE TO 50 CFM OSA. OSA DOWN TO HP-2 AND HP-4 RETURN DUCT.
 - 5 BALANCE TO 40 CFM OSA. OSA DOWN TO HP-5 RETURN DUCT.



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1 ATTIC PLAN - DUCTWORK
 M2.1 SCALE: 1/8"=1'-0"

KEY PLAN:
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POLAND TOWN OFFICE
HVAC MODIFICATIONS
 1231 Maine Street
 Poland, ME 04274

ISSUE:
BID & CONSTRUCTION DOCUMENTS
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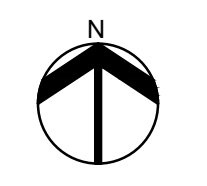
PROJ. NO.: S1398
 SCALE: AS NOTED
 DESN. BY: TWS/JUD
 DRAWN BY:
 CHKD BY: TWS
 ISSUE DATE: 08/17/2022

STATE OF MAINE
 THOMAS W. BETTERIDGE
 15936
 LICENSED PROFESSIONAL ENGINEER
 08/17/2022

NO.	DATE	DESCRIPTION

SHEET TITLE:
ATTIC PLAN DUCTWORK

M2.1



A | B | C | D | E | F

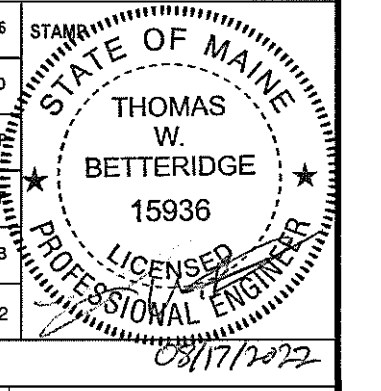


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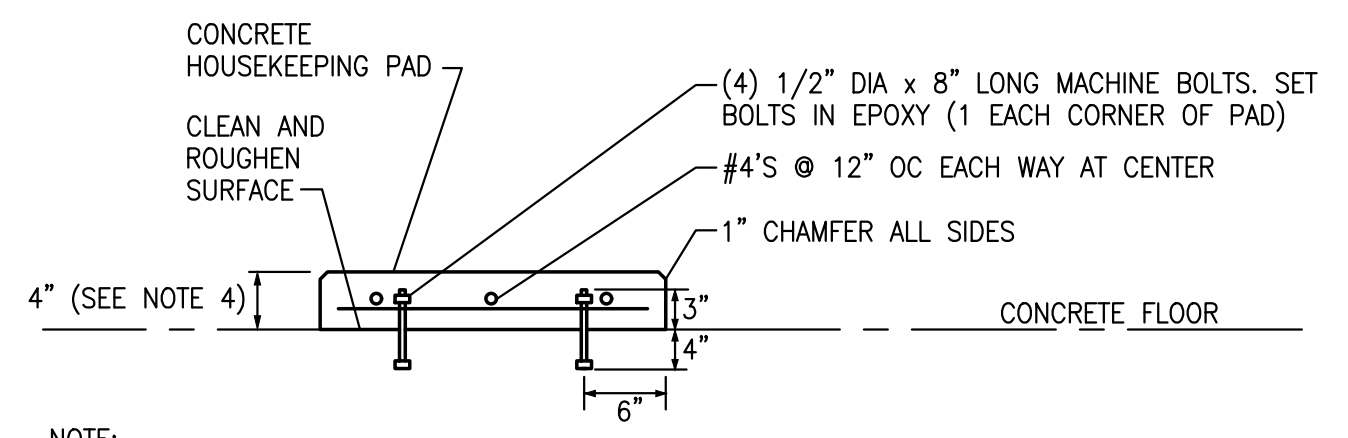
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 DESN. BY: TWB/BJD
 DRAWN BY: TWB/BJD
 CHD BY: TWB
 ISSUE DATE: 08/17/2022
 REVISIONS:



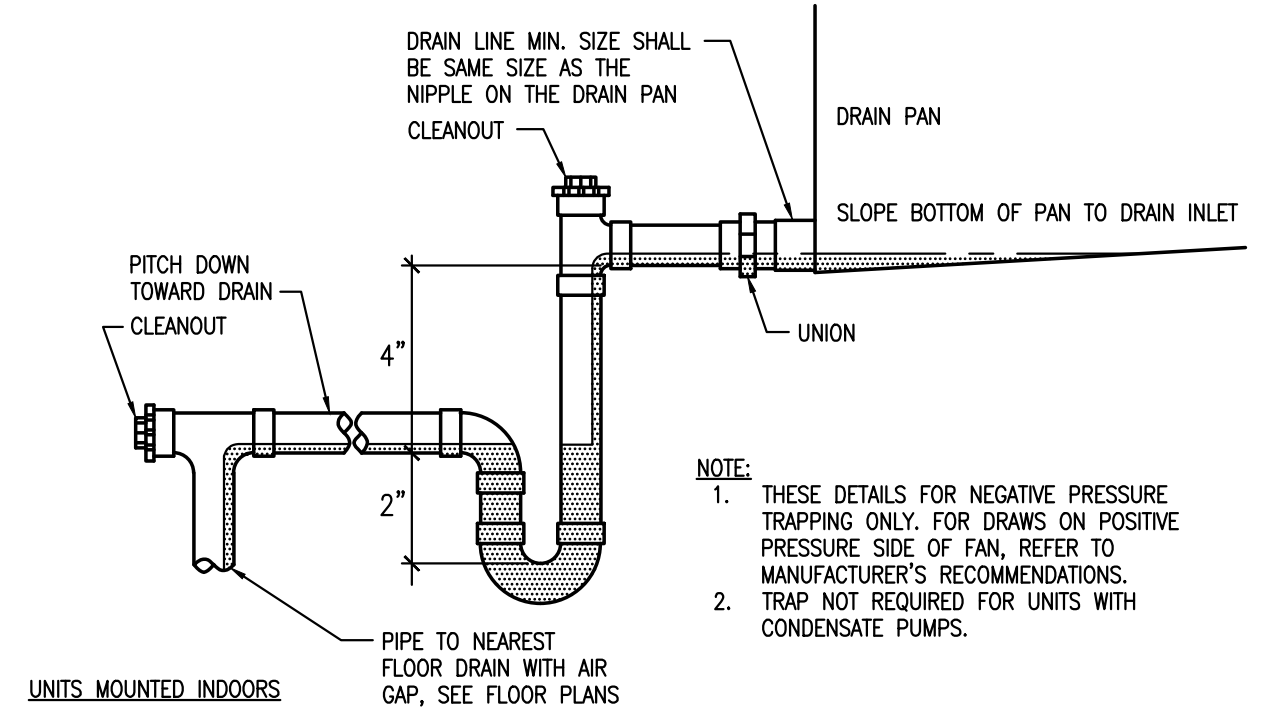
SHEET TITLE:
DETAILS
SHEET 1 OF 2

M3.1



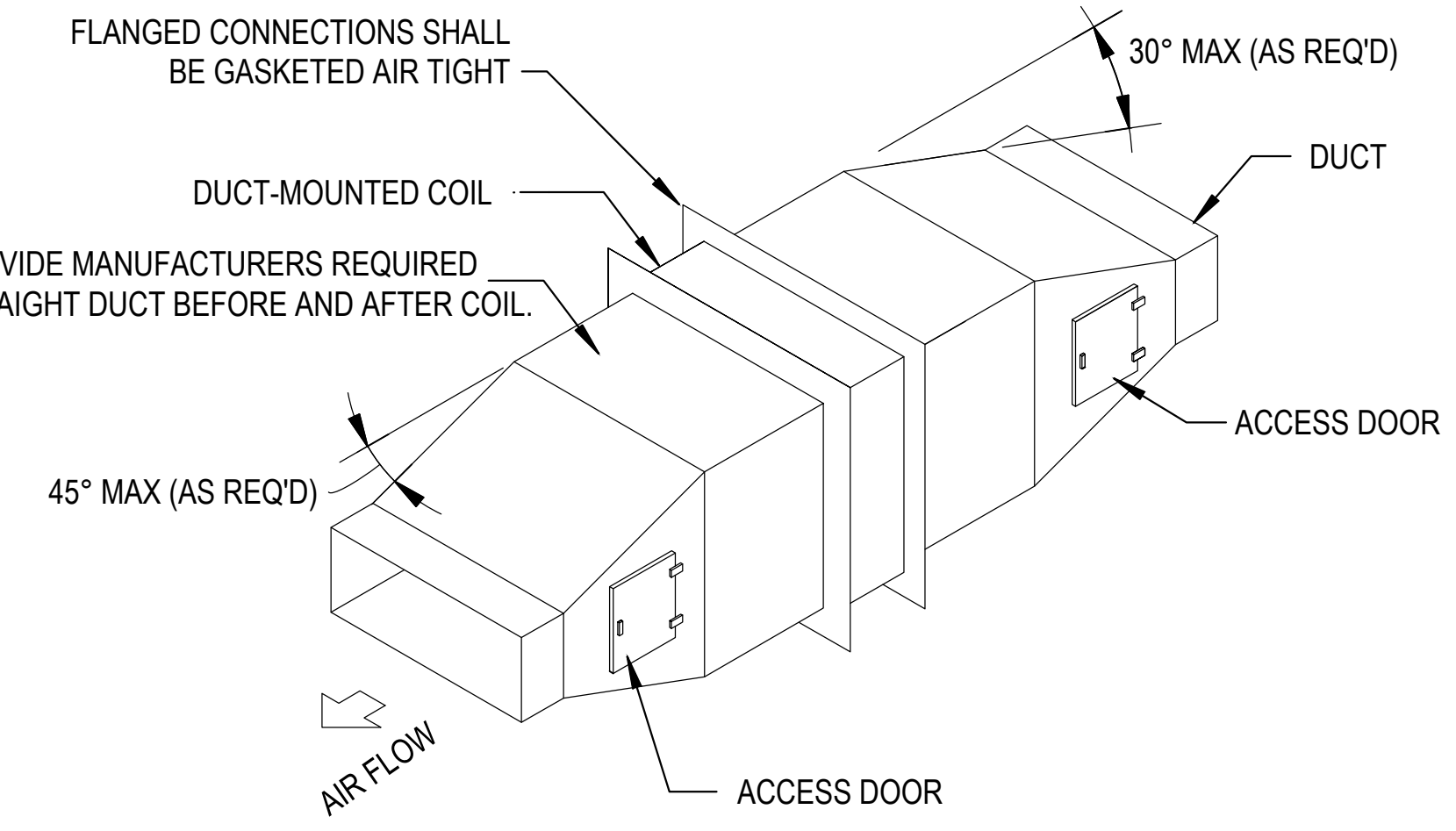
11 CONCRETE HOUSEKEEPING PAD
 M3.1 NOT TO SCALE

NOTE:
 1. HOUSEKEEPING PADS SHALL BE NORMAL WEIGHT PORTLAND CEMENT CONCRETE HAVING A MINIMUM COMPRESSIBLE STRENGTH OF 3000 PSI AT 28 DAYS MEETING ASTM C150 TYPE I OR II. MAXIMUM COURSE AGGREGATE SIZE SHALL BE 3/4". THE WATER-CEMENT RATIO SHALL NOT BE GREATER THAN 0.5; SLUMP SHALL NOT EXCEED 4 IN.
 2. ANCHOR BOLTS SHALL MEET ASTM DESIGNATION A307.
 3. REINFORCING SHALL BE ASTM A615 GRADE 60.
 4. HEIGHT AS DETAILED UNLESS OTHERWISE INDICATED.

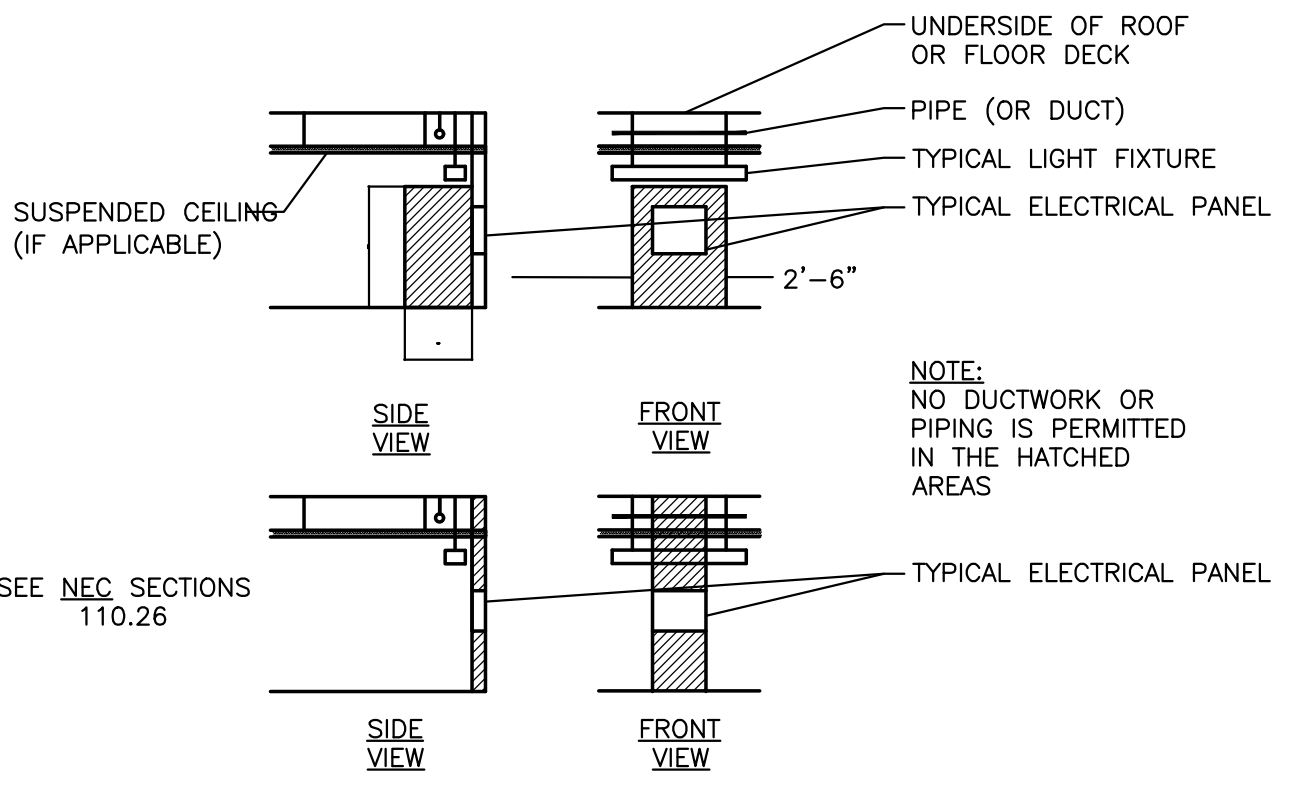


10 DETAIL - CONDENSATE DRAIN TRAPS
 M3.1 NOT TO SCALE

NOTE:
 1. THESE DETAILS FOR NEGATIVE PRESSURE TRAPPING ONLY. FOR DRAWS ON POSITIVE PRESSURE SIDE OF FAN, REFER TO MANUFACTURER'S RECOMMENDATIONS.
 2. TRAP NOT REQUIRED FOR UNITS WITH CONDENSATE PUMPS.

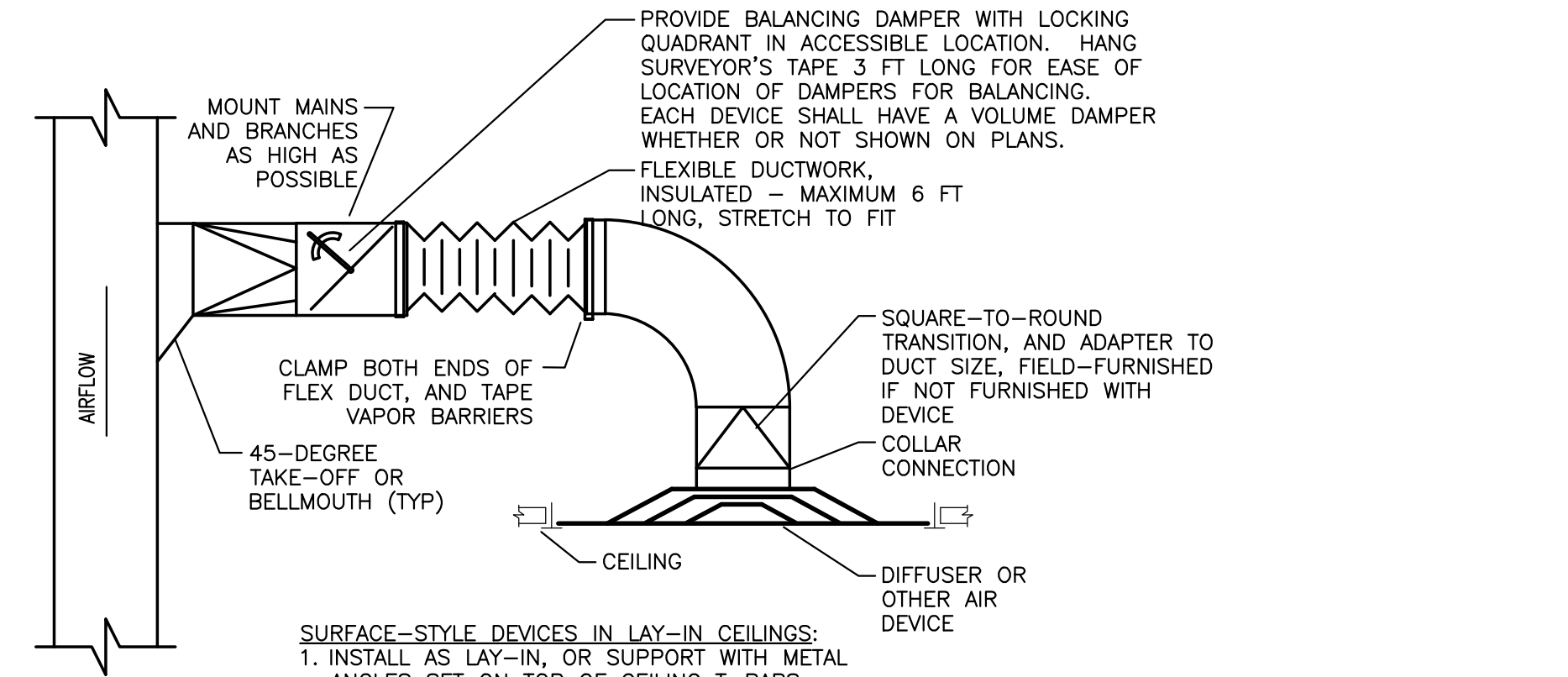


9 DUCT MOUNTED ELECTRIC REHEAT COIL
 M3.1 NOT TO SCALE



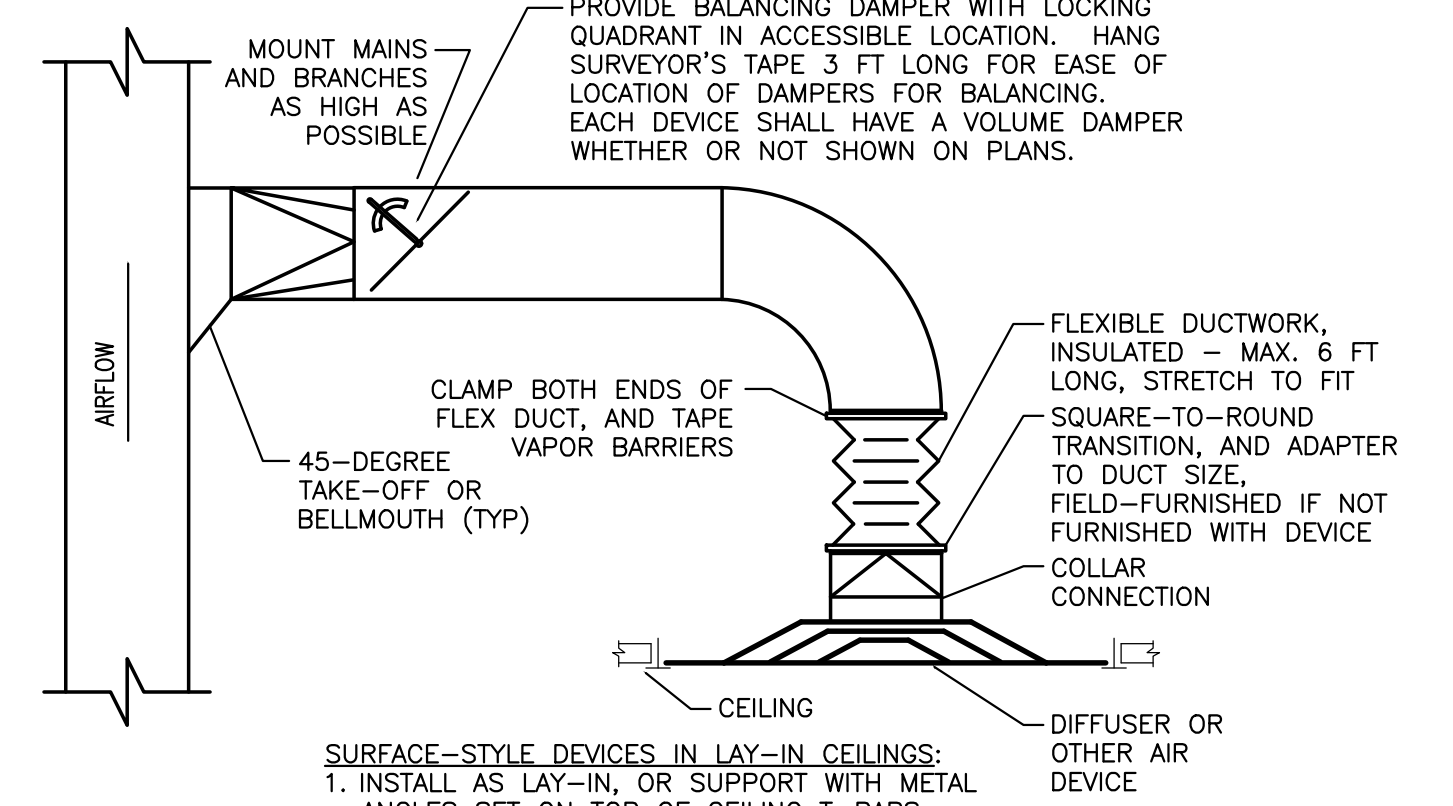
8 MIN. CLEARANCES AT ELECTRICAL PANELS
 M3.1 NOT TO SCALE

NOTE:
 NO DUCTWORK OR PIPING IS PERMITTED IN THE HATCHED AREAS



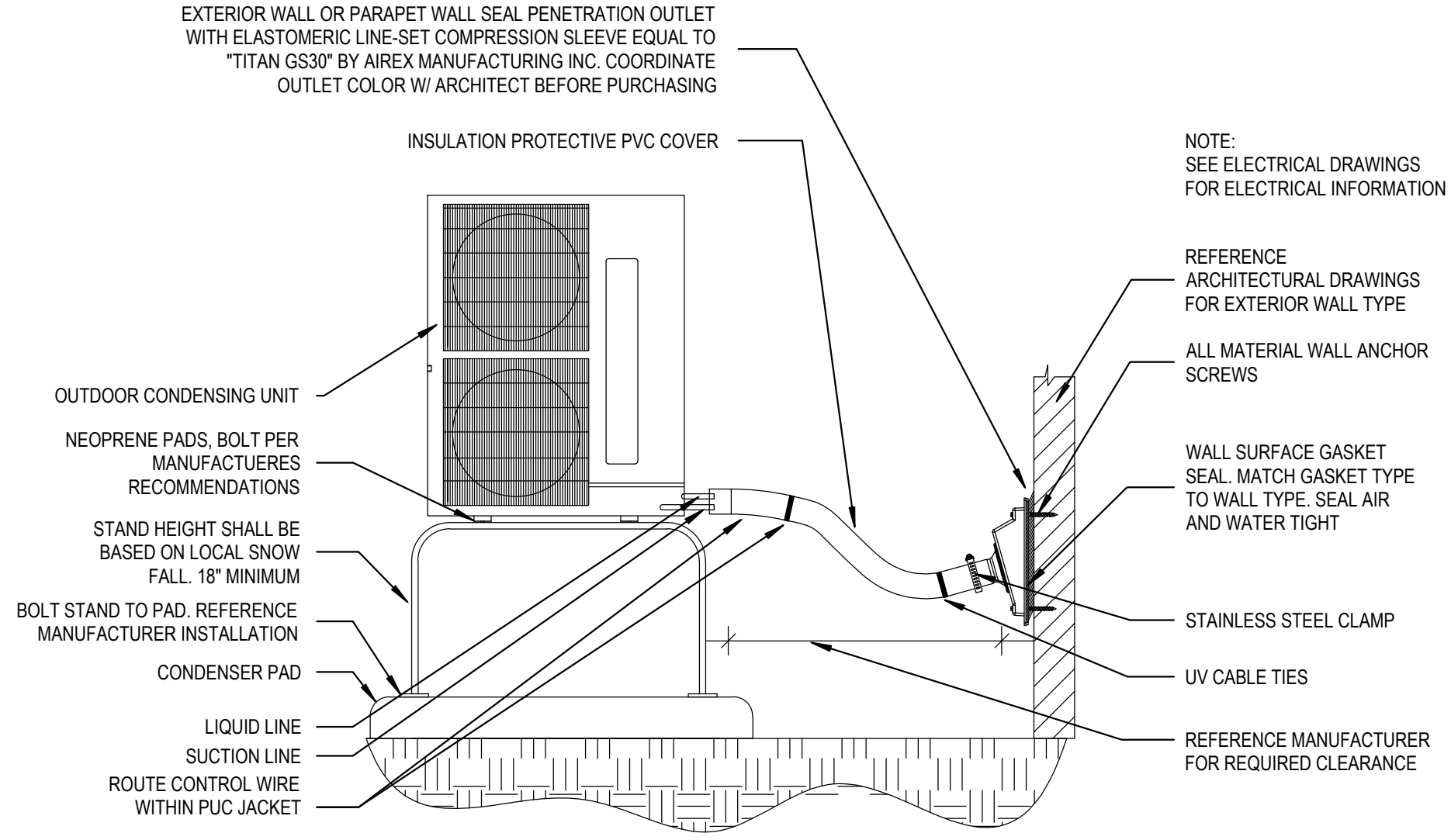
7 DUCTWORK RUNOUT TO CEILING AIR DEVICE
 M3.1 NOT TO SCALE

SURFACE-STYLE DEVICES IN LAY-IN CEILINGS:
 1. INSTALL AS LAY-IN, OR SUPPORT WITH METAL ANGLES SET ON TOP OF CEILING T-BARS
 HARD CEILINGS SUCH AS GYPSUM BOARD:
 1. FLEXIBLE DUCT IS NOT ALLOWED ABOVE HARD CEILINGS - RIGID METAL IS REQUIRED.
 2. PROVIDE OPPOSED BLADE DAMPER IN DEVICE NECK IF NEEDED.



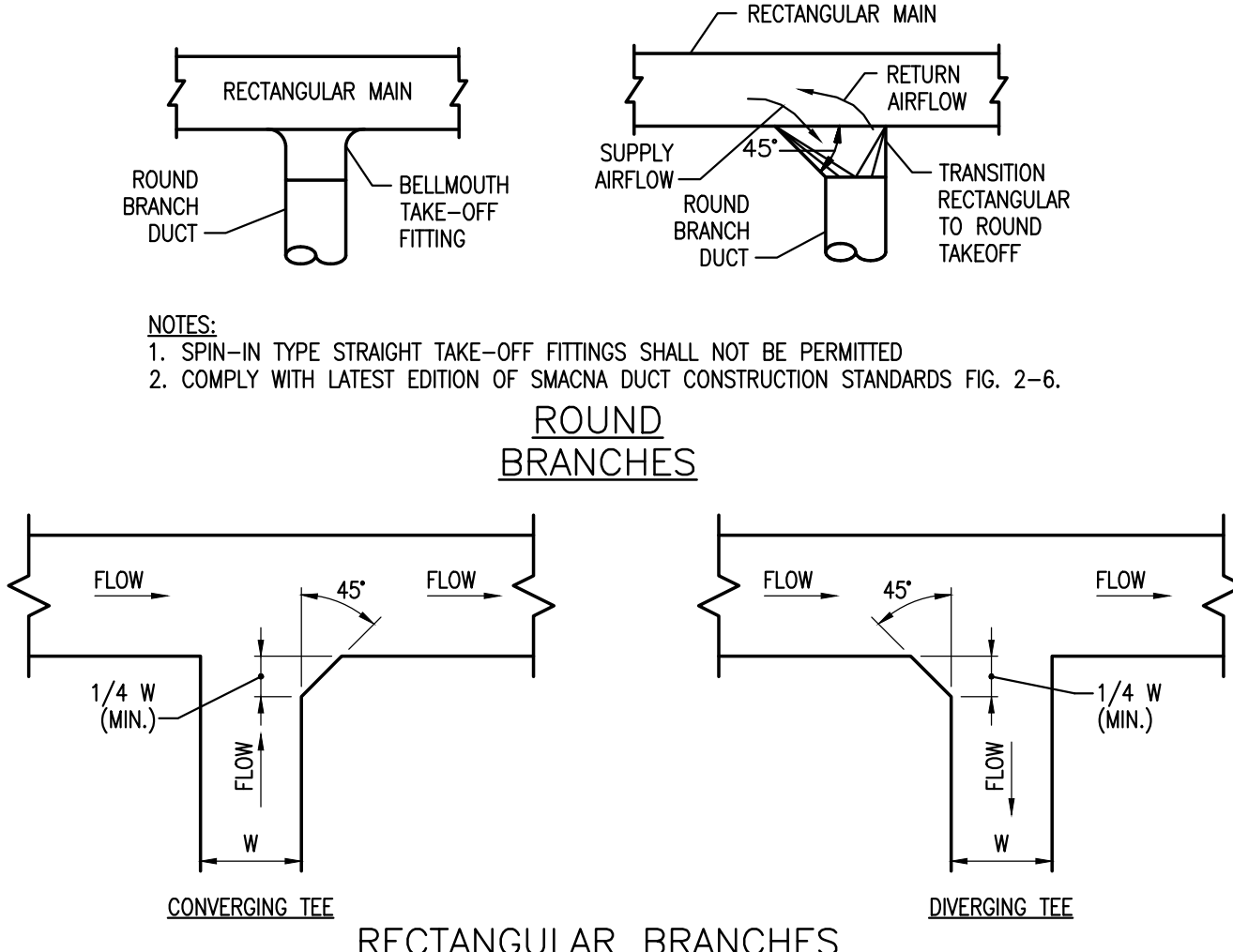
6 DUCTWORK RUNOUT TO CEILING AIR DEVICE
 M3.1 NOT TO SCALE

SURFACE-STYLE DEVICES IN LAY-IN CEILINGS:
 1. INSTALL AS LAY-IN, OR SUPPORT WITH METAL ANGLES SET ON TOP OF CEILING T-BARS
 HARD CEILINGS SUCH AS GYPSUM BOARD:
 1. FLEXIBLE DUCT IS NOT ALLOWED ABOVE HARD CEILINGS - RIGID METAL IS REQUIRED.
 2. PROVIDE OPPOSED BLADE DAMPER IN DEVICE NECK IF NEEDED.

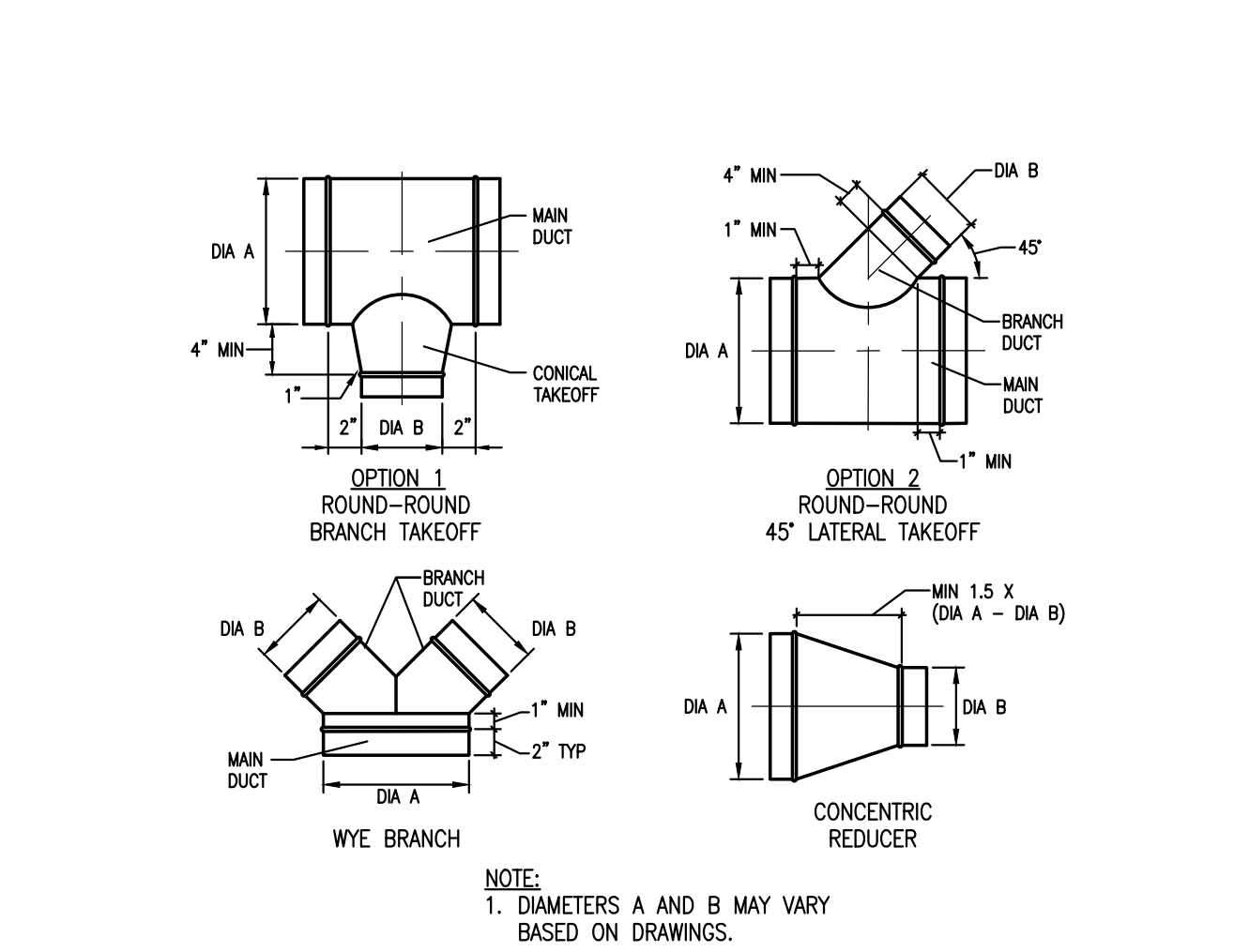


5 CONDENSING UNIT/REFRIGERANT PIPING DIAGRAM
 M3.1 NOT TO SCALE

NOTE:
 SEE ELECTRICAL DRAWINGS FOR ELECTRICAL INFORMATION

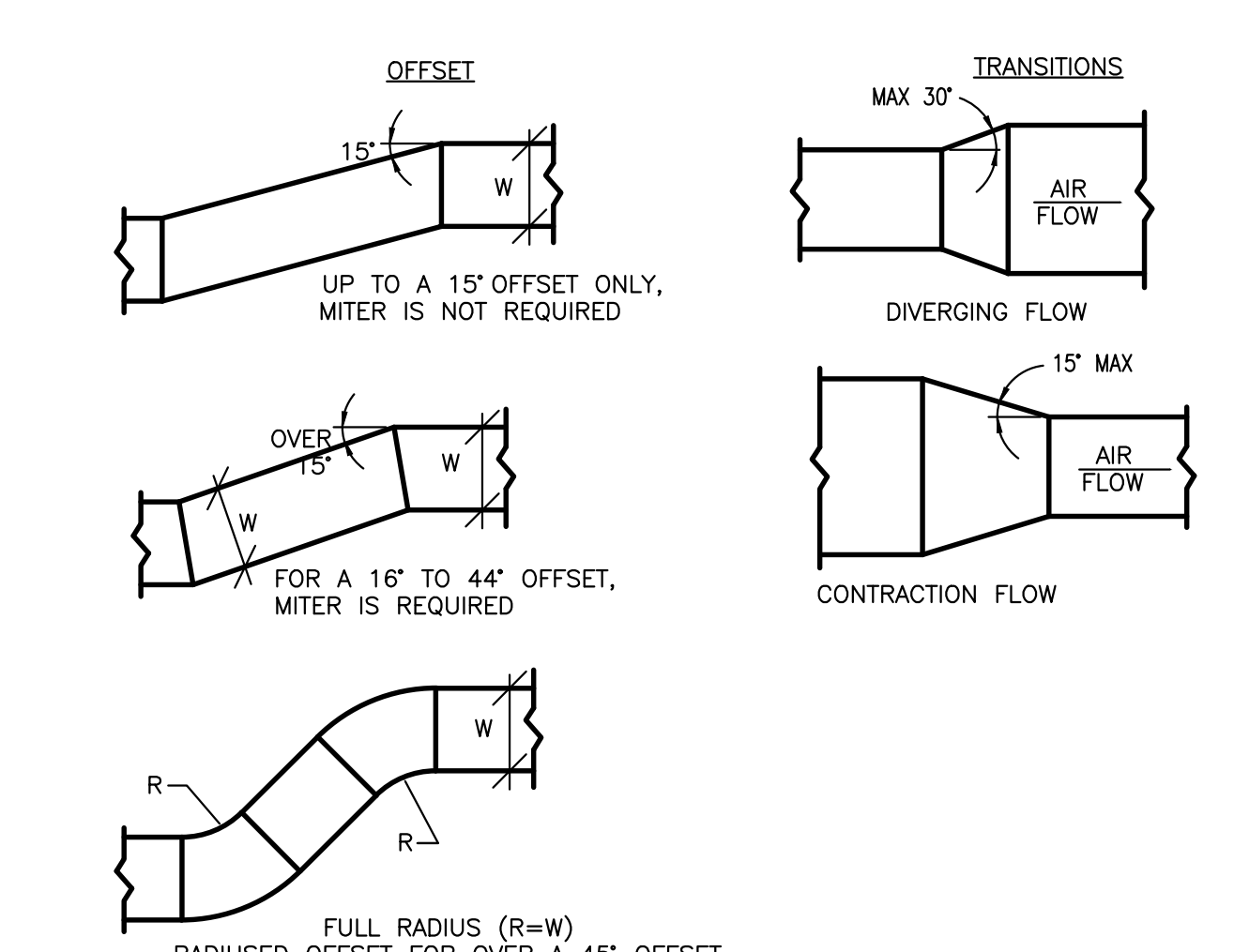


4 DUCT TEES TO RECTANGULAR MAINS
 M3.1 NOT TO SCALE



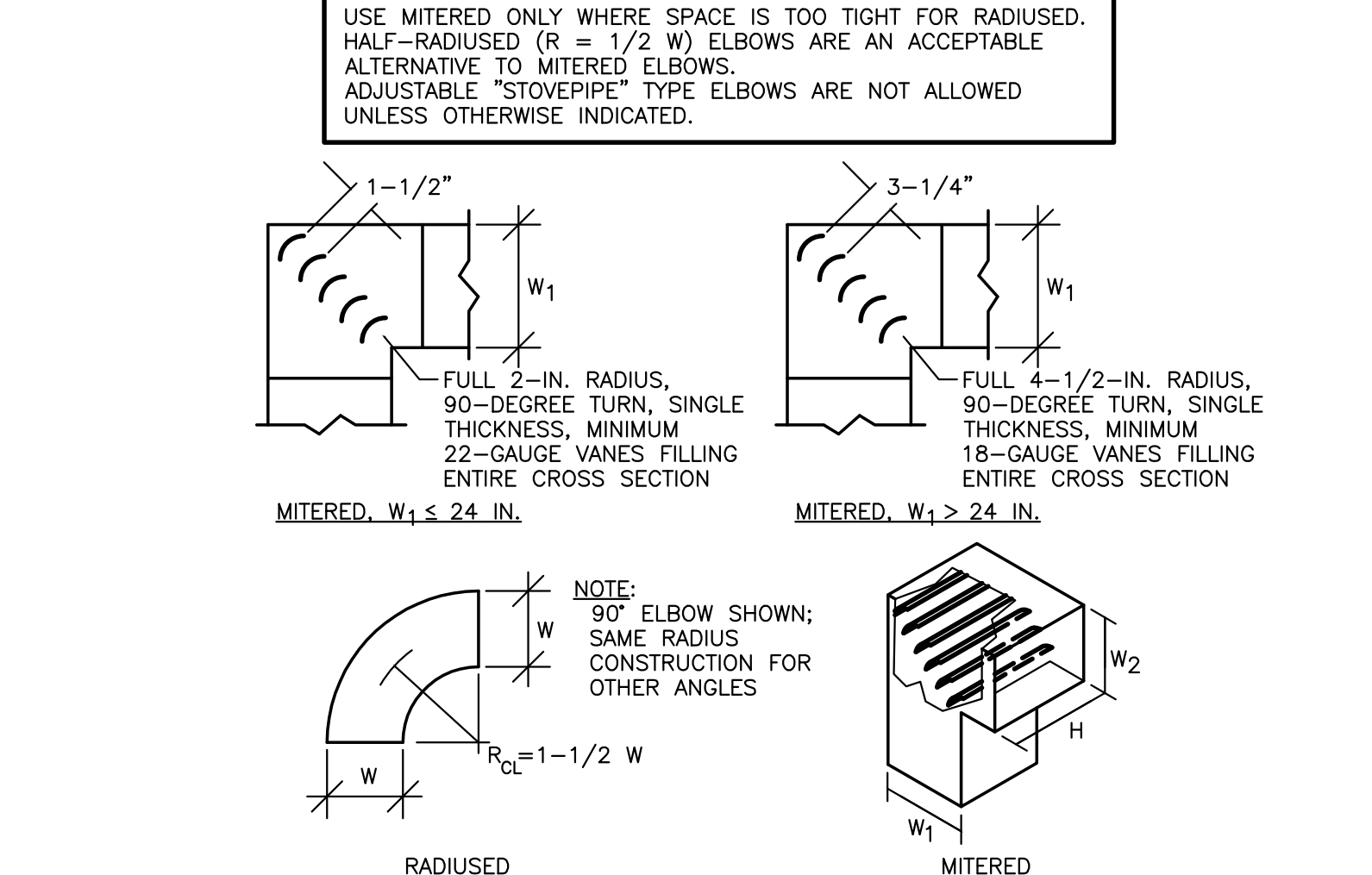
3 TYPICAL ROUND DUCT FITTINGS
 M3.1 NOT TO SCALE

NOTE:
 1. DIAMETERS A AND B MAY VARY BASED ON DRAWINGS.



2 DUCTWORK TRANSITIONS
 M3.1 NOT TO SCALE

DUCTWORK SHALL CONFORM TO SMACNA STANDARDS AND AS SHOWN IN THIS DETAIL



1 DUCT ELBOWS
 M3.1 NOT TO SCALE

DUCTWORK SHALL CONFORM TO SMACNA STANDARDS AND AS INDICATED IN THIS DETAIL



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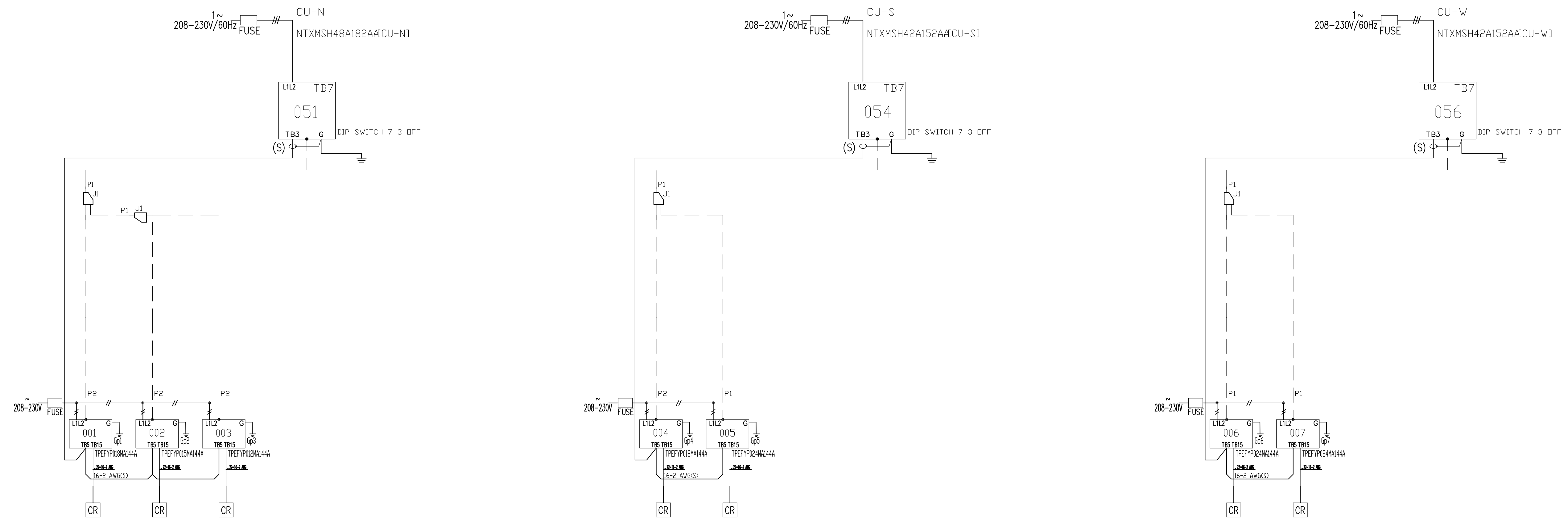
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CITY MULTI SYSTEM SCHEMATIC DWG.

This drawing is schematic in nature. Final routing of piping & wiring shall be determined by the installing contractor and/or designer of record. Additional refrigerant charge is needed depending on the size and length of extended piping. Please refer the amount of pre-charge and the formula of calculation which is mentioned on the data book.
1.25mm³(16 AWG) : 1.25mm³(16 AWG) or more. 0.75mm³(20 AWG) : between 0.5mm³(24 AWG) and 0.75mm³(20 AWG).

DIAGRAM DISPLAY	SYMBOL DESCRIPTION	LEGEND	CONT.No	PAGE
---	---	---		
---	---	---		
---	---	---		
---	---	---		

PIPING AND CONTROLS	
SYMBOL	BRANCH PIPE MODEL NAME
J1	CMY-Y62-G-F
---	LIQUID PIPE/GAS PIPE SIZE
P1	3/8 / 5/8
P2	1/4 / 1/2
---	MODEL NUMBER
CR	TAC-Y153CRAU-J



Diamond System Builder
sw: 4.4.2.17
olo: 4.4.2.5
7/29/2022
10:56 AM

AC-1, AC-4, AC-5
AC-2, AC-3
AC-6, AC-7

REMARKS
Comments:

KEY PLAN:
PROJECT TITLE / ADDRESS:
TOWN OF POLAND, ME
POLAND TOWN OFFICE
HVAC MODIFICATIONS

1231 Maine Street
Poland, ME 04274

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08/17/2022

PROJ. NO.:	S1386	STATE OF MAINE
SCALE:	AS NOTED	THOMAS W. BETTERIDGE
DESN. BY:	TWBJD	15936
DRAWN BY:	TWBJD	LICENSED PROFESSIONAL ENGINEER
CHKD BY:	TWB	08/17/2022
ISSUE DATE:	08/17/2022	
REVISIONS		

SHEET TITLE:
DETAILS
SHEET 2 OF 2

M3.2



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VRF INDOOR UNIT SCHEDULE table with columns: TAG, SERVES, SYSTEM, UNIT TYPE, COOLING (BTUH), HEATING (BTUH), SUPPLY AIRFLOW (CFM), FAN OUTSIDE AIRFLOW (CFM), ESP (IN. WG), DRAIN (IN.), FILTERS, SOUND dB(A), UNIT ELECTRICAL, DIMENSIONS (W x D x H) (IN.), WEIGHT (LBS), MANUFACTURER, MODEL, NOTES.

VRF SYSTEM OUTDOOR UNIT SCHEDULE table with columns: TAG, SERVES, UNIT TYPE, NOMINAL CAPACITY (TONS), COOLING CAPACITY (BTUH), HEATING CAPACITY (BTUH), RATED TEMPS INDOORS, DESIGN OUTDOOR TEMPERATURE, EFFICIENCIES, REFRIGERANT, SOUND PRESSURE LEVEL dB(A), UNIT ELECTRICAL, SIZE (W x D x H) (IN.), WEIGHT (LBS), MANUFACTURER, MODEL, NOTES.

ENERGY RECOVER VENTILATOR SCHEDULE table with columns: TAG, SERVES, TEMPERATURE EFFECTIVENESS, WINTER (SENSIBLE LOAD REDUCTION), SYSTEM, AIRFLOW (CFM), ESP (IN. WG), FAN SPEED, FAN MOTOR(S), WINTER PERFORMANCE, SUMMER PERFORMANCE, ELECTRICAL, MANUFACTURER, MODEL, BASE DIMENSIONS LxWxH (IN), WEIGHT (LBS), NOTES.

RETURN, EXHAUST & TRANSFER GRILLE SCHEDULE table with columns: TAG, NECK SIZE (IN.), FRAME SIZE (IN.), AIRFLOW (CFM), SP (IN. WG), SOUND (NC), TYPE, FRAME, MANUFACTURER, MODEL, NOTES.

SUPPLY DIFFUSER & GRILLE SCHEDULE table with columns: TAG, NECK SIZE (IN.), FRAME SIZE (IN.), AIRFLOW (CFM), THROW (FT), SOUND (NC), SP (IN. WG), PATTERN, TYPE, FRAME, MANUFACTURER, MODEL, NOTES.

DUCT HEATER SCHEDULE table with columns: TAG, CFM, KW, MINIMUM VELOCITY (FPM), MINIMUM STAGES, EAT (DEG. F.), LAT (DEG. F.), DIMENSIONS WxH (IN), V/PH/HZ, AMPS, MANUFACTURER, MODEL, NOTES.

KEY PLAN:

PROJECT TITLE / ADDRESS: TOWN OF POLAND, ME

POLAND TOWN OFFICE HVAC MODIFICATIONS

1231 Maine Street Poland, ME 04274

ISSUE: BID & CONSTRUCTION DOCUMENTS 08/17/2022

PROJ. NO.:

SCALE:

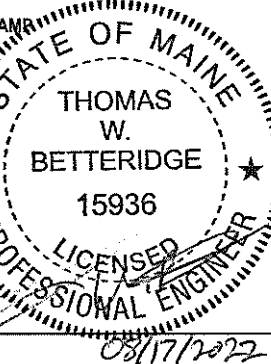
DESN. BY:

DRAWN BY:

CHKD BY:

ISSUE DATE:

REVISIONS:



SHEET TITLE:

SCHEDULES

M4.1

