

UNION FIRE DISTRICT OF SOUTH KINGSTOWN

INVITATION TO BID MINI-SPLIT AT THE UFD ADMIN OFFICES

The Union Fire District of South Kingstown (UFD) is now accepting bids for purchase and installation of a heating and cooling mini-split system for 2 rear offices spaces. The installation will be at the UFD Administration located at 131 Asa Pond Road South Kingstown, RI 02879.

Bids must be received at the UFD offices located at 131 Asa Pond Road, Wakefield, RI or online via bidnetdirect.com by 2:00 PM on Friday, June 12, 2026, at which time they will be opened publicly and read aloud. Paper bids must be sealed and marked "UFD Mini-split Admin" on the envelope. All bidders must enclose all requested documents including proof of insurance document(s) with their submitted bids. The bid may be awarded on Monday, June 15, 2026, at 7:00 PM at the UFD Board of Wardens meeting.

It is recommended that all bidders participate in a non-mandatory walkthrough at 11AM – 1145AM June 10th at the UFD Administration located at 131 Asa Pond Road South Kingstown, RI 02879.

Any questions regarding the project should be directed to lead maintenance technician Dan Nolan at (401) 789-8354 or Dnolan@unionfiredistrictRI.gov by June 11th.

BID SPECIFICATIONS - SCOPE OF WORK

The Union Fire District is seeking pricing for purchase and installation of a new heating and cooling mini split system for our tax and chief's offices. These offices are both located at the rear of the building and share a wall. The current ducted AC system has failed, and the area will also be heated by boiler.

The winning bidder will supply the below mentioned labor, materials and equipment for the following project:

- Obtain all necessary mechanical and electrical permits.
- Furnish and install new HVAC condensing unit, and (2) wall mounted evaporators per specifications
- Furnish and install all new refrigerant piping per specifications.
- Furnish and install all necessary electric and control wiring to meet current code.
- Follow required inspection process.
- Provide start-up checks and verify that new system meets manufacturer specifications.
- Provide a record of how much refrigeration was used to charge the system.
- All work will meet all state and local codes and comply with manufacturer's recommendations.
- Five (5) year manufacturer's warranty.

- One (1) year minimum labor warranty.
- Conduct thorough clean-up at end of job.
- Bid to include all labor at prevailing wage and materials.
- The UFD is a tax-exempt organization
- New pad will be needed for HVAC outside condenser
- Electrical breakers are located in hallway outside of the tax office

1. Provide and install new mini split for tax office

1.1 Provide, deliver, and install one (1) wall mounted indoor/exterior unit for 35 x 15 office space. Space is slightly smaller do to small bump out. Cooling is based on BTU for comfort of the space. Carpet flooring. Crawl space and drop ceiling. Must be securely mounted with access to filters. The rear wall and mounting area is located near condenser pad.

2. Provide and install new mini split in Chiefs office

2.1 Provide, deliver, and install one (1) wall mounted indoor/exterior unit for 26 x 13. Space is slightly smaller due to separation wall in the space. Cooling is based on BTU for comfort of the space. Carpet flooring. Crawl space and drop ceiling. Cooling is based on BTU for comfort of the space. Must be securely mounted with access to filters. The rear wall and mounting area is located near condenser pad.

3. Provide and install new condenser unit

3.1 Provide, deliver, and install condenser unit to provide heating and cooling for interior tax and chiefs office space. Unit will be placed on new pap. All exterior penetrations shall be sealed once installation is completed.

3.2 Install wiring, electrical and disconnect at the unit as required by code.

3.3 All wiring between breaker and indoor units and outdoor condensing unit per manufacturer's recommendation and electrical code.

3.4 Verify and install PVC, rubber, condensate, and refrigerant lines to the indoor units per manufacturer recommendations. Pipe condensate to suitable drain and provide condensate pumps if necessary.

4. Controls

4.1 Provide (1) wireless controller for each unit with a small wall mount bracket

6. Start up and test operation of unit

6.1 Evacuate systems and charge per manufacturer's recommendations. Removal of any materials should follow all state and federal guidelines for disposal.

6.2 Start-up and test operation of the units.

6.3 Provide warranty service for one year from start up.

ADDITIONAL INFORMATION TO BIDDERS

Contractors Performance

Contractor shall furnish all necessary materials, services (electrical, plumbing, crane, etc.), labor, tools, equipment and supplies to perform the required for this project.

Access to Work Area

Union Fire District personnel will identify project areas, storage areas and parking to be utilized by the Contractor.

Equipment Safety

The Contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment, vehicles and Town of South Kingstown personnel. Any company that has a history or a high incidence of accidents may be disqualified if deemed necessary by the Union Fire District.

Workmanship

Where not more specifically described in any or the various sections of these specifications, workmanship shall conform to all of the methods of operations of best standards and accepted practices of the trade and shall include all fabrication, construction or completion. All work shall be performed by personnel skilled in their respective lines of work and be certified or licensed as required by National, State, or Local laws.

Cleaning

The Contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. All surplus materials, rubbish and debris shall be disposed of by the Contractor and at the contractor's expense.

The work area shall be cleaned at the end of each workday unless prior approval has been granted.

Final Inspection and Acceptance

The Contractor will request a Union Fire District designee to conduct a site inspection after the project is complete. Final project approval is contingent on the final inspection by the UFD.

Property Damage

Contractor agrees to repair at contractor's expense any damage that is caused to UFD owned property by Contractor.

Labor Rates

Labor rate shall be based on prevailing wage and must follow all state of RI and Federal regulations.

Work Hours

Regular work hours shall be 7:30 a.m. to 4:30 p.m., Monday through Friday, holidays excluded. Work will be permitted on Saturdays and Sundays if necessary.

Permits/Inspections

The Contractor will contact the Town of South Kingstown prior to this work for any permits or inspections that are required.

Submittals

The Contractor shall provide the UFD with any drawings for review for approval prior to HVAC installation.

Project total price (including materials, installation, labor, permit): _____

Please attached breakdown of all costs and specs to this document

Bidder and Contract Requirements

- Valid liability and workers comp insurance certificate must be submitted with bid package
- Vendor shall provide any equivalent project references
- Vendor must comply with all federal, state, and local laws and codes
- Vendor and subcontractors must be licensed to perform work and in good standing with the State of Rhode Island

Bidder Information

Company Name: _____

Owners Name: _____

Address: _____

Phone: _____ Email: _____

Authorized Signature: _____ Date: _____

All bids will be sealed and reviewed in the “competitive sealed bidding” process via in person documentation and bidnet.com. The UFD reserves the right to reject any and all bids, to waive any informalities in the bids received, and to accept the bid deemed to be in the best interests of the UFD. Any questions regarding this project should be directed to lead maintenance technician Dan Nolan at (401) 789-8354 or Dnolan@unionfiredistrictRI.gov.



