Submission Deadline: Extended to Wednesday, September 3, 2026 @ 4PM

REQUEST FOR PROPOSALS
Redding Department of Public Works
Generator, Transfer Switch & Fuel System Replacement

The Town of Redding is soliciting proposals from qualified parties to provide an electrical and diesel fuel installation service for the **Replacement of 40kW Generator, Transfer Switch and Fuel System** at the Redding Department of Public Works , 28 Great Oak Lane, Redding, CT, 06896.

Copies of the RFP documents and information may be obtained by downloading said documents directly from the Town of Redding's website at https://reddingct.gov/rfps . It is the Respondent's obligation to visit the web page frequently for any addendums.

All responses to this RFP are to be emailed to Town of Redding, Facility Director Shaun Donnelly, sdonnelly@reddingct.gov, and shall be clearly marked in the subject line: **RFP - Redding DPW, Replacement of Generator, Transfer Switch and Fuel System.** Responses must be received no later than Wednesday, September 3, 2026 at 4:00 P.M. Late proposals will not be considered.

Respondents with questions regarding the submission requirements or to co-ordinate a site visit may contact the following person, via email only, (telephone inquiries related to proposal requirements shall not receive a response):

Shaun Donnelly, Facilities Director
Town of Redding
sdonnelly@reddingct.gov
http://www.reddingct.gov/rfps

The Town of Redding is an Affirmative Action / Equal Opportunity Employer. Minority / Women's Business Enterprises are encouraged to apply.

Respondents shall comply with State mandated Guidelines, Equal Opportunity Employment Practices, and Safety and Health Regulations.

The Town reserves the right to reject any, or any part of or all proposals for any reason; to waive informalities and technicalities; and to accept the proposal which the Town deems to be in its best interest, whether or not it is the lowest cost proposal. The Town reserves the right to review the proposals and reject all or take no action or elect not to select any proposal. The Town also reserves the right to cancel the RFP at any time and to reissue this or a substitute RFP at a later date. The Town reserves the right to review the proposals and decide not to undertake the project. In its sole discretion and without prejudice, the Town will award a contract to the party that it feels is best suited to complete the project. The RFP does not constitute a contract or offer of employment.

PURPOSE

The purpose of this project is to replace the Redding Department of Public Works generator system, transfer switch and fuel system to power the facility during times of lost utility power.

SCOPE OF WORK

The Respondent shall provide a detailed scope of work that outlines various equipment and services it will provide for the project. All equipment and services not specifically mentioned in the RFP or on the plans, which are necessary to ensure that the intent and scope of services are met, shall be included in the proposal.

1. Review and Analysis of Existing Conditions and Documents. Meet with town staff who will assist in the coordination of relevant documents, information, and meetings. Conduct project area visit to assess and support the design and installation process.
2. Start date, duration of the project, and shutdown time of any systems, shall be co-ordinated with and agreed upon by the owner.
3. Remove and dispose of existing equipment and fittings.
4. Provide 40kW generator with integrated 100 gallon diesel fuel cell and transfer switch, to be installed in the same location as the existing generator and transfer switch.
5. Furnish and install all required equipment and fittings for installation of appliances.
6. Test all systems for functionality and compliance with CT Building Code and Manufacturer's Installation Instructions and Recommendations.
7. Replace/repair existing building finishes, if damaged.

The Town reserves the right to modify or expand the existing Scope of Work in a manner that best serves the interests of the Town.

QUALIFICATIONS

Respondents to this RFP should be prepared to demonstrate significant prior experience, expertise and valid licensing in HVAC installations, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP.

GENERAL CONDITIONS

EXEMPTION FROM TAXES. Purchases made by the Town of Redding are exempt from payment of Federal Taxes and Connecticut Sales and Use Taxes. Such taxes must not be included in the proposal price of all items or materials permanently incorporated into the work or furnished to the Town.

RECEIPT OF PROPOSALS. All responses to this RFP are to be emailed to Town of Redding, Facility Director Shaun Donnelly, sdonnelly@reddingct.gov, which is clearly marked in the subject line: **RFP - Redding DPW, Replacement of Generator, Transfer Switch and Fuel System.** Responses must be received no later than Thursday, August 27th, 2026 at 4:00 P.M. Late proposals will not be considered.

WITHDRAWAL OF BIDS. The Respondent may withdraw any bid prior to the submission deadline, provided the Respondent's request for the withdrawal is delivered to the Town's Facility Director prior to the bid deadline. No Respondent may withdraw its bid within ninety (90) days after bid deadline.

OBLIGATION OF THE RESPONDENT. Each Respondent will be presumed to be familiar with the contents of the RFP and to have thoroughly read the complete contents of the RFP and no allowance will be made for failure to have done so.

INSURANCE. The successful Respondent shall obtain the insurance coverages described below and maintain such coverages for the duration of the project, from a company or companies with an A.M. Best rating of A-(VII) or better.

The insurance shall protect the Town from claims that may arise out of or result from the successful Respondent's obligations or from the obligations of any subcontractor or any other person or entity directly or indirectly employed by the successful Respondent or by anyone for whose acts said successful Respondent may be liable. The successful Respondent must require that all sub-contractors, agents, and assigns procure and maintain sufficient insurance protection. The successful Respondent shall not commence work until all insurance required of the successful Respondent has been procured and approved by the Town. For each policy, the successful Respondent shall provide the Town with certificates of insurance. The successful Respondent shall provide updated certificates of insurance at least 30 days before any renewal of any such coverage. The certificates shall require notice of cancellation to the Town according to policy provisions.

a. Workers Compensation: The successful Respondent shall provide workers compensation insurance required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of $500,000 each accident and bodily injury by disease of $500,000 including a waiver of subrogation. Full compliance with the United States Longshoremen's and Harbor Workers' Compensation Act and the Jones Act is required where applicable.

b. Commercial General Liability Insurance: The successful Respondent shall provide commercial general liability insurance including products and completed operations and including XCU coverage if applicable. Limits shall be at least: Bodily injury & property damage coverage with an occurrence limit of $1,000,000; Personal & advertising injury limit of $1,000,000 per occurrence; General aggregate limit of $2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of $2,000,000. Coverage will continue three years after the completion of the work.

- The policy shall name the Town of Redding as additional insured.
- Coverage will be provided on an occurrence basis and shall be primary and shall not contribute in any way to any insurance or self-insured retention carried by the town.
- The policy shall contain a waiver of subrogation in favor of the Town.
- The policy shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision(s) of all agreements between the Town and the successful Respondent.
- Deductible and self-insured retentions shall be declared and are subject to the approval of the Town.

c. Commercial Automobile Insurance: The successful Respondent shall provide commercial automobile insurance for any owned, non-owned or hired autos, in the amount of $1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. The policy shall name the Town as an additional insured and provide a waiver of subrogation.

d. Umbrella or Excess Liability Insurance: The successful Respondent shall provide an umbrella or excess liability policy in excess (without restriction or limitation) of those limits and coverages described in items

(a) through (c). The policy shall contain limits of liability in the amount of $2,000,000 each occurrence and $2,000,000 in the aggregate. The Town reserves the right to require higher limits of umbrella or excess liability coverage depending on the scope of the agreement.

Each of the policies described above shall be underwritten by an insurance company licensed in the State of Connecticut to underwrite that particular form of insurance. Upon execution of the contract and, upon request of the Town, at every date for renewal of the policies, the contractor shall cause a certificate of insurance to be issued by an insurance agent licensed in the State of Connecticut. The Commercial General Liability and Automobile Insurance policies shall incorporate a provision requiring written notice to the Town at least thirty (30) days prior to any cancellation, nonrenewal or reduction in policy limits.

CONFLICT OF INTEREST. No elected or appointed official or employee of the Town, or member of a local public agency having jurisdiction within the Town, during his or her tenure or one year thereafter, shall be permitted to share in, have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFP.

NONDISCRIMINATION. The contract for services between the Town and the successful respondent will include a non-discrimination clause providing that no person shall be denied or subjected to discrimination on account of any services or activities resulting from the agreement on the grounds of sex, sexual orientation, gender identity or expression, race, color, creed, national origin, age (except minimum age and retirement provision), marital status, or the presence of any sensory, mental, or physical handicap. Any violation of the provision shall be considered a violation of a material provision of the agreement and shall be grounds for cancellation, termination, or suspension in whole or in part of the agreement and may result in ineligibility for further Town contracts. The successful respondent shall provide a non-discrimination certification. The Town of Redding is an AA/EEO employer and encourages MBE and WBE firms to apply.

RESERVATION OF RIGHTS. The Town reserves the right to reject any, or any part of or all proposals for any reason; to waive informalities and technicalities; and to accept the proposal which the Town deems to be in its best interest, whether or not it is the lowest cost proposal. The Town reserves the right to review the proposals and reject all proposals or take no action or elect not to select any proposal. The Town reserves the right to cancel the RFP at any time and to reissue this or a substitute RFP at a later date. The Town reserves the right to review the proposals and decide not to undertake the project. In its sole discretion and without prejudice, the Town will award a contract to the Respondent that the Town feels is best suited to complete the work. The RFP does not constitute a contract or offer of employment.