



## **REQUEST FOR PROPOSALS**

### **SNOWMAKING PUMP**

**DATE ISSUED: August 19, 2025**

**VILLAGE OF SARANAC LAKE  
39 MAIN ST, SUITE 9  
SARANAC LAKE, NY 12983  
518-891-4150**

**REQUEST FOR PROPOSALS FOR SNOWMAKING PUMP**

## **Request for Proposals**

### **Snowmaking Pump**

Responses are due by September 16, 2025 by 2:00 PM and must be sent to:

Amanda Hopf, Village Clerk  
**Snowmaking Pump**  
39 Main St, Suite 9  
Saranac Lake, NY 12983

(Electronic copies of the proposals must also be submitted by the same deadline)

#### **1. Introduction:**

- 1.1. The Village of Saranac Lake is seeking proposals from qualified vendors to supply and provide a high-performance snowmaking pumping system, to replace and or upgrade the existing snowmaking pump station, at Mount Pisgah located at 92 Pisgah Lane.
- 1.2. This initiative aims to enhance snowmaking capacity and operational efficiency to support the winter recreation program and extend the ski season for residents and visitors.

#### **2. Purpose:**

- 2.1. The Village of Saranac Lake, a municipal corporation in the State of New York, is soliciting proposals from qualified and competitive proposals for the supply of a snowmaking pumping system at Mount Pisgah. The Village aims to improve the reliability and capacity of its snowmaking operations to ensure consistent snow coverage, support early-season openings, and extend the operational season for winter recreation.

#### **3. Scope of Services:**

##### **3.1. Drawings:**

- 3.1.1. Overall Design Conceptual Drawing(s) depicting incorporation of proposed snowmaking pumping system from intake to discharge for line pressure. (to be included in bid submission)
- 3.1.2. Snowmaking Pumping System Drawings (Schematic) for review and

approval.

3.1.3. Snowmaking Pumping System Drawings for Construction / Installation.

3.1.4. Record Drawings at completion of Snowmaking Pumping System project.

3.2. System:

3.2.1. Supply of pump(s), electric motor(s) with starter and or variable frequency drive (VFD), flow meter, required valves, instrumentation and control system on skid platform as per technical specifications.

3.3. Delivery:

3.3.1. Delivery of system and components to designated staging area.

3.4. Commissioning:

3.4.1. Provision of construction technical assistance, commissioning, testing and performance verification.

3.5. Training:

3.5.1. Provision of training for municipal staff on operation and maintenance as per technical specifications:

3.6. Warranties / Documentation:

3.6.1. Submission of all manuals, warranties, and technical documentation

4. Technical Requirements:

4.1. Summary

4.1.1. Pond Elevation: 1,722'

4.1.2. Snowmaking Summit elevation: 2,065'

4.1.3. Required minimum operating pressure at snowmaking summit – 300 psi.

4.2. Wet Well Configuration:

4.2.1. Precast design recommendations and sized accordingly to provide base for pump skid. (to be provided by other)

4.2.2. Opening design – sized for minimum 500 gpm flow with gate valve (to be provided by other)

4.2.3. Building (to be provided by other)

#### 4.3. Pump(s) Specifications:

Fluid:	Cold water
Flow:	500 gpm
Head:	As required and to be determined by design concept proposed to meet minimum required operating pressure requirements.
Can:	None – wet well configuration.
Pump Length:	As required and to be determined by design for wet well pump house.
Pump Curve:	Minimum 25% rise from the design to shut off pressure.

#### 4.4. Pump Manufacturers

The pumps shall be manufactured by the following companies:

- Floway.
- Flowserve.
- KSB
- Goulds
- Grundfos
- Approved as equal.

#### 4.5. Pump Construction

The pumps shall be constructed with the following features:

- Fabricated Steel discharge head.
- Bronze impellers; option for .304 Stainless Steel impellers (section 4.6)
- Mechanical Seal (John Crane 8B1 or approved equal).
- 416 SS pump shaft.
- Flanged carbon steel column construction.
- Minimum overall pump efficiency at design 77.5%.
- Pump to have a non-witnessed factory performance test.

#### 4.6. Pump Options

Pricing to be provided (if available) for the following pump option:

- 304 Stainless Steel Impellers and collets (if impeller is not keyed to shaft).

#### 4.7. Motor Construction:

Motor shall be manufactured by US Motors or approved equal.

The pump motors shall be constructed with the following features:

- 480V/3 phase/60 Hz service
- 3,550 rpm pump speed
- Inverter rated motors
- 1.15 Service factor
- Vertical Solid Shafts
- WP-1 Electrical Enclosure
- Thrust bearings capable of handling any down thrust or up thrust conditions that may be generated during start-up or at any point along the entire performance curve.
- 120-V motor space heaters included.
- Thermal winding motor temperature switches included.
- Well pump motor to have encapsulated windings to protect against moisture and humidity.
- Oversized conduit box/peckerhead.
- Motors must be rated for 480-Volts.

#### 4.8. Commissioning / Training

Start-up and commissioning services to be included in the bid price. Commissioning to include:

- Provide installation requirements upon delivery.
- General review/acceptance of installation.
- Physical installation of mechanical seal and seal flush tubing.
- Coupling of motor to pump after rotation of motor is checked.
- Measuring pump and motor alignment and ensuring a maximum shaft runout of .003" total indicated runout.
- Witnessing start-up of pump and monitoring operation of pump, motor, and seal at speeds from 50% to 100% full speed.
- Coupled pump will be vibration tested for compliance with Hydraulic Institute Standards.
- Record of acceptance of proper installation, startup services, vibration test results, and troubleshooting notes to be turned over to owner.
- Recording initial pump performance parameters (shutoff pressure, flow, amperage) and comparison of that data to performance curve.

- Ensuring that all guards are in place and secure to ensure safe operation.
- Provide a minimum of 1-day per pump house for commissioning and start-up.
- Provide a minimum of 1-day Training for pump operation.
- Return trip within 2 months of start-up to re-check and verify proper pump operation.

#### 4.9. Warranties

Manufacturer to warranty equipment for a minimum of one (1) year and provide a cost (if required) to have option for an extended warranty period of two (2) years on pump and motor.

### 5. Submission Requirements

Each proposal must include the following:

- Cover letter with company name, contact info, and summary of qualifications.
- Detailed technical specifications of the proposed pump, motor, and variable frequency drive.
- Project schedule including lead time, delivery, installation, and testing.
- Cost proposal (itemized breakdown: equipment, installation, optional items, etc.).
- Warranty and service terms.
- At least three municipal or commercial references.
- Proof of insurance and applicable licenses.

### 6. Evaluation Criteria

In selecting the respondent for contract negotiations and ultimately awarding any agreement resulting from this solicitation, the Village will consider the response that it determines, in its sole discretion, is most advantageous. Evaluation criteria include, but are not limited to:

- Technical Compliance and performance
- Cost effectiveness
- Vendor experience and references
- Project Timeline
- Warranty and Support

### 7. Reservations

The Village reserves the right to reject any or all proposals, or any part of a proposal and to select the proposal deemed to be in the best interest of the Village.

## 8. Additional Information

For additional information and to obtain copies of this request for proposal (RFP), please contact the office of the Village Clerk, 39 Main Street Suite 9, Saranac Lake, New York, 12983. This information will also be posted on the Village of Saranac Lake's website at [www.saranaclakeny.gov](http://www.saranaclakeny.gov).

## 9. Submission Instructions

Responses shall include the following components in sequential order:

1. An introductory Letter of Interest.
2. A discussion of the firm's approach to the project.
3. Resumes of key members of the firm that would be involved with the project.
4. Response to Evaluation Criteria.
5. Examples of relevant project experience.
6. References from past similar projects.

Responses shall meet all submission requirements as described below:

- Responses shall be submitted in portable document format (.pdf);
- Responses shall be able to be reproduced or printed on portrait-oriented 8 ½ x 11 inch standard paper;
- Responses shall be received by **September 16, 2025 at 2:00 PM**

## **Selection Procedure:**

Responses will be reviewed by a committee of Village staff and evaluated based on the following criteria:

Respondents will be assessed against the following criteria:

From the list of qualified firms the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. Presentations may be required of qualified finalists. If required, presentations will be held at a time, date, and location chosen by the Village.

The selected firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule and a fee proposal. If, after negotiation and consideration, the Village is unable to reach an acceptable agreement with the firm, the Village will terminate negotiations with the firm and, at its sole discretion, may enter into negotiations with another qualified firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFP.

**Additional Considerations:**

- The Village is not responsible for responses that are not received or that do not arrive by the submission deadline.
- Expenses incurred in the preparation of responses shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Village for reimbursement for these expenses.
- By submitting a response the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in the response.
- If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Village of Saranac Lake may agree to maintain confidentiality of such material(s) if requested. The Village of Saranac Lake assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.
- The Village of Saranac Lake is not liable for any costs incurred by any individual or firm for work performed to prepare its response or for any travel and or other expenses incurred in the preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Village of Saranac Lake is not liable for any costs incurred prior to approval of the contract.