



Dear Interested Party:

Date: September 27, 2023

REQUEST FOR PROPOSALS FOR REPLACEMENT OF AIR-COOLING UNITS IN MAIN COMPUTER SERVER ROOM

The Connecticut Housing Finance Authority (“CHFA”) requests written proposals from licensed and qualified heating, ventilation, and air cooling (“HVAC”) companies to replace all three of CHFA’s existing air-cooling units in its main computer server room on the third floor and related equipment on the roof at 999 West Street, Rocky Hill, Connecticut. CHFA will not reimburse for any expenses incurred in connection with this Request for Proposals (“RFP”) including, but not limited to, the cost of site visit attendance, preparing the initial response and any additional information requested or travel expenses relating to any oral presentation. Please be advised that responses will be considered property of CHFA, are matters of public record, and may be disclosed by CHFA after the awarding of a contract.

A SITE VISIT WILL BE HELD ON WEDNESDAY, OCTOBER 4, 2023, at 10:00 A.M. AT CHFA’S OFFICES AT 999 WEST STREET, ROCKY HILL, CT 06067. Companies should familiarize themselves with the equipment configuration and general layout of the area of work prior to submitting a response. Please email Shelly Mondo at shelly.mondo@chfa no later than October 3, 2023, to indicate that you will be attending.

OVERVIEW

CHFA, a body politic and corporate constituting a public instrumentality and political subdivision of the State of Connecticut, was created in 1969 and operates pursuant to Chapter 134 of the Connecticut General Statutes, as amended. CHFA’s purpose is to help alleviate the shortage of affordable housing for low-income and moderate-income families and persons in Connecticut by providing single family mortgages, financing for rental housing, and mortgages for the purchase, development and construction of housing.

For additional information about CHFA, please reference CHFA’s website at www.chfa.org.

SCOPE OF SERVICES

CHFA is seeking proposals on the replacement of all three air-cooling units and related equipment located in its third-floor main computer server room and on roof. The following more specifically describes the existing equipment:

- Three 5-ton Liebert BU067A-CAEI (in third floor server room)
- Three .5 HP supply fan motors (in third floor server room)
- Three .25 condenser fan motors (in third floor server room)
- Three 95 F Liebert ambient fan speed control condensers (on roof)

The services also include but may not be limited to the recovery and proper disposal of refrigerant from the existing three units, disconnecting and disposing the existing equipment, the installation of new refrigerant lines, if needed, and electrical upgrades for the new condensers, if required.

CHFA encourages companies to consider more efficient units and equipment in the proposal to replace CHFA's existing equipment. New equipment performance requirements desired include electric re-heat for dehumidification, variable speed EC fans, refrigerant side economizer for winter free-cooling, networked control system to integrate and stage all three units via single lead/lag/staging control, bacnet connection for future BMS integration, and low-GWP refrigerants, if available.

New equipment airflow configuration shall match existing units; nominal and actual capacities shall match the existing units; power supply (voltage, phase, and frequency) shall match the existing units; physical size shall be approximately the same as the existing units; and weights shall be approximately the same as the existing units. Companies shall be responsible for obtaining for CHFA all available utility rebates, incentives and/or credit, if any, for equipment.

CHFA makes no representation as to the status of any piece of equipment. The selected company will be responsible for examining each component as part of the project.

EVALUATION CRITERIA

Companies will be evaluated on the basis of written responses to this RFP, additional written information as requested by CHFA and interviews, if any, including, but not limited to, the following criteria:

- Qualifications, relevant experience, and licensing
- Thoroughness of system evaluation
- Approach and recommendation for project
- Costs
- Anticipated time frame
- Warranty
- Commitment to Affirmative Action and/or Diversity, Equity, and Inclusion of company

REQUESTED INFORMATION

All companies must address the following issues and questions:

1. Provide a brief description of your company's experience with similar size projects and available capacity of key staff required to perform the work.
2. Provide copies of State of Connecticut licenses for Connecticut Heating, Piping and Cooling and any other licenses for other professionals who will be available to CHFA.
3. Provide a description of the recommended approach/methodology for full replacement of the existing units.
4. Provide costs for the project. Fees should include but not be limited to the following:
 - Recovering refrigerant from existing three units with proper disposition
 - Disconnecting and disposing existing three units (and 3 outdoor rooftop condensers)
 - Furnishing and installing new units
 - New refrigerant lines, if needed
 - Electrical upgrades for new condensers
 - Cranes and other equipment for new equipment
 - Labor
 - Temporary units during disconnection of old units and replacement with new units
 - Warranty
5. Provide anticipated timeframe for the project. Timeline should factor in the availability of parts and equipment. The project is time sensitive and only those respondents who represent that they are able to immediately commence work should apply.
6. Provide any anticipated subcontracting including what type of work and the company or companies to be subcontracted. Any subcontracting is subject to CHFA review and written approval; and any subcontracted company utilized by the selected company is subject to all requirements of this RFP and any awarded contract.
7. Describe your presence in Connecticut, if any, including corporate existence in Connecticut, whether formed in Connecticut or authorized to do business in the state. This may include, but not be limited to, information on the number of offices your company maintains in Connecticut, the location of such offices, the number of Connecticut residents employed in those offices, and payroll and corporate taxes paid in Connecticut. If your company currently is not registered with the Connecticut Secretary of State, please indicate whether your company will register if your company is awarded this contract.

8. Include any participation by your company in any civic or other non-profit activities, including any charitable contributions that your company made in Connecticut.
9. Provide, in tabular form, information on the employee composition of your company indicating the total number of employees and the total number and percentages of minorities and women employed and their titles.
10. Submit specific information regarding your company's commitment to Affirmative Action and/or Diversity, Equity, and Inclusion. Please include, at a minimum, policies and practices, including but not limited to hiring practices, and any information that would demonstrate your company's commitment to expanding diversity in the workplace, including recruiting initiatives, retention and promotion efforts and ongoing assessment of your company's progress with respect to underrepresented groups (e.g. in terms of ethnicity, gender, sexual orientation, disability, etc.). Please include your company's most recent EEO-1 report if required to file.
11. Describe your company's commitment to diversity, education, and training of the next generation of workers in your profession.
12. Does your company have a written policy, program, or initiatives to foster business relationships with the underrepresented groups? If so, please provide details of the program and the percentage of business conducted with those groups.
13. Describe any and all material lawsuits, legal or administrative proceedings or governmental investigations, criminal actions or law enforcement activities (including those by federal, state or local authorities, or self-regulatory organizations) or non-routine inquiries or investigations relating to you, your company, or any of your affiliates, including any proceedings to which you, your company, your affiliates or any of their respective officers, directors or employees are a named party or of which any of such has been the focus, that have occurred in the last three (3) years or that are currently threatened, including whether you, your company, or any of your affiliates, or their respective officers, directors or employees have been censured by any regulatory body. Describe any such circumstances and advise whether these investigations or proceedings will affect you or your company's ability to complete the proposed transaction and perform the services in this RFP.
14. Describe whether you foresee any potential conflicts of interest arising from providing HVAC services to CHFA. If so, describe how your company would address potential conflicts of interest.
15. Has your company ever been removed from an account prior to the expiration of its contract (i.e., been fired)? If so, please explain. If you wish, list the name of a third party with whom the Authority could discuss this termination.
16. Describe your company's knowledge of and past experience with CHFA.

17. Please provide as references a minimum of three clients for whom your company has provided similar and substantial services. Please include the name of the person to contact, his or her phone number and email address. Please include as references any other State of Connecticut agencies or departments that have engaged your company to perform services.
18. Selected persons or companies must comply with CHFA and State Ethics requirements, laws, and regulations. Persons or companies seeking to do business with CHFA are required to comply with the ethics statement, attached hereto on **Exhibit C**, and the applicable provisions of the Code of Ethics and Code of Ethics for Lobbyists incorporated therein by reference.
19. An authorized signatory of any company submitting proposals is required to execute and submit with the proposals and with any contract awarded in accordance herewith all applicable representations and certifications set forth on **Exhibit A**, attached hereto and made a part hereof, regarding:
 - Whistleblowing; Connecticut General Statutes §4-61dd
 - Gift and Campaign Contributions; Connecticut General Statutes §4-252, as amended by Public Act 21-76
 - Entities Making Investments in Iran; Connecticut General Statutes §4-252a, as amended by Public Act 21-76
 - Nondiscrimination; Connecticut General Statutes §4a-60 & Connecticut General Statutes §4a-60a, as amended by Public Act 21-76
 - Consulting Agreements; Connecticut General Statutes §4a-81
 - Campaign Financing Contributions; Connecticut General Statutes §9-612, as amended by Public Act 21-76
 - Occupational Safety & Health; Connecticut General Statutes §31-57b
 - Contractual Representations Concerning State Ethics Laws; Connecticut General Statutes §1-101qq, as amended by Public Act 21-76
 - State Contractors Guide to the Code of Ethics

All of the above are attached hereto in full and incorporated herein on **Exhibit C**.

FREEDOM OF INFORMATION ACT

Please be advised that all information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information

Act, as amended and judicially interpreted. If a company believes that its response contains financial, trade secrets or other data that it claims should not be public (“Confidential Information”), the company must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. An entire response marked Confidential Information will not be accepted. If CHFA receives a request for an applicant’s Confidential Information, it will use its best efforts to notify the company of such request and provide the applicant with a copy of any written disclosure request, *provided*, CHFA will not be liable to the company or any other party for any failure to act as described herein. The company may provide written consent to the disclosure or may object to the disclosure by notifying CHFA in writing, identifying in the notice the basis for its objection, including the appropriate statutory exemption(s) from disclosure. The company shall be responsible for defending any complaint brought in connection with the nondisclosure, including, but not limited to, appearing before the Freedom of Information Commission, providing witnesses and documents as appropriate, and for payment of CHFA’s costs and expenses, including attorney fees.

SUBMISSION OF RESPONSES

The following requirements must be observed in the preparation and submission of a proposal:

1. All inquiries should be directed to Shelly Mondo at RFP.RFQ@chfa.org no later than October 10, 2023. Companies submitting a proposal should not contact members of the CHFA’s Board of Directors or CHFA staff, which may be grounds for elimination from consideration.
2. The entire proposal must not exceed 20 single-sided pages.
3. Submissions must be sent electronically (not to exceed 25 MB) to RFP.RFQ@chfa.org no later than 4:00 p.m. on **Wednesday, October 18, 2023**. *Faxed responses will not be considered.*
4. Responses must include a cover letter signed by an individual authorized to enter into an agreement with CHFA on behalf of the company which shall specify the category for which a proposal is being submitted. Please also remember to include completed **Exhibit A (Representations and Certifications), Exhibit B (OPM Form 1 and SEEC Form 10), and copies of State of Connecticut licenses.**
5. Selected company must comply with all state and federal laws applicable to CHFA including, but not limited to, ethics requirements, laws, procedures, and regulations and must execute CHFA statutory provisions, certifications and affidavits attached hereto.

CHFA reserves the right to:

- a. Reject any and all proposals received in response to this request;
- b. Modify the proposed Scope of Services at its discretion;
- c. Request additional information as needed;

- d. Negotiate the fees contained in any proposal;
- e. Waive or modify any irregularities in proposals received;
- f. Award contracts in any manner necessary to serve the best interest of CHFA and the State of Connecticut, without obligation to accept a proposal based upon the lowest fee schedule; and
- g. Request additional information as determined necessary or request some or all companies responding to make oral presentations.

Each approved company will execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions. Selected company will also be required to provide evidence of the company's general liability, auto, workers' compensation, umbrella and professional liability insurance in the amounts listed on **Exhibit C**. Selected company will also be required to obtain any permits required by the Town of Rocky Hill. Failure to comply with the requirements of this RFP may result in CHFA's rejection of a proposal.

Thank you for your interest in the Connecticut Housing Finance Authority.

*The Connecticut Housing Finance Authority is
an Affirmative Action/Equal Opportunity Employer.*

Exhibits

Exhibit A: Representations and Certifications

Exhibit B: OPM Form 1 and SEEC Form 10

Exhibit C:

- Insurance Requirements
- CHFA Ethics Statement
- C.G.S. §4-61dd
- C.G.S. §4-252, as amended by P.A. 21-76
- C.G.S. §4-252a, as amended by P.A. 21-76
- C.G.S. §4a-60 & §4a-60a, as amended by P.A. 21-76
- C.G.S. §4a-81
- C.G.S. §9-612(f)(2)(A) & (B), as amended by P.A. 21-76
- C.G.S. §31-57b
- C.G.S. §1-101qq, as amended by Public Act 21-76
- State Contractors Guide to the Code of Ethics