



Web Version of RFQ/RFP/RFB

New Milford Board of Education
50 East Street
New Milford, CT 06776

INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL

RFP E-2021-051250 – Boiler and Burner Service and Clean





Bid Request Letter

New Milford Board of Education
50 East Street
New Milford, CT 06776

RFP E-2021-051250 – Boiler and Burner Service and Clean

The New Milford Public Schools are soliciting bids for annual cleaning, tuning and calibration & inspection of all boilers and oil fire hot water heaters for the 5 schools and one Central Office Building in the district.

Pricing for the sealed bids should include all labor, materials, supplies, permits and other cost factors for this turn-key operation. Included in the scope of work is a full report of any potential repairs are to be submitted upon completion of the cleaning.

Cleaning of the boilers is to be done Monday-Friday 8am-5pm, after the boilers have been shut down and drained by the Facilities staff. Coordination of access into the buildings must be made at least 24 hours ahead of time.

The successful bidder must demonstrate the ability to perform the work described in the Scope of Services set forth in this solicitation and have significant experience successfully performing comparable work.

Obtaining permits rests solely on the proposed bidder for any and all work. The BOE reserves the right to reject any and all submissions.

Submissions are to be submitted via email with the following subject line:

RFP E-2021-051250 – Boiler and Burner Service and Clean

Submissions are to be submitted to the following email address:

Nestor Aparicio – New Milford Public Schools Director of Facilities
aparicion@newmilfordps.org

Submissions received after the deadline of Friday May 14th, 2021 at 12pm will be considered informal and rejected.



Bid Request Letter

New Milford Board of Education
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Name of Bidder: _____

Business Address: _____

Telephone #: _____

Date of Bid: _____

The bidder listed above declares and certifies:

First: That the said bidder is of lawful age and the only one interested in this Bid, and that no other bidder has any interest herein.

Second: That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud.

Third: That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service and/or labor for which this bid is made.

Fourth: That the price quotes herein are net and exclusive of all federal, state and municipal sales and excise taxes.

(Person, Firm, or Corporation)

(Authorized Signature)

(Name-Typed or Printed)



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Scope of Services - Specifications Overview

Clean the fireside of all boilers, including breechings and stack bases and install all new gaskets, boilers will be inspected by BOE designee prior to closing up the boiler. Supply and return valve cycled for proper operation and lubricated as needed.

Scope of Services - Locations

- New Milford High School – gas, tube boiler
- Hill & Plain Elementary School - oil, sectional boiler, *80 gallon oil fired hot water heater*
- Sarah Noble Intermediate School – gas, tube boiler
- Central Office Administration Building – oil, sectional boiler
- Northville Elementary School – oil, sectional boiler,*80 gallon oil fired hot water heater*
- Schaghticoke Middle School – oil, tube boiler, *80 gallon oil fired hot water heater*

Scope of Services - Oil Burners

1. Clean or replace oil nozzles (to be supplied by contractor)
2. Clean or replace oil filters and strainers (filters to be supplied by contractor)
3. Check and set ignition electrodes
4. Clean ignition and pilot assemblies
5. Clean and inspect diffusers
6. Set burners for low, medium and high fire where applicable
7. Conduct combustion efficiency tests and submit results in writing to the Facilities Manager
8. Test and calibrate safety controls
9. Test and calibrate operating controls
10. Lubricate all linkage
11. Inspect blower motors, transformers and blower wheels

Scope of Services – Gas Burners

1. Clean or replace oil nozzles (to be supplied by contractor)
2. Clean or replace oil filters and strainers (filters to be supplied by contractor)
3. Check and set ignition electrodes
4. Clean ignition and pilot assemblies
5. Clean and inspect diffusers
6. Set burners for low, medium and high fire where applicable
7. Conduct combustion efficiency tests and submit results in writing to the Facilities Manager
8. Test and calibrate safety controls
9. Test and calibrate operating controls
10. Lubricate all linkage
11. Inspect blower motors, transformers and blower wheel