



Pewaukee Public Library Request for Proposals (RFP): 2026 HVAC CONTROL SYSTEM UPGRADE

CONTACT INFORMATION

Owner	Board of Trustees, Pewaukee Public Library
Owner's Representative	Nan Champe, Library Director
Owner's Representative Contact Information	director@pewaukeelibrary.org 262-746-0920
Mailing address	Pewaukee Public Library 210 Main Street Pewaukee, WI 53072

SCHEDULE OF EVENTS

The following dates are provided for your information and planning processes. While every effort will be made to follow this schedule, we reserve the rights to modify as necessary.

RFP Released	Thursday, April 9, 2026
Site Visit (Optional)	Thursday, April 23, 2026 10:00 AM
Proposals Due	Monday, May 4, 2026 10:00 AM
Opening of Sealed Proposals	Monday, May 4, 2026 10:05 AM
Library Board Approval	Wednesday, May 20, 2026
City of Pewaukee Approval	Monday, June 1, 2026 6:30 PM
Village of Pewaukee Approval	Tuesday, June 2, 2026 6:00 PM
Installation Completion Date	Friday, October 2, 2026

1. General Information

1.1 Introduction.

The Board of Trustees (“Board” or “Library Board”) of the Pewaukee Public Library (“Pewaukee Public Library” or “Library”) is seeking proposals from qualified providers to furnish all labor, materials, equipment, and services necessary to upgrade the Library’s HVAC control system.

The Board’s objective in issuing this Request for Proposals (RFP) is to establish a competitive process through which qualified vendors may submit proposals, to conduct a fair and comprehensive evaluation based on the criteria set forth herein, and to select the vendor that best meets the needs of the Pewaukee Public Library.

The Board reserves the right to waive any informalities or technical irregularities in the proposals received; to reject any or all proposals, in whole or in part; and to accept the proposal deemed most advantageous and in the best interest of the Library.

1.2 Goals

The following goals are established in conjunction with the service contract resulting from this RFP:

- Provide a consistently comfortable indoor environment for building occupants.
- Minimize occupant complaints by reducing temperature fluctuations between spaces.
- Reduce overall energy consumption, operating costs, and maintenance expenses.
- Perform periodic analysis of system operating data to identify substandard performance, inefficiencies, or excessive energy use, and provide actionable recommendations to optimize system performance.
- Establish an efficient process for identifying, diagnosing, and resolving system issues, including tools and methods for timely analysis and verification.

1.3 Site Visit.

An optional site visit to inspect the job site and to ensure comprehension of this document, in order to submit a proposal for this project. The site visit for contractors will be held on **Thursday, April 23, 2026 at 10:00 AM**. Contractors shall meet in the main lobby of the Pewaukee Public Library, located at 210 Main Street, Pewaukee, WI 53072.

2. Scope of Services

2.1 Background

The Pewaukee Public Library was constructed in 2005. All HVAC systems and the control system is original to the building, with an ASI Controls Digital Control System to control the HVAC components within the building. As the building has aged, the software and computer and controllers have become outdated, and the thermostats require updating and calibration. Additionally, due to the age of the existing system, the Library would like to ensure that the controls and HVAC equipment are operating as efficiently as possible.

2.2 Control System Requirements

The Library desires to remove and replace the existing Direct Digital Control System with a new DDC Building Automation System to control the HVAC systems within the building. Attached to this document are the original Controls submittal and the original Design Drawings that show both the HVAC equipment and the Controls to allow for a like-for-like replacement. It is anticipated that, at a minimum, the following items be included in part of the BAS Contractor's scope of work. The bidding contractor shall be a firm specializing and experienced in DDC control installation for no less than five years. Appendix A and Appendix B provide information on the Library's original and current system designs.

The scope shall include material, labor, engineering, software, permits, tools, checkout, and certificates covering the following:

- Provide a complete replacement Direct Digital Control System by Alerton, Andover, Automated Logic, Carrier, Delta, Honeywell, Schneider Electric, Siemens, Staefa, TAC, or Trane (or Approved Equal), and installed by a licensed Control Contractor.
- New front end Operator Workstation, including new license and software for onsite control of the Building Automation System. The new BAS shall have web access to allow use from any device.
- Provide programming, graphics, and commissioning of the new control system, including functional performance tests and point to point verification of the system. Functional performance tests and point to point verification results shall be provided to the Owner. Graphics shall show both setpoints and room temperatures to give feedback on which zones are not meeting setpoint.
- The existing control panels, field wiring, conduit, and raceway may be reused, if it is applicable to the new BAS layout and design. The BAS Contractor shall provide any additional panels or field wiring required.

- The existing field control devices, such as transformers, actuators, valves, relays, freezestats, and sensors (other than room temperature sensors) may be reused.
- Furnish and install (25) new digital communicating touchscreen, wall zone temperature sensors to replace the existing thermostats, in the same location. Existing conduit and back boxes may be utilized. Zone temperature sensors shall have lock out provisions or setpoint adjustment limitations programmed to allow certain public facing thermostats to not be able to be adjusted by the public, or only minimally adjusted.
- Furnish and install (25) new VAV terminal box controllers with all required temperature sensors.
- Furnish and install new Master Controller front end with Web Access and power supply.
- Furnish and install new field controller(s) for the control of the (2) boilers, (2) hot water pumps, (1) A/C, (1) AHU and associated components, and (2) Hot Water Valves.
- Furnish and install (2) relays and (2) current sensors to control start/stop and monitor status of the (2) boiler pumps that cannot currently be controlled or seen by the BAS.
- Furnish and install low voltage wiring modifications as needed to all controller locations.
- Furnish and install new hot water supply and hot water return temperature sensors.
- Any other requirements as noted in the Attachments to provide a new DDC Building Automation System.
- Recommendations for any sequence of operations adjustments to maximize efficiency of the existing HVAC systems.
- Installation shall be turnkey, with all requirements provided by this Contractor. Provide any electrical or low voltage requirements for any new controllers or equipment.
- Provide Operation & Maintenance (O&M) Manuals with all applicable equipment, sequences, devices, warranty information, and control diagrams for the Owner's reference.

It should be assumed that the work will take place during normal business hours.

2.3 Project Timeline/Completion Requirements.

The contractor shall be prepared to begin and completely finish work as listed below:
Substantial Completion Date: **October 1, 2026.**

Completion Date: **October 15, 2026**

Contractor shall advise the owner's representative in writing within five (5) days of the anticipated start date. Should the contractor be unable to meet the scheduled start date(s), the Owner reserves the right to cancel all pending Contracts with said Contractor.

2.4 Warranty Requirements

Minimum one year warranty from date of acceptance by the Owner. During warranty period, response time shall be four (4) hours or less, 24 hrs/day, 7 days/week.

2.5 Training Requirements

Provide up to four (4) hours of Owner Training with video recording, to be delivered to Owner on a labeled USB drive. Provide two follow-up visits for troubleshooting and instruction, with the length of each visit to be not less than 2 hours or the time necessary to provide the required information and complete troubleshooting and inspection activity for all controls

2.6 Other Terms & Conditions

All proposals shall also include, at minimum, the following terms and conditions ("Terms and Conditions"):

- a) Binding Proposal: Submitted proposals shall not expire or be withdrawn and shall be binding on Contractor for a period of at least ninety (90) days after the proposal due date;
- b) Indemnification: Contractor agrees to indemnify, hold harmless, and defend the Library, the Village of Pewaukee, and the City of Pewaukee from any and all liability related to or arising out of the acts, errors, or omissions of Contractor and its employees, agents, or subcontractors.
- c) Licensure and Insurance: Contractor shall provide proof that it is fully licensed and insured. Specifically, Contractor shall be required to have: i) comprehensive general liability coverage and professional liability coverage, with minimum limits of \$1.0M per occurrence/\$2.0M aggregate; and ii) business automobile coverage for all owned, hired, and non-owned vehicles, within minimum limits of \$1.0M per occurrence for bodily injury and property damage. The foregoing insurance shall name the Library, Village of Pewaukee, and City of Pewaukee as additional insureds, as evidence by a valid Certificate of Insurance. Contractor's Certificate of Insurance shall demonstrate that Contractor maintains statutory minimum limits for worker's compensation coverage as required by applicable law.
- d) Performance Bond: Contract shall provide proof that it is fully bonded, and/or at the option of the Library, Contractor shall execute a

performance bond in an amount equal to at least one hundred percent (100%) of the full contract price, as security for faithful performance of the contract.

- e) Non-Assignment: The Contractor shall not be permitted to assign or subcontract the work without the written consent of the Library.
- f) Independent Contractor: Contractor agrees that it is an independent contractor and nothing in this RFP or the Contractor's proposal shall be construed otherwise.

In addition to any other reservations made hereunder, the Library reserves the right to negotiate specific technical and/or other minor contract terms with the highest scoring Contractor who has submitted a proposal, prior to final awarding of the contract, to ensure fullest possible compliance with the requirements of this RFP, the Library's needs, and applicable law. If such negotiations are unsuccessful, the Library reserves the right to negotiate with the next highest scoring Contractor who has submitted a proposal.

3. Proposal Requirements and Evaluation Process

3.1 Preparation of the Proposal. All proposals must be submitted in a sealed envelope addressed to:

2026 HVAC Control Upgrade Proposal
Attn: Nan Champe,
Pewaukee Public Library
210 Main Street
Pewaukee, WI 53072

All Proposals are due on **Monday, May 4, 2026 no later than 10:00 AM**. Any proposal received after this deadline shall be deemed nonresponsive, rejected and will be returned unopened.

3.2 Proposal Format.

Contractors may submit their proposals using their standard company proposal format. However, the proposal must clearly address and respond to all requirements, specifications, and questions outlined in this RFP.

3.3 Proposal Opening, Evaluation and Award by the Pewaukee Public Library Board

Sealed proposals will be publicly opened in the Visaya Room at the Pewaukee Public Library on **Monday, May 4, 2026 at 10:05 AM**.

Following the public opening, the Evaluation Committee will conduct a formal review and will prepare a comparative analysis of all responsive proposals.

Proposals will be evaluated and compared based on the criteria set forth in this RFP, which may include, but are not limited to, the following:

1. Response to the Scope of Services
2. Total Project Cost
3. Contractor experience and qualifications
4. Control system type and manufacturer.
5. Warranty coverage and ongoing maintenance costs, including any subscription costs associated with the ongoing use of the control system.
6. Reputation and reliability of the proposed system.
7. Estimated down time to the facility for changeover to occur.
8. Project schedule and completion timeline.

The Evaluation Committee will complete a comparative scoring and prepare a recommendation identifying the proposal determined to be most advantageous to the Library.

The final recommendation for award will be presented to the Library Board for consideration and conditional approval (subject to Sec. 3.3, below) at its regularly scheduled meeting on **Wednesday, May 20, 2026**.

All contractors submitting proposals are welcome to attend the public meeting of the Library Board.

3.4 Approval by the Village of Pewaukee and the City of Pewaukee

Final award of the contract shall be contingent upon approval by the governing bodies of the City of Pewaukee and the Village of Pewaukee.

Following recommendation by the Library Board, the proposed contract award will be submitted to the City and Village for review and approval in accordance with their respective policies and procedures. No contract shall be deemed awarded, nor shall any work commence, until all required approvals have been obtained and the contract has been fully executed.

The Library reserves the right to delay award pending such approvals or to reject any or all proposals if approvals are not granted.

3.5 Professional Services Contract

If Contractor's proposal is accepted and receives final approval as provided hereunder, then this RFP, all documents attached hereto (including any amendments), Contractor's technical and price proposals, and any other written terms and/or conditions negotiated between Contractor and Library, and expressly accepted by the

Library, shall be incorporated into and form a contract between Contractor and Library.

Disclaimer

The Pewaukee Public Library reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal. Also, the Library assumes no financial responsibility for the cost of preparation for proposals.