

Invitation to Bid / Bid Instructions

Project: HVAC system renovations for Jones Intermediate School

Sealed proposals will be received at the Mount Airy City School Administration offices in Mount Airy, NC on March 27, 2019 for the furnishing of labor, materials, and equipment for the mechanical and electrical renovations of the HVAC system at Jones Intermediate School; 2170 Riverside Drive; Mount Airy, NC 27030.

Sealed proposals will be received in the office of Sandy George, Executive Director of Auxiliary Services, 351 Riverside Drive, Mount Airy, NC 27030 up to 2:00 PM on March 27, 2019.

PROPOSALS WILL NOT BE ACCEPTED AFTER 2:00 PM on March 27, 2019. Proposals submitted via facsimile (fax), telephone, and/or electronic means, including but not limited to email, will not be accepted. The proposals will be publicly opened at 2:00 PM in the board meeting room in the administrative offices. At the time of the opening, each vendor's name and submitted price will be made public. The formal awarding of a contract will occur at a later date. The Mount Airy School Board will recommend the award of contract based on 1) price and 2) on references demonstrating successful completion of comparable work, both in complexity and dollar value; preferably in a campus environment.

General Scope of Work:

The general scope of work consists of a base bid including the elements listed below:

1. The contractor is to minimize the amount of time the facility will be without cooling and heating taking into consideration the delivery and installation of the new equipment. All equipment necessary to the functionality of the cooling system, including the new chiller, valves, etc. are to be on-site before the system shutdown work begins. Also: Controls work, concrete work, electrical work, etc. which can be done in preparation while waiting on delivery of equipment to minimize the down time is to be recommended by the contractor and done as approved by the Mt. Airy Schools project manager.
2. All work is to be done in accordance with Surry County permitting agency requirements. Contractor will be required to obtain all necessary permits and provide a copy of all permits to the Project Manager (Bryan Cox). Only properly licensed contractors shall perform the work in this contract. The contractor is responsible for all permits, fees, and inspections required for the completion of this project.
3. All materials and labor are to be warranted for one year after acceptance of work completion by the owner. Any compressor bearing unit shall have a 5 year compressor warranty.
4. Contractor shall plan for work to be done as necessary to accommodate class and work schedules at the school. The contractor is to coordinate keeping existing equipment in operation as much as possible to keep the facilities functional as much as possible. Contractor work schedule and plan for keeping equipment functional will be coordinated with the Project Manager and are subject to his approval. No work may be done without the prior approval of the Project Manager.

5. Contractor shall supply all required miscellaneous equipment and materials (including wire, bolts, support materials, connectors, etc.) required for the complete and functional operation of the systems.
 6. Contractor is responsible to ensure that all materials and equipment are properly secured at all times against man-made and/or natural events.
 7. All contractor employees and/or subcontractors are required to have visible identification badges at all times while on campus. Doors and entryways into the facility are to be maintained as locked at all times for the safety of the occupants.
 8. Contractor is responsible for maintaining a clean and safe worksite on a daily basis during construction. The contractor is responsible for the disposal of any trash, debris, equipment, materials, etc. to an acceptable disposal site. Contractor is also responsible for appropriately removing, processing, or disposing of any hazardous materials encountered during the execution of this contract in accordance with federal, state, and local statutes and codes. Contractor shall provide certification of proper disposal of all materials.
 9. The contractor shall maintain the following types and minimum amounts of insurance coverage naming Mount Airy City Schools as additional insured.
 - a. General Liability – personal injury and property damage, per occurrence and aggregate to be at least \$1,000,000.00 coverage.
 - b. Automobile – Liability, personal injury, and property damage, per occurrence and aggregate to be at least \$1,000,000.00 coverage.
 - c. Worker’s Compensation insurance.
- The contractor shall provide the Project Manager a certificate of insurance in compliance with the above requirements prior to beginning work.
10. Before beginning work, the contractor shall submit a list and detailed information of all equipment, materials, and parts to be used for this project. Those submittals are to be submitted to the Project Manager and are to be approved before any work begins.
 11. All forms marked REQUIRED are required to be submitted with your bid.
 12. Conduct/Safety. Professional conduct required. No firearms, weapons, drugs, alcohol, etc... Campus is completely tobacco free at all times-EVEN DURING SUMMER HOLIDAYS. This also applies to electronic cigarettes and smokeless tobacco.
 13. MWBE Information-Minority businesses are encouraged to submit bids for this project. The appropriate forms from the section entitled “Identification of HUB Certified/Minority Business Participation” must be submitted with each bid to show good faith efforts to obtain Minority and Women Owned Business Enterprise participation.

Mandatory Pre-bid meeting:

A MANDATORY pre-bid meeting will be held for all interested bidders at 3:30 PM on March 12, 2019 in the cafeteria of Jones Intermediate School. This meeting will discuss project questions, issues, bidding procedures, and bid forms. Questions generated during this meeting will be addressed by email through the issuance of an addendum or clarification letter to be sent to all contractors present at the pre-bid meeting. Email addresses will be collected at the pre-bid meeting. Contractors should arrive prior to 3:30 PM at the main entrance doors to the school.

Plan availability:

The project scope and plans will be available at the meeting with the Project Manager at the pre-bid meeting.

Controls:

The school system presently has Studebaker Control Solutions systems in their facilities and, for compatibility and logistical reasons, has designated Studebaker Controls Solutions as the controls vendor of choice for this project. The contractor is to include the control system work meeting plans and specifications in their base bid. Any alternate (either ADD or DEDUCT) for other control systems is to be noted on the bid form. The contact for Studebaker Control Solutions is Neal Beemer; 336-746-9026 or 336-542-7396.

Alternates and Substitutions:

In accordance with GS133-3, substitutions of materials, items, or equipment of equal or equivalent design, characteristics, and performance are permitted, but shall be submitted to the Project Manager for approval or disapproval prior to the opening of bids. Any proposed substitution must be submitted in writing with appropriate supporting information (performance specifications; electrical requirements; physical size; etc.) to Bryan Cox at least one week prior to bid opening. Any such items pre-approved will be declared to all bidders as acceptable alternates.

General Bid Conditions:

1. Bid shall be submitted in a sealed envelope with the vendor's name and address visible on the envelope. The project name "HVAC Renovations at Jones Intermediate School" should be visible on the outside of the envelope.
2. Bids may be mailed or delivered to:
Sandy B. George, Executive Director of Auxiliary Services
Mt. Airy City Schools
351 Riverside Drive
Mount Airy, NC 27030
3. Bids submitted by any other means will not be accepted.
4. Bids must be received no later than 2:00 PM March 27, 2019. Bids received after that time will be rejected and returned to the bidder unopened.
5. Bids must be submitted on the "Bid Submittal Form" contained in this bid solicitation.
6. Bids should include all taxes and shipping charges.
7. Mount Airy City Schools will enter into a contract with the firm(s) whose proposal is determined to be the most advantageous to the school and that will meet the bid requirements. Award will be based on total bid cost of work, references, and schedule. References for similar projects will be required. Mount Airy City Schools does not discriminate on the basis of minority, female-owned, or handicap status.

8. Bids will be received from contractors for the total project. However, the owner reserves the right to accept or reject any or all bids as a result of this bid solicitation, and to negotiate with all qualified bidders, or to cancel in part or in its entirety this bid solicitation if it is in the best interest of the owner.

9. A mandatory pre-bid meeting will be held at Jones Intermediate School on March 12, 2019. Attendance will be confirmed for bidding purposes by signing the attendance sheet. Project requirements will be distributed at that time.

10. The "Bid Assurance Form" shall be signed by a contractor official authorized to bind the bidder to the submitted bid(s) and terms and conditions of this bid solicitation and included in this bid package.

11. Any questions concerning this bid are to be directed to Bryan Cox, Project Manager, by phone at 336-469-4517 or via email at bcox@mtairy.k12.nc.us

12. Bidding contractors must be duly licensed (North Carolina contractor's H-2 and H-3 licenses) and will contract directly with the owner as the SINGLE PRIME CONTRACTOR and may subcontract to other properly licensed trades (electrical, plumbing, controls, etc.). Any subcontractors utilized are subject to the same insurance and performance requirements as the Single Prime contractor.

13. Each proposal shall be accompanied by a cash deposit or a certified check drawn on a bank or trust company insured by the FDIC of an amount not less than five percent (5%) of the proposal, or in lieu thereof a bidder may offer a bid bond of five percent (5%) of the bid executed by a surety company licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. Said deposit shall be retained by the owner as liquidated damages in the event of failure of the successful bidder to execute the contract within ten days after the award notification or to give satisfactory surety as required by law.

14. A performance bond and a payment bond will be required for one hundred percent (100%) of the contract price and must be included in the contractor's sealed proposal.

15. Payments will be based on ninety-five percent (95%) of the itemized monthly billings and final payment made upon completion and acceptance of work as determined by the Project Manager. Monthly billings must be itemized with listing of labor, equipment, and work completed. Contractors will be required to report sales tax paid on equipment and materials.

16. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days.

17. The owner reserves the right to reject any or all bids and to waive informalities.

Owner:

Mount Airy City Schools

Attn: Sandy B. George; Executive Director of Auxiliary Services

351 Riverside Drive

Mount Airy, NC 27030

Phone: 336-469-4517

Email: sgeorge@mtairy.k12.nc.us

REQUIRED

BID SUBMITTAL FORM

HVAC Renovations at Jones Elementary School
Bids will be received until March __, 2019 at 2:00 PM
HVAC Contractor name and address:

Contractor NC License number
Complete bid for total scope of work as outlined in the project requirements dated February ____, 2019 (including labor, equipment, all necessary materials, subcontract work for electrical, subcontract work for controls, etc.):

Base bid: \$ _____

Contingency allowance: ADD: ____ \$5,000.00

TOTAL BID (Base + contingency): \$ _____

Contractor responsible party (print name and title): _____

Contractor responsible party signature and date: _____

Attach Bid Bond or check. Provide three references of similar projects (project description and owner contact information).

REQUIRED BID ASSURANCE FORM

HVAC Renovations at Jones Elementary School

Contractor name _____

Contact person _____

Mailing address _____

Email address _____

Telephone number _____

Fed ID/SS No. _____

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a quotation for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this quotation and certify that I am authorized to sign this quotation for the bidder.

Signature

Date

REQUIRED

BID ASSURANCE FORM

HVAC Renovations at Jones Elementary School

Contractor name _____

Contact person _____

Mailing address _____

Email address _____

Telephone number _____

Fed ID/SS No. _____

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a quotation for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this quotation and certify that I am authorized to sign this quotation for the bidder.

Signature

Date

Required Identification of HUB Certified/ Minority Business Participation

I, _____
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work Type	*Minority Category	**HUB Certified (Y/N)

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) _____.