

Roxbury Community Hall Heat Pump Project, 2026  
Bid Documents / Specifications

Release Date: 2/24/2026

Bid Date: 3/13/2026, 2PM

Project Location: Roxbury Community Hall, 1642 Roxbury Rd, Roxbury, VT 05669

Project Mailing address: P.O. Box 53 Roxbury, VT 05669-0053

Town Clerk's email: townclerk@roxburyvt.org

Type: Heat Pump

Estimated Value: \$13,000

Scope includes: All cost of labor and materials to install low temperature mini split system(s). There are to be two interior high wall units, one of 24kbtu and the other at 12kbtu. Minimum efficiency of 21 SEER. The exterior condenser(s) unit(s) are to be ground mounted on "snow stands". All line sets to be enclosed in line hide.

Warranty on parts and compressor: Ten (10) years warranty

Owner Project Allowance: Bids without electrical included within will be assumed to require an additional \$2,000 owner electrical allowance.

Special Instructions: Site inspection is required by all bidders.

Project questions and to arrange a site inspection, contact:

Andrew LaRosa, Architect PLLC

AndrewLaRosaVT@gmail.com

802-522-6322

Bid Submissions: Bids will be accepted as hard copies or PDFs. Bids are to be submitted no later than as noted in "Bid Date". Bids are to be submitted either in person at the Roxbury Town Office or emailed to the Town Clerk

Insurance Requirements: Commercial General Liability: \$1,000,000 Each Occurrence.  
\$2,000,000 General Aggregate

Roxbury Community Hall Heat Pump Project, 2026  
Bid Form

(Note: Bid Form can be replaced with Contractors' own proposal format so long as all the information below is included)

The undersigned Bidder, having carefully examined the Bid Documents and all subsequent Addenda, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, necessary to complete the above-named project, for the stipulated sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Does the bid include electrical work? YES / NO, if NO, a \$2,000 owner allowance will be added to the bid to cover electrical work.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.  
Submitted By: \_\_\_\_\_ (Name of bidding firm or corporation).  
Authorized Signature: \_\_\_\_\_ (Handwritten signature).  
Signed By: \_\_\_\_\_ (Type or print name).  
Title: \_\_\_\_\_.

ACKNOWLEDGEMENT OF ADDENDA

The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

Addendum No. 1, dated \_\_\_\_\_.

END