

**COUNTY OF YUBA  
Invitation for Bid**

***Packard HVAC System  
and Installation***



**BID CLOSING DATE:**

***Friday, August 28<sup>th</sup>, 2015  
at 4:00pm PST***

The County of Yuba Administrative Services wishes to obtain professional services from a qualified mechanical firm to provide systems and installation of two (2), 10 ton package AC units at our Packard Avenue facility located at 5730 Packard Avenue, Marysville, CA in Linda.

Please review the document carefully to insure you are familiar with the County's requirements.

## **I. SCOPE OF WORK**

The Yuba County Administrative Services Department will accept bids from interested and qualified mechanical contractors to provide and install two (2), 10 ton AC package units.

The County has determined the current and near-future need of the server room in this facility to be 10 tons of cooling. This has been confirmed through an external study. A second unit is included for redundancy and balance. It is the County's expectation only one unit will be operating at any given time.

The qualified contractor shall possess the appropriate State Contractor's license for this type of work (C-20 or a type B General Contractor with an appropriately certified staff or partner), shall certify any subcontractors have the appropriate licensing for their particular trade, and shall certify that they are registered with the State Department of Industrial Relations (DIR) as a registered contractor.

Specifically the work shall include:

- a) Contractor shall furnish all materials and labor required to provide, mount, and install two 10 ton Package AC units as specified by the County on the roof in the designated location. Proposed location is on Appendix "A" in the attachments. Exact location to accommodate ducting and airflow to be mutually determined between awardee and County.
  - i. Contractor to also provide, design, and install all associated ductwork.
  - ii. Contractor will submit sketch of proposed supply air and return air vent locations in MDF room once awarded.
- b) Engineering calculations are attached as Appendix "B" and defines the units, the anticipated roof load calculations, and required support structure.
- c) Project includes demolition and removal of existing 4 ton rooftop package unit and any and all demolition and removal of existing ductwork associated with 4 ton package unit.
- d) Replacement units shall be **CARRIER MODEL #50HC-G12A2A6-0A3G0 10 ton Single-Package Rooftop Units** *or equivalent*. This is a cooling unit only, no natural gas connections for heat.
- e) All insulation of components as appropriate and common shall be included.

- f) Testing and balancing of each unit shall be included.
- g) Startup and training shall be included.
- h) All pertinent records, recommended maintenance schedules, and supporting information on each unit shall also be included.
- i) Any necessary rigging shall be included.
- j) Contractor to provide factory trained/certified startup of AC units
- k) Connection to the County's building automation controls shall be considered:
  - i. County is using Siemens Talon BAS controls system and requires full system interaction and integration.
  - ii. System should support BACnet protocol for connection to the County's BAS (connection will be performed by County's BACnet provider).
- l) Contractor shall be responsible for all applicable county building permits.
- m) All quotes shall reflect prevailing wage rates and must be stated as such on your response.
- n) Project may be performed during normal working hours during the week.
- o) While current Title 24 regulations require that any AC unit newly installed over 4.5 tons be equipped with economizers, there is an exception to this for existing server rooms needing additional cooling. The county does not want economizers installed on these units.
- p) The contractor will NOT be required to arrange for temporary cooling during the transition.
- q) Two existing emergency power electrical circuits on roof shall be utilized for this project. Contractor shall be required to confirm existing wiring size is adequate or replace as required. Circuit Breaker will need to be sized accordingly.
- r) The AC units shall be equipped with on board factory variable frequency drive supply fan speed controls.
- s) The AC units shall be equipped with supply air temperature control that will respond to variable cooling demand signal from BAS.
- t) The AC units shall be capable of low ambient temperature operation as low as 20 degrees Fahrenheit given there is no fresh air economizer.
  - i. Contractor to provide automatic dampers (back draft dampers not acceptable) in supply and return air ductwork serving each AC unit for isolation. Provide adequate access for installation and serviceability of actuation.
- u) Selected Contractor will work with County to ensure the County's existing GAF roof warranty remains intact after installation is complete. Contractor must use a GAF Certified Contractor (subcontractor) (GAF Master or Master Select level).

Contractor shall be responsible for any factory authorized roof repairs necessary to maintain roof warranty as a result of this installation. Accordingly:

- i. GAF must be notified in advance of proposed work, with a definitive scope of work crafted by the GAF Certified (Master / Master Select) Contractor. GAF must approve the proposed work in advance of work beginning.
- ii. Contractor will coordinate and cooperate with GAF Guarantee Services to review work upon completion and accepts responsibility to complete any work required to ensure retention of GAF warranty. Any cost to validate the warranty will be the Contractor's.

## II. SITE WALK

A Site Walk of the facility shall be held on August 11<sup>th</sup> @ 1:00 p.m. at 5730 Packard Avenue facility. Please plan to meet at the flagpole adjacent to main public entrance of Health & Human Services. Site walk attendees shall be required to sign a liability waiver prior to participating in the site walk. Please note: Roof access is via a fixed ladder and is not ADA compliant.

Site walks are not mandatory, however any questions or information posed or collected during the site walk shall be communicated back to known participants in writing and said response shall be considered as an addendum to this RFP. Responses will be posted on the website with any other addendums, corrections, or changes.

## III. ADDITIONAL REQUIREMENTS

- a. **Registration.** No Contractor or Sub-Contractor may be listed on this bid proposal unless registered with the California Department of Industrial Relations pursuant to Labor Code 1725.5 [unless it qualifies under an exemption under 1771.1(a)]. Submission of a bid is your affirmation of compliance with this requirement.
  - i. This project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.
- b. **Prevailing Wage.** All work shall be performed at prevailing wage as defined by the California Department of Industrial Relations for this area or region.
- c. **Subcontractors and Key Personnel.** No portion of work shall be subcontracted to a third party vendor, and no change in key personnel shall be made, without prior written consent from County. Failure to comply with this term may result in cancellation of contract and elimination of any obligation from County.
- d. **Background Checks.** The County requires background checks of any personnel with access to the interior of this facility. Vendor should be prepared to have

employees background checked at their own expense, upon request by County. This would typically include fingerprinting and subsequent checks of Department of Justice and Federal Bureau of Investigation records. The cost of this type of background check differs depending on where the check is initiated, but is typically less than \$100 per person.

- e. The Contractor must demonstrate that they have the technical expertise, facilities, capabilities and financial resources necessary to perform the work in a satisfactory manner.
- f. Part of the selection process may include a credit check and financial evaluation of the business/independent contractor.
- g. Selection will be made based on price, an analysis of the company as defined in section III, e and the evaluation criteria outlined in section IV.
- h. A bid bond is not required. Payment and Performance bonds will be required before work can begin. And no liquidated damages will be required.
- i. Contractor shall furnish to the County, upon award of contract, certificate of insurance naming the County as an additional insured party in amounts requested by County and maintain such insurance during term of contract.

#### **IV. EVALUATION CRITERIA**

The County reserves the right to cancel this Invitation for Bid for any reason without any liability to any Contractor or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. The County makes no representation that any contract will be awarded to any respondent to this solicitation. The County also reserves the right to reject any and all bids at its sole discretion.

The contract, if awarded, will be awarded to a Contractor whose bid is considered the best **value** to the County. Best value will be determined based on price, responsiveness, capability and responsibility. The following factors will be taken into account to determine price, responsiveness, capability and responsibility:

- 1. Demonstrated ability of the firm to provide support, training, and reporting.
- 2. Contractor's understanding of the needs and objectives of the County.
- 3. The qualifications of the vendor and our perception of the ability of the vendor to meet the terms of the RFP which may include:
  - a. Reference, credit and other pertinent checks,
  - b. Qualifications of the professional personnel who would be assigned to the project measured by experience and education.
- 4. Financial terms of the Contractor's bid including mathematically or materially unbalanced bids.

5. Fiscal soundness of firm.
6. Completeness and professionalism of submission.
7. Submissions which are deemed incomplete may be eliminated as not being responsive.
8. Responsiveness means a Contractor who has submitted a bid that conforms to the solicitation documents in all material aspects.
9. A 'Responsible Contractor' shall mean a Contractor who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.
10. An evaluation of technical skills, project management skills, and the skills of the resources to be assigned to the County.
11. The proper licensing.

Thus, the result will not be determined based solely on price. Although price is the key factor, the County will consider awarding the contract(s) to the Contractor that meets the best interest of the County as interpreted by the County

The County reserves the right to modify the scope of required services based on pricing of bids, available budget, and priority of requested services. The final determination will be incorporated in the final agreement for services (contract).

## **V. BID PACKAGE INFORMATION**

As stated above, the County intends to award the work to the best qualified contractor. Bid Packages should include the following:

1. *A Cover Letter / Executive Summary*, including:

A brief statement as to the proposers understanding of the work to be performed, the commitment to perform the work as described, and a statement as to why the vendor believes it to be the best qualified to perform the engagement.

Please also highlight any of the requirements in the Scope of Work you are not able to accommodate.

2. *A Signature* of the person authorized to commit the vendor.
3. *References*

Please provide references from three clients with whom you have done similar work. Please explain the scope or work performed and any particular success or challenges you faced.

4. *Exhibits*

Please make sure Exhibits A, B, C, and D (or a reasonable facsimile) are included in your response and are complete.

5. *Proof of Insurance*

Proof of Insurance Documentation for Contractor and all subcontractors

Two copies of the Contractor's Bid shall be submitted to the following address and labeled as such on or before 4:00 PST, August 28, 2015:

**Contracts and Purchasing  
County of Yuba Administrative Services  
915 8<sup>th</sup> Street, Suite 119  
Marysville, CA 95901  
"Packard HVAC Project"**

**VI. BID PACKAGE SUBMITTALS**

Please include the following with your bid in this order:

- All items indicated in Section I & V
- Detailed Cost Estimate
- Attached Exhibits A through D (or a reasonable facsimile of each)

**VII. TERMS AND CONDITIONS**

Submissions are subject to the following terms and conditions:

- a. **Contract Term.** The term of the agreement resulting from this solicitation will be for the period of six (6) months and may be extended at the discretion of the County.
- b. **Project Schedule.** Upon receipt of bid, and suitable review, County expects to select a Contractor. Once selected, Contractor and County will complete a contract.
- c. **Contract Form.** The County would expect to enter into a Professional Services Agreement (contract) with the awardee. The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.
- d. **References.** Submission must include a Statement of Experience and three references including contact information from projects similar to ours which we may contact as references.
- e. **Questions.** All questions should be submitted in writing to Andrea Armstrong at [armstrong@co.yuba.ca.us](mailto:armstrong@co.yuba.ca.us), by fax at 530-749-7884 or by mail to the address listed in Section V, prior to 5pm PST, Friday, August 14<sup>th</sup>, 2015.

- f. **Amendments and Addenda.** For the most up to date information, visit:  
<http://www.co.yuba.ca.us/departments/admin%20services/purchasing%20solicitations.aspx>
- g. **Submittal Instructions.** Before submitting a response, Contractor shall fully inform themselves as to all conditions and limitations and shall include in their bid a sum to cover the cost of all items. TWO copies of the bid package must be submitted in a sealed envelope, clearly marked "**Packard HVAC Project**" and submitted to the address listed in Section V.

No responsibility will attach to a County employee for the premature opening of a bid not properly addressed and identified.

- h. **Bid Due Date.** In order to be considered, bids must be received no later than **Friday, August 28<sup>th</sup>, 2015 at 4:00 pm PDT**. A bid may be withdrawn by written request received from the County prior to the time set for the closing date. Please provide two hard copies of your bid package.

Bids will be opened in a **public bid opening at 4:15 p.m. on Friday, August 28<sup>th</sup>** in the Administrative Services / Purchasing Conference Room in the Yuba County Government Center, 915 8<sup>th</sup> Street, Suite 119, Marysville CA.

- i. **Validity.** Bids must be valid for a period of not less than ninety days (90) after the solicitation closing date.
- j. **Public Information:** All bids shall be deemed public documents at the time of contract award to the successful bidder. The Invitation for Bid is intended to be worded in a manner so as not to elicit proprietary information. If proprietary information is submitted as part of the proposal, such information shall be clearly labeled "Proprietary" and accompanied by a request that the information be returned by the County to the Proposer. If a bid contains proprietary information, then proprietary paragraphs and/or other data should be clearly marked as noted above.

The information on the pages of the bid submission identified as proprietary will be used only for the evaluation of the bid, but bidder understands that disclosure may be required under the California Public Records Act or other federal, state, and local law, as determined by the County.

Note that wholesale use of headers/footers bearing designations such as "confidential", "proprietary", or "trade secret" on all or nearly all of a bid is not acceptable, and may be deemed by the County as a waiver of any exemption claim. Any bid that includes a blanket statement or limitation, which would prohibit or limit public inspection may be considered non-responsive and may be rejected. Pricing information is generally not considered proprietary information.

- k. **Contact Information.** Andrea Armstrong, Project Manager for Administrative Services, is the designated contact person for questions related to this Invitation for Bid. All questions must be received in writing via email, fax, or USPS mail service. Responses will be returned in writing and only the answers in writing will



constitute an amendment as the correct, accurate and binding response from the County. All questions and responses will be posted on line and shared with all participants, applicants and Contractors. Andrea's contact information is: email [aarmstrong@co.yuba.ca.us](mailto:aarmstrong@co.yuba.ca.us) , fax 530-749-7884. Andrea's contact phone number is 530-749-7880. **Questions posed to any other member of County Staff may result in disqualification.**

**EXHIBIT A - BIDDERS STATEMENT**

By submitting a bid, the bidder acknowledges that he/she has acquainted themselves with the terms, scope, and requirements of the project based on the information contained herein and any addendums. Any failure by the bidder to acquaint him or herself with available information will not relieve them from the responsibility of estimating properly the difficulty or cost of successfully performing the work. The County is not responsible for any conclusions or interpretations made by the bidder on the basis of the information made available by the County.

The following addendums have been acknowledged and are included in our proposal. Responses that do not acknowledge addendums may be rejected.

Addendum#	Initials

\_\_\_\_\_  
COMPLETE LEGAL NAME OF COMPANY

\_\_\_\_\_  
BUSINESS ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
PRINTED NAME OF AUTHORIZED AGENT (TITLE)

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FEDERAL IDENTIFICATION NUMBER

\_\_\_\_\_  
DUNS NUMBER

\_\_\_\_\_  
CONTACT PERSON'S NAME AND EMAIL

**THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.**

**EXHIBIT B – LIST OF SUBCONTRACTORS**

**Mark one of the boxes below:**

BIDDER does not propose to subcontract any work.

BIDDER proposes to subcontract certain portions of the work to the individuals / firms listed below:

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

Name of Individual / Firm Submitting Bid: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE BID.**

**EXHIBIT C - LIST OF REFERENCES**

The following are the names, addresses, and telephone numbers of three (3) references for which BIDDER has performed similar work within the past three years. Public Agencies are preferred.

1. \_\_\_\_\_  
Name and Address of Owner

\_\_\_\_\_  
Name and Telephone Number of Person Familiar with Project

\_\_\_\_\_  
Contract Amount                      \_\_\_\_\_  
Type of Work                              \_\_\_\_\_  
Date Completed

2. \_\_\_\_\_  
Name and Address of Owner

\_\_\_\_\_  
Name and Telephone Number of Person Familiar with Project

\_\_\_\_\_  
Contract Amount                      \_\_\_\_\_  
Type of Work                              \_\_\_\_\_  
Date Completed

3. \_\_\_\_\_  
Name and Address of Owner

\_\_\_\_\_  
Name and Telephone Number of Person Familiar with Project

\_\_\_\_\_  
Contract Amount                      \_\_\_\_\_  
Type of Work                              \_\_\_\_\_  
Date Completed

**THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.**



**EXHIBIT E - CONTRACT DRAFT**

See attached draft of the typical County Services Agreement