

# REQUEST FOR PROPOSALS

## Town of Queensbury

### Town Hall and Activity Center HVAC Improvements

The Town of Queensbury is actively seeking proposals from qualified engineering firms for the design and implementation of utility infrastructure improvements to the main office complex, as well as, the Town's activity center, both located at 742 Bay Road, Queensbury, NY 12804.

The selected engineering firm will be challenged to explore and provide equipment and labor options to include energy initiatives and/or rebates available.

It is reminded that any references in this document to specific equipment brands, specifications or work processes are only "suggested options" to help distinguish base line starting points. It is the engineering firms challenge to identify and provide options.

A site inspection is scheduled for February 6, 2018 at 10:00 A.M. starting at the lower level lunch room of the town hall.

Sealed proposals will be received by the Town of Queensbury in the office of the Purchasing Agent, 742 Bay Road, Queensbury, NY 12804 until Wednesday, February 14, 2018, at 2:00 PM EST and opened at that time.

Proposers should take caution if U.S. mail or mail delivery services are used for the submission of proposals, mailing should be made in sufficient time for proposals to arrive in the Purchasing Office, prior to the time and date specified above. Mailed proposals received after 2:00 PM EST will not be considered.

Any questions regarding the project need to be submitted via email to Chuck Rice [chuckr@queensbury.net](mailto:chuckr@queensbury.net). Answers will be provided to all parties interested. A written response, if provided, will be in the form of an addendum and will be sent to all document holders registered in the Purchasing Office. Corrections or changes to this document will be made only by written addendum; any oral explanation or interpretation shall not be binding. Addenda must be duly acknowledged with any submission.

Specifications for this RFP may be obtained at the Purchasing Agent's Office, 742 Bay Road, Queensbury, New York 12804 during normal business hours any weekday **until 2:00 PM, Wednesday, February 14, 2018.**

**Publication Date: January 26, 2018**

**Joanne Watkins  
Purchasing Agent  
Town of Queensbury**