



# Town of New Hampton

Department of Public Works  
6 Pinnacle Hill Road  
New Hampton, New Hampshire 03256

(603) 744-8025  
Fax (603) 744-5106  
www.new-hampton.nh.us

## REQUEST FOR PROPOSALS Purchase and Installation of a Propane HVAC System

The Town of New Hampton is requesting proposals from qualified HVAC propane firms to remove the existing oil HVAC system and install the new system at the Public Works Department, located at 26 Route 132 North in New Hampton.

Proposals must be received **NO later than 3:30 pm on Tuesday, May 27, 2025**, from interested firms to be eligible for consideration by the Town. Each proposal shall be submitted in a **sealed envelope** that is clearly marked.

Purchase and Installation of a Propane HVAC System  
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New Hampton, NH 03256

The Town of New Hampton reserves the right to accept or reject any or all bids, or any part of a bid, as well as to waive any formalities in the bidding process. The Town will select the bid that is deemed to be in the best interest of the Town. Failure to submit all required information may result in disqualification. Additionally, the Town may cancel this request at any time and for any reason.

### Project Goal & Scope of Services

In an effort to improve the operating efficiency and comfort of employees, the Town of New Hampton Public Works is seeking a qualified HVAC contractor to facilitate the removal and replacement of the current HVAC system in operation. The overall goal of the project is to install a propane HVAC system that is responsive to temperature fluctuations within the workplace. An overview of the system currently in place is provided below.

The current HVAC system consists of an older large oil burner, system air furnace. This is currently located on the mezzanine on the second floor. Currently, the system pipes air into the large open garage space. The building also currently runs a used oil furnace to help supplement the heating situation. The selected vendor must provide all materials, equipment and labor required to remove and dispose of the existing systems not required and to accomplish the replacement installation of the new propane system which is proposed and approved under this request, to Code, installed and fully operational, by October 30, 2025. It is the desire of the Town to secure an HVAC system that meets the practical needs of the active space



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while providing energy savings features that make sense in a building with recognized energy conservation deficiencies.

### Site Inspection

Firms interested in responding are encouraged to perform an on-site visit to familiarize themselves with the requirements with the requirements of the installation. A **MANDATORY** "walk through" for all vendor that are planning on submitting proposals will occur at 10:00 am on Wednesday May 21, 2025.

### Schedule

The selected firm will be expected to begin the project in June with the goal of completing the project by the end of October 2025.

### Proposal Requirements

The firm shall provide four (4) copies of a proposal for a **NEW** propane HVAC system to be delivered, installed including all materials and labor. The sealed bids shall be clearly marked "**Purchase and Installation of a Propane HVAC System**" and submitted to the New Hampton Town Hall 6 Pinnacle Hill Road, New Hampton, NH 03256 **by 3:30 on Tuesday May 27, 2025.**

- 1) A description of the firm and its related experience in similar projects. Include appropriate summaries of projects as well as names and telephone numbers of references that may be contacted.
- 2) Submissions may include any one, or combination, of the following (please include a complete description of any system/equipment proposed along with supporting specification sheets or documentation):
  - A. Full installation of the system recommended
  - B. Recommended systems with variations determined appropriate by the contractor
  - C. An alternate system determined appropriate by the contractor
- 3) A complete description of the approach and schedule.
- 4) Provide a not-to-exceed cost for the completion of all work to be performed inclusive of all charges and expenses for the project including the scope of work outlined in this request and detailed at the Mandatory Site visit.



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## Evaluation Criteria

The Town of New Hampton will be evaluating prospective proposals based upon the following criteria:

- Qualifications and experience of the applicant, including appropriate licensing and suitable references. (25%)
- Applicant's ability to provide the requested services by October 30, 2025. (25%)
- Level of Workplace Disruption – Town of New Hampton Public Works is open Monday-Friday from 6:00 a.m. to 2:30 p.m. and the town is very cognizant of the need to replace the units, but also to do so with as little disruption. Given the location of the unit within the mezzanine, the Town of New Hampton is open to varying proposals regarding the most effective way to facilitate the transition and make use of the available space. (25%)
- Cost – The Town of New Hampton operates under a budget that is approved annually in January, with the current budget period running from March 11, 2025 through December 31, 2025. The town is committed to remaining within budget parameters, and is seeking competitive bids for the project. (25%)

Questions concerning this RFP should be addressed to:

Jamie Lyford, Public Works Foreman  
26 NH RT 132  
New Hampton, NH 03256  
Office Phone: (603)-744-8025  
E-mail: [publicworks@new-hampton.nh.us](mailto:publicworks@new-hampton.nh.us)

The proposals will be publicly opened and read aloud on Thursday May 29<sup>th</sup> at 6:30 p.m. The winning bid will be announced at a later date. Bid packages may be obtained by contacting the Town Administrator at (603)744-3559.

**All proposals received will be considered confidential and are not available for public review until after a vendor has been selected**