

LEGAL NOTICE

The **Town of Ridgefield** invites all invited parties to submit sealed bids on the following:

BID DUE DATE: May 28, 2026

BID DUE TIME: 11:00 AM

BID ITEM: Performance-Based Energy Services Contract

BID NUMBER: 26-10

Terms and conditions as well as the description of items being bid are stated in the specifications. **Specifications may be obtained at the following address:**

**Town of Ridgefield
David McFate
400 Main Street
Ridgefield, CT 06877
203 - 431 - 2720**

The return bid envelope must be marked and addressed to the following:

**TOWN OF RIDGEFIELD
PURCHASING AND FINANCE
MANAGER
BID NUMBER: 26-10
400 MAIN STREET
RIDGEFIELD, CT 06877**

Bids may be submitted via email to the following:

**purchasing@ridgefieldct.gov
SUBJECT: 26-10 [Company Name] Bid Package**

Bids must be received no later than the date and time stated above at the Purchasing Director's office on the second floor or via email. **For further information, please call David McFate at (203) 431-2720 or email at purchasing@ridgefieldct.gov**

Results may be viewed at https://www.ridgefieldct.gov/departments/purchasing/bid_notices.php after the bid opening.

TOWN OF RIDGEFIELD

REQUEST FOR PROPOSAL (RFP)

Performance-Based Energy Services Contract

Mechanical, HVAC, Lighting, and Pool Systems Audit

Issue Date: April 20, 2026

RFP Number: 26-10

Proposal Due Date: Thursday, May 28, 2026 at 11:00 AM

1. INTRODUCTION

The Town of Ridgefield (“Town”) in partnership with Ridgefield Public Schools (“RPS”) are soliciting proposals from qualified firms to provide a performance-based energy services contract to evaluate, design, implement, and guarantee energy efficiency improvements at the following facilities:

1. Town Hall Annex, 66 Prospect Street
2. Barlow Mountain Elementary School, 115 Barlow Mountain Road
 - a. (Includes a 138,000-gallon swimming pool)
3. Ridgefield High School, 700 North Salem Road

The Town may, at its discretion, expand the scope of this contract to include additional municipal buildings. All proposed improvements shall be funded entirely through verified energy cost savings generated by the project, with guaranteed savings provided by the awarded contractor/vendor.

2. PROJECT OBJECTIVES

The objectives of this RFP are to:

- Reduce energy and operational costs
- Modernize aging HVAC, lighting, and mechanical systems
- Replace electric resistive heating where feasible with air-source and/or ground-source heat pump systems
- Improve efficiency of pool heating, ventilation, and dehumidification systems
- Maximize available utility rebates, state and federal incentives, and tax credits
- Transfer financial and performance risk from the Town to the contractor

3. PERFORMANCE-BASED CONTRACT FRAMEWORK

3.1 Contract Structure

The Town intends to enter into a guaranteed energy savings performance contract under which the awarded contractor assumes responsibility for delivering Energy Conservation Measures (ECMs) that generate sufficient verified savings to pay for project costs.

3.2 Bundling of Energy Conservation Measures

ECMs shall be bundled across systems and facilities to maximize overall savings and project viability. Bundling may include HVAC upgrades, electrification and heat pump conversions, lighting and controls, pool system improvements, and building automation systems. Compliance with the performance guarantee shall be evaluated based on total verified bundled savings, not individual ECM performance, provided the guaranteed savings are met.

3.3 Measurement & Verification (M&V)

The contractor shall establish an energy baseline for each facility using historical utility data. Baselines shall be normalized for weather, occupancy, schedules, and other relevant variables and approved by the Town prior to implementation. An M&V Plan consistent with the International Performance Measurement and Verification Protocol (IPMVP) shall be developed and implemented. Annual M&V reports shall document verified savings, adjustments, and compliance with the guaranteed savings requirement.

3.4 Rebates, Incentives, and Risk Allocation

All assumed rebates, incentives, and tax credits shall be clearly identified in the proposal. The contractor shall assume all risk associated with the availability, eligibility, approval, and receipt of rebates and incentives unless otherwise approved by the Town. Failure to secure rebates or incentives shall not reduce the guaranteed savings obligation. Any savings shortfall shall be reimbursed to the Town in accordance with contract terms. Savings in excess of the guaranteed amount shall accrue to the Town unless otherwise negotiated.

4. SCOPE OF SERVICES

4.1 Existing Conditions Assessment

The contractor shall inventory and assess all applicable systems, including:

- HVAC systems (boilers, furnaces, electric resistive heating, chillers, AHUs, pumps, controls)
- Lighting systems (interior and exterior)
- Ventilation and exhaust systems
- Domestic hot water systems
- Motors, drives, and building automation systems
- Pool systems at Barlow Mountain Elementary School, including water heating, circulation, filtration, ventilation, and dehumidification

4.2 Energy Audit and Upgrade Analysis

The contractor shall identify and evaluate ECMs, including but not limited to:

- Replacement of electric resistive heat with air-source and/or ground-source heat pumps
- HVAC and controls upgrades
- Lighting retrofits and controls
- Pool heating and natatorium efficiency improvements
- Each ECM shall include cost estimates, energy savings projections, and integration into the guaranteed savings model.

5. PROPOSAL REQUIREMENTS

Proposals shall include:

- Firm qualifications and relevant municipal experience
- Project team and certifications
- Technical approach and methodology
- Bundling strategy
- M&V approach
- Financial model and guaranteed savings structure
- Completed Guaranteed Savings Formula Table
- Approach to rebates and incentives
- References from at least three similar projects

6. SITE VISITS

A site visit is recommended. The site visit will be held on Thursday, April 30, 2026 beginning at 9:30 AM at the Town Hall Annex. All attendees shall contact Brian Hubbard via email at bldgmaint@ridgefieldct.gov.

7. EVALUATION AND SELECTION

The Town and RPS will review all proposals and reserve the right to reject any or all proposals and to negotiate with the selected firm.

TOWN OF RIDGEFIELD CONNECTICUT

BOARD OF SELECTMEN

INSTRUCTIONS TO BIDDERS

1. Bids will be submitted in a sealed envelope plainly marked with bid number to identify this particular proposal. The Town of Ridgefield will also accept electronic submission of bids via email. Bids submitted by email must be sent to purchasing@ridgefieldct.gov. The time stamp of the hand delivery or email shall be on or before the bid due date. Only one method of submission is necessary.
2. Withdrawals of or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectmen of the Town of Ridgefield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Ridgefield, Connecticut.
4. Bidders may be present at the opening of bids.
5. Bids may be held by the Town of Ridgefield for a period not to exceed sixty (60) days from the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. **Insurance requirements:** must be submitted with the bid. This includes any Hold Harmless requirements as well as Certificates of Insurance for the full amounts specified. **Unauthorized changes** to these forms, i.e. adding, striking out and/or changing any words, language or limits **will cause the bidder to be disqualified.**
 - a. **Please Note:** Prior to the start of work, the Town of Ridgefield and/or the Board of Education shall be endorsed on the Contractor's policies of insurance as additional insured. The Contractor shall obtain a policy of insurance, with minimum limits of liability as specified containing an endorsement that covers this agreement to indemnify, defend and hold harmless the Town/City and/or Board of Education or any of their officers, employees, agents, servants and volunteers. The Contractor shall obtain an

endorsement to said insurance policy stating that the Contractor's insurance is primary and any insurance obtained, or self insurance provided, by the Town of Ridgefield and/or Board of Education is excess. The Contractor's insurance carrier will waive all rights of subrogation against the Town of Ridgefield and/or Board of Education, and all of their respective officers, employees, agents, servants and volunteers. The Contractor shall furnish a copy of the insurance policy that meets all of the above requirements before any work or use of the property commences. Failure to do so will result in disqualification of the Bid. There will be no exceptions.

7. **Permits:** It is the Contractor's responsibility to obtain any necessary permits prior to the start of construction. All work shall be completed in compliance with the latest edition of the prevailing fire prevention and building codes in effect in the State of Connecticut, the latest edition of the State of Connecticut Department of Transportation Standard Specifications for Roads, Bridges and Incidental Construction, Town of Ridgefield Road Construction Standards, or as set forth in these specifications. Any local (Town of Ridgefield) permits will have the permit fee waived.
8. **Emergency Work:** The Contractor shall file with the Engineer a telephone number of a person authorized by him who may be contacted regarding emergency work at the job site that may be required during non-working hours for reasons of public safety. The person shall be readily available and have full authority to deal with any emergency that may occur.
9. **Sales Tax:** In accordance with the provisions of Special Act No. 77-98, as amended, and Section 12-412(a) of the Connecticut General Statutes, sales of tangible personal property and services to the Town are not subject to the Connecticut Sales and Use Tax, and such tax shall not be included as part of the bid.
10. **Contractor's Qualification Statement:** The Contractor's Qualification Statement must be filled out as part of the bid package and the experience and references listed therein will be one to the determining factors in the awarding of the bid.
11. **Hold Harmless Agreement:** In order for the bid to be considered valid, the Contractor **must** sign the enclosed hold harmless agreement. Bids submitted without the signed hold harmless agreement will be rejected.
12. **Prevailing Wage Rates:** This project **is not** subject to the State of Connecticut prevailing wage rate requirements.

13. **SBE/MBE and Contract Compliance Requirements:** This project is not subject to State of Connecticut SBE/MBE Good Faith Effort and contract compliance requirements.

14. **Time of Completion:** Work shall be completed within an appropriate time frame as agreed upon by Contractor and Town of Ridgefield. Contractor must ensure sufficient staffing and scheduling to complete the project within this time frame. No extensions will be granted unless approved in writing due to documented unforeseen conditions.

15. **Site Inspection:** All bidders are encouraged to conduct a pre-bid site visit to familiarize themselves with the work site prior to bidding. The site visit will be held on Thursday, April 30, 2026 beginning at 9:30 AM at the Town Hall Annex. All attendees shall contact Brian Hubbard via email at bldgmaint@ridgefieldct.gov. General bidding and technical questions shall be directed to David McFate, Purchasing and Finance Manager, via email purchasing@ridgefieldct.gov.

16. **Bid Schedule:**

Pre-Bid Site Inspection -	April 30, 2026 at 9:30 AM
RFI Requests Due -	May 14, 2026 at 5:30 PM
RFI Responses Released-	NLT May 23, 2026 at 5:30 PM
Bid Due Date -	May 28, 2026 at 11:00 AM

18. **Bid Submissions:** The following items shall be submitted for a bid to be considered complete. At the Town's discretion bidders may be given 24 hours to correct deficiencies in items (b)-(e).

- (a) Proposal on company letterhead including all items outlined in RFP Paragraph 5
- (b) Insurance certificates
- (c) Hold Harmless Agreement

19. **Requests for Information:** Questions or requests for information must be submitted in writing. All questions or requests for information shall be submitted to David McFate, Purchasing and Finance Manager, at purchasing@ridgefieldct.gov. Deadline for Questions/RFI shall be May 14, 2026 NLT 5:30 PM.

HOLD HARMLESS AGREEMENT

The undersigned covenants and agrees to and shall at all times indemnify, protect and save harmless the Town of Ridgefield from and against all costs or expenses resulting from any and all losses, damages, detriments, claims, demands, cost and charges including attorneys fees the Town of Ridgefield may directly or indirectly suffer, sustain or be subjected to by reason or on account of the work to be performed pursuant to this Contract or any activities in connection with said Contract whether such losses and damages be suffered or sustained by the Town of Ridgefield directly or by its employees, licenses or invitees or be suffered or sustained by other persons or corporations who may seek to hold the Town of Ridgefield liable therefore.

The Contractor shall comply with the Provisions of the Immigration Reform and Control Act of 1986 effective and enforceable as of June 6, 1987 which Act makes unlawful the hiring for employment or subcontracting individuals failing to provide documentation of legal eligibility to work in the United States. The Contractor shall hold the Town of Ridgefield harmless for the failure of the Contractor to comply with the provisions of said Act.

IN WITNESS WHEREOF, the parties hereto have set their hand and seal this on the _____ day of _____

Signed, Sealed and Delivered in the
Presence of:

Signed:

Notary Public

SPECIMEN CONTRACT

This Agreement made as of the _____ day of _____
the year _____ by and between the Town of Ridgefield, 400 Main
Street, Ridgefield, Connecticut, (herein after called the Owner), and
_____, doing business at
_____, (herein after called the
Contractor).

Witnesseth that the Owner and the Contractor in consideration of the mutual
covenants herein after set forth, agree as follows:

Article 1. Work:

The contractor will perform all work as shown in the Contract Documents for the
completion of the Project generally described as follows:

Performance-Based Energy Services Contract Bid 26-10

The work to be done consists of the furnishing of all labor, materials, tools,
and equipment necessary to construct the project as specified in RFQ 26-10.

Article 2. Project Manager:

Jake Muller, Director of Public Works, will act as the Project Manager in
connection with completion of the Project in accordance with the Contract
Documents.

Article 3. Contract Time:

The work shall be completed **as specified in RFQ 26-10**, after the date
which the Contractor is to start the work as provided in the Contract
Documents.

Article 4. Contract Price:

The Owner will pay the Contractor for performance of the Work and completion of the Project in accordance with the Contract Documents subject to adjustment by modifications as provided therein in current funds as follows:

Article 5. Progress and Final Payments:

The Owner will make progress payments on account of the Contract Price as provided in the General Conditions. Progress and final payments will be on the basis of the Contractor's application for payment as approved by the Engineer.

Article 6. Contract Documents:

The Contract Documents which comprise the contract between the Owner and the Contractor are attached hereto and made a part hereof and consist of the following:

This agreement

- A. Exhibits to this Agreement
- B. Contractor's Bid and Bid Bonds
- C. Specifications
- D. Drawings as referenced by the Specifications or attached hereto
- E. Addenda numbers: _____
- F. Any modifications, including change orders, duly delivered after execution of this agreement.

Article 7. Miscellaneous:

- A. Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.
- B. Neither the Owner nor the Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part his interest under any of the Contract Documents and, specifically, the

Contractor shall not assign any moneys due or to become due without the prior written consent of the Owner.

- C. The Owner and the Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto in respect of all covenants, agreements and obligations contained in the Contract Documents.
- D. The Contract Documents constitute the entire agreement between the Owner and the Contractor and may only be altered, amended or repealed by a duly executed written instrument.

Sample – To Be Completed Upon Award

In witness whereof, the said parties hereto have caused this instrument to be signed by their respective duly constituted officers, attested, and sealed pursuant to proper resolutions.

Signed and sealed in
the presence of:

Town of Ridgefield

By _____

Date _____

Contractor

By _____

Date _____

Sample — To Be Completed Upon Award

APPENDIX - INSURANCE REQUIREMENTS

Each bidder shall carry and maintain the following insurance coverage during the period of the contract : The Certificate of Insurance for the Limits of Liability stated below should be submitted with your bid to the Purchasing Department at Town Hall. **Bidders may not perform any work until all insurance requirements are met.**

1. **Comprehensive General Liability Insurance** as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:
 - Bodily Injury Liability and Property Damage Liability:
\$1,000,000 each occurrence.
 - **The Town shall be named as an Additional Insured**
This **MUST** be stated explicitly on the Certificate or you will be **disqualified**
2. **Worker's Compensation Insurance and Employer's Liability** for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.
 - Worker's Compensation and Employer Liability:
Statutory Limits
3. **Comprehensive Auto Liability Insurance:**
 - **Bodily Injury Insurance and Property Damage Insurance** covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work

under the Contract, shall be in the minimum of **\$1,000,000 each occurrence.**

All policies relating to this Contract shall be so written so that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date for each policy and type of coverage except for nonpayment which shall be ten (10) days prior to the cancellation. Renewal certificate covering the renewal of all policies expiring during the life of the Contract shall be filed with the Town not less than ten (10) days before the expiration of such policies. Failure to do so will result in work stoppage and possible contract cancellation.