



Town of Canaan, Columbia County, New York  
1647 County Route 5 / PO Box 459  
Canaan, New York 12029

## **Request for Proposals: Heat Pump Installation**

**Date:** October 17, 2024

### **Summary:**

The Town of Canaan, NY is requesting proposals to install heat pumps in the Town Hall with the objective of cutting costs and emissions from purchased electricity and fuel oil.

### **Background:**

The Town of Canaan is committed to reducing its operating costs and carbon footprint. Canaan established a [Climate Smart Task Force](#) in 2021 and has since implemented measures including installing heat pumps, lighting upgrades and an EV charging station and driving residential purchases of heat pumps and participation in community solar programs. These actions have earned the town Bronze Certification through NYSERDA's [Climate-Smart Communities](#) program, and Advanced status on NYSERDA's [Clean Energy Communities Scorecard](#).

Canaan recently became eligible to apply for a [\\$100,000 grant from NYSERDA](#) to fund additional energy conservation measures. The town is now requesting proposals for solar and heat pump installations in town buildings. After we receive the proposals, we will determine which measures to include in our funding request, seek Town Board approval of the expenditures, complete the application materials for the NYSERDA grant, and – if funds are awarded – select and contract with vendors.

### **Scope of Work:**

One of the measures under consideration is installing heat pumps in Canaan's Town Hall, a two-story, 6,000 square foot building located at 1647 County Route 5. The building is heated by a 10-year-old, oil-fired boiler and cooled by two split-system AC units. The current system is inadequate as the AC units only cool the meeting room, and additional space heaters are required to warm the offices in winter. Finally, the zoning of the heating and cooling systems makes regulation of temperature challenging.

The energy audit that the town completed in 2022 considered replacing the AC units and replacing the boiler separately, but did not consider the installation of a heat pump system that could provide both heating and cooling and enable more cost-effective temperature management throughout the year.

The town would like to understand the costs and benefits of the following potential solutions:

- Upgrading the AC system alone
- Installing air-sourced heat pumps for both heating and cooling
- Leaving the oil-fired boiler in place vs. removing the oil-fired boiler
- Updating the zones and thermostats to improve temperature regulation throughout the building
- Installing a Heat Recovery Ventilator (HRV)

**Reference documents:**

- [Energy audit completed for Canaan in 2022](#)
- Recent utility bills, sent to bidders upon request
- Relevant sections of the NYSERDA grant application, sent to bidders upon request

**Proposals and Submission:**

Proposals should be organized as follows:

- Design and specifications for each solution including production and component manufacturers.
- Costs for each solution including materials, labor and any necessary pre-work. Please note:
  - The town would purchase the heat pumps (no financing)
  - Prevailing wages must be used to calculate labor costs.
  - Sales tax should not be included as the Town of Canaan is tax-exempt.
- Federal, state and any other incentives applicable to this project, and how to access them.
- An analysis of expected energy and cost savings over the lifetime of the equipment.
- Availability of the firm to start work and expected duration of the project.
- A description of the firm, relevant credentials and experience. Please do not include marketing materials or refer to external documents.
- Three references from customers for projects completed within the last year.

Incomplete and/or other forms of submission will be disqualified.

Please email proposals to [cwemple@canaannewyork.org](mailto:cwemple@canaannewyork.org). For questions about the project and requests for site visits, email Victoria Mills (Canaan Climate Smart Task Force member) at [vik.mills@outlook.com](mailto:vik.mills@outlook.com).

**Deadlines:**

- Questions about the project and requests for site visits must be received by **October 24, 2024**.
- Final proposals are due on **October 31, 2024**.

**Proposal Review:**

Proposals will be reviewed privately by the Climate Smart Task Force and the Town Supervisor for recommendation to and decision by the Town Board.

**Estimated Project Timeline:**

Please note: NYSERDA awards grants on a rolling basis, so this estimated timeline assumes we receive notice by January 2025 that our application is successful. The timeline would be revised thereafter.

- Canaan Town Board review of grant request: November 12
- NYSERDA decision on grant: January 2025
- Vendor selection and contract signing within 45 days of town’s contract with NYSERDA
- Work to be completed in the second quarter of 2025

**Expiration:**

All proposals shall be honored for 120 days from the date of receipt.

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