

RFP for HVAC & Controls Upgrades Canaan Town Office

DATE ISSUED: April 7, 2026

DUE DATE: May 11, 2026 at 4:00 P.M.

Introduction

The Town of Canaan seeks proposals for HVAC and control upgrades based on the MERP Level 2 Energy Assessment to reduce fuel oil consumption and improve comfort.

The Town of Canaan seeks proposals for building envelope improvements to reduce air leakage and improve thermal performance based on findings from the MERP Level 2 Energy Assessment.

To view the assessment, which includes photos and some building metrics click [this link](https://drive.google.com/file/d/1AQy1rR7Oo_TXWVfBLNFBOxyZpt78gBvg/view?usp=sharing):
https://drive.google.com/file/d/1AQy1rR7Oo_TXWVfBLNFBOxyZpt78gBvg/view?usp=sharing

Contractors are encouraged to submit full proposals for these projects. Sealed bids must be submitted to the Town of Canaan via USPS (PO Box 159 Canaan, VT 05903), dropped off either in person or in the overnight deposit box located at 318 Christian Hill Canaan, VT 05903. Proposals must be clearly labeled “HVAC & Controls Upgrades RFP.”

Site Visit (Optional but Recommended)

A site walkthrough may be scheduled during regular office hours: Monday and Wednesday from 8:00 A.M. – 4:00 P.M., Tuesday and Thursday from 10:00 A.M. – 4:00 P.M., or Friday 8:00 A.M. – 3:00 P.M. Walkthroughs on Saturdays would be by appointment only.

Please email clerktreas@canaan-vt.org to notify for a site-visit or submit any questions about the proposed projects. Please submit questions via email by May 4, 2026 at 4:00 P.M.

Scope of Work

A. Install Cold-Climate Air Source Heat Pumps (Hybrid System)

Description from Assessment:

The building currently uses a relatively new oil-fired furnace for heating. The assessment recommends installing ductless or multi-split cold-climate heat pumps to provide heating for most of the year while using the existing furnace as backup during very cold conditions. Heat pumps can operate efficiently down to low outdoor temperatures and will significantly reduce fuel oil consumption while also providing cooling to replace the existing window AC unit.

B. Install Heat Pump Water Heater

Description from Assessment:

The existing domestic hot water system is a 15-gallon electric resistance unit. The assessment recommends replacing this with a heat pump water heater, which is approximately three times more efficient and can also provide incidental cooling and dehumidification. The unit may operate in heat pump-only mode due to low demand.

C. Install Smart Thermostats and Controls

Description from Assessment:

The building currently uses manually controlled thermostats. The assessment recommends installing programmable thermostats to allow automatic setbacks during unoccupied periods. However, if heat pumps are installed, temperature setbacks may be limited, and controls should be configured to support hybrid system operation and optimize switching between heat pump and oil furnace.

D. Commissioning and Training

Description from Assessment:

The assessment emphasizes proper system integration and control strategies, including setting optimal switchover temperatures between heat pumps and the oil system. Commissioning is required to ensure systems operate as intended and achieve projected energy savings. An equipment walk-through with building occupants (town staff) is also required to ensure new system is utilized properly, and to reviewing maintenance for heat pump components.

Bid Form

Item	Materials	Labor	Item Total
A. Heat Pump System			
B. HP Water Heater			
C. Thermostats & Controls			
D. Commissioning & Training			
Total			