

Scott County Facility and Support Services Department  
Purchasing Division  
600 West Fourth Street, Davenport, Iowa 52801-1030

**REQUEST FOR QUOTATION**  
**Scott County Requisition No. 19195**  
**Bidders need to complete and submit this form.**

<b>Submission Date: 03/18/2016</b>	<b>No Later Than:9:00am</b>
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Qty	Description
	Scott County FSS Project 16-0202
	Commissioning Services
	Request is attached
	Delivery Included
	price quotation good for 60 days
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, <a href="http://www.scottcountyiowa.com/fss/purchasing.php">www.scottcountyiowa.com/fss/purchasing.php</a>

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:  
(Scott County Use Only)

\_\_\_\_\_  
Name

Date: 3/9/2016  
Time: 2:30pm

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**PLEASE NOTE:**

**Bidders must provide an estimated delivery date in their bid response!**

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”

## **Request For Bids**

### **Commissioning Services**

#### **Sheriff Patrol Headquarters FSS PROJECT 16-0202**

Scott County Facility and Support Services is requesting bids for a certified QcXP Commissioning Agent with regards to HVAC and Geo Thermal Systems being installed as part of new construction for the Sheriff Patrol Headquarters, located in Eldridge, IA. It is our intent to contract with a qualified, experienced Commissioning agent to work closely with the Owner, Engineering firm and installing contractor to ensure that these newly built systems fully function as intended.

#### **SUBMITTAL INSTRUCTIONS**

Bids **must be submitted through the county's vendor service [www.publicpurchase.com](http://www.publicpurchase.com)** and should be submitted no later than **9:00 am local time on Friday March 18, 2016**. Bids received after that time will not receive consideration.

Confirmation of receipt can be verified by contacting Scott County Purchasing at 563-326-8793. Scott County is not responsible for delays, technical problems or other issues preventing the delivery of bids before the deadline. It is the bidder's responsibility to ensure the timely delivery of bids.

Questions about the bid or bid specifications should be directed to:

Chris Still 563-328-3249

Scott County reserves the right to reject any or all bids or proposals submitted without cause. Further Scott County reserves the right to re-bid or re-solicit for proposals for this project at any time in the future. The decisions and interpretations of Scott County, its staff and the Scott County Board of Supervisors are final and are not subject to appeal. By submitting a proposal or bid each CONTRACTOR acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.

#### **PROJECT DOCUMENTS**

All bids must be based on the project documents. The project documents consist of bid specifications and requirements herein, project drawings and any addenda issued for the project. Project drawings are the architectural drawings prepared by Wold Architects.

Drawings, documents and specifications, will be on file at the Offices of the Architect, Wold Architects and Engineers, 110 North Brockway, Suite 220, Palatine, Illinois, 60067 (847) 241-6100; at Dodge Data and Analytics (Online Plan Room) (513) 763-3632; CMD (Online Plan Room) (800) 794-2738; Illowa Builders Exchange (Plan Room in Rock Island) (309) 788-9260; Bid Tool (Online Plan Room) (512) 634-5991 and Master Builders of Iowa (Plan Room in Des Moines, IA) 1-800-362-2578.

American Reprographics Company (ARC), 8600 West Catalpa Avenue, Chicago, Illinois, 60656, phone (773) 693-8585 and fax (773) 693-8580, will provide complete electronic sets of the Bidding Documents to prospective bidders and subcontractors. Electronic documents are available for free download to Contractors at the ARC planwell - <http://www.e-arc.com/il/chicago/northlasalle>. Electronic Documents are available in the ARC planwell after site registration. The copies will be available about February 8, 2016. Hard copies printed by the Contractor from electronic downloads will be at the Contractor's expense. Printed hard copies can be made available from ARC for a refundable deposit check in the amount of \$150.00 made out to "Scott County" for each set ordered. The following information must accompany the deposit: Company name, mailing address, street address,

phone number, email address and type of bidder (i.e. General, Mechanical or Electrical Subcontractor to General, or other). All prints will be delivered through UPS Ground. Refunds will be given upon return of the full set of documents within fourteen days after award of the project. Documents must be returned to ARC (American Reprographics Company) in a reusable condition or the deposit shall be forfeited.

This project includes: the construction of a new 21,000 SF single story stand alone administration building with vehicle storage garage. Work for this project includes earthwork, utilities, landscaping, fencing, asphalt paving, site and building concrete, precast concrete masonry, structural steel, manufactured wall panels, carpentry, casework, water proofing, roofing, sealants, doors, frames, hardware, aluminum entrances and windows, gypsum wall systems, tile, carpet, resilient flooring, painting, wall covering, acoustical ceilings, plumbing, HVAC systems, fire protection systems, temperature control, security systems, and electrical systems.

### **SCOPE OF WORK**

**SCOPE OF COMMISSIONING HVAC and Geothermal System, including:**

#### **Commissioning agent shall:**

1. Review and become familiar with project documents relating to HVAC and Geothermal systems.
2. Attend construction progress meetings to serve as a liaison for the owner with the engineer and the installing contractor to resolve issues that may arise during the course of construction, testing and startup as well as the initial warranty period.
3. Perform functional performance testing as follows
  - A. Functional performance testing shall progress from tests of individual components of the central equipment systems, including chillers, cooling towers, boilers, and pumping systems, to tests of the systems that distribute the HVAC services throughout the building.
  - B. In each of the individual spaces to be tested, the contractor performing the functional performance tests may be required to make temporary modifications to control functions or provide supplementary internal loads, such as electric heaters, etc., to simulate desired load conditions up to design load conditions.
  - C. As each individual check or test is accomplished, physical responses of the systems shall be observed and compared to the specified requirements in order to verify the test results. The actual physical responses of system components must be observed. Reliance on control signals or other indirect indicators is not adequate. The input and output signals for each control component also need to be observed to confirm that they are correct for each physical condition.
  - D. During functional performance testing of the HVAC system, a failure in performance of a part of the system or of a component may be revealed. Any performance deficiencies must be evaluated to determine the cause. Communicate required corrective work directly to subcontractor on site such that work progresses to meet established deadline. If subcontractors are not responding in a timely manner, provide a written list of system deficiencies requiring corrective work to Wold Architects and Engineers. After necessary corrective measures are completed by the controls contractor, repeat the necessary functional performance tests until each item has passed.
  - E. Install the measuring instruments and logging devices to record the test data for the required test period. The instrumentation shall meter and record all operating conditions to allow for complete evaluation of the test results.
  - F. If any test cannot be completed because of a deficiency outside the scope of the HVAC system, the deficiency shall be documented and reported to the owner. The deficiencies should be resolved and corrected by the appropriate parties and functional performance test rescheduled.
  - G. Verify all temperature control system I/O points individually for proper function, calibration and operation.

- H. Verify all safety shut-offs in area or closely simulated condition of failure.
  - I. Verify control system point assignments are accurately represented on central workstation graphics.
  - J. Check modes and sequences of operation, interlocks, and conditional control responses, and specified responses under abnormal emergency conditions.
4. Systems Demonstrations
- A. Demonstrate functioning of controls systems for HVAC systems concurrent with related instruction of Owner's personnel.
  - B. Staffing Requirements: Determined by Contractor.
    - 1. Instructors: Qualified to instruct Owner's personnel.
    - 2. Technicians: To operate systems for demonstration and recording of data.
  - C. Schedule
    - 1. After completion of functional performance testing and systems balancing.
    - 2. Prior to occupancy.
    - 3. Coordinated with related demonstrations and testing specified in Division 23.
  - D. Demonstrated Objectives
    - 1. Verification of functional performance of controls systems for all systems as defined in Division 23 Control Specifications.
    - 2. Complete Verification of sequences of operation, including emergency power operating modes for all equipment specified to operate when utility electric power is interrupted.
    - 3. Collection of data from DDC control system to document proper functioning of control systems for all demonstrated modes.
5. Record and Report Data
- A. Record all data obtained during testing, adjusting, and balancing in accordance with, and on the forms recommended by the referenced standards, and as approved on the sample report forms.
  - B. Prepare report of recommendations for correcting unsatisfactory mechanical performances when system cannot be successfully balanced.
  - C. Provide electronic copies of all testing information that has been recorded to the owner.
6. Demonstration and Training
- A. Train the Owner's maintenance personnel on troubleshooting procedures and testing, adjusting, and balancing procedures (minimum of 8 hours) in accordance with the requirements of specification section 01 79 00, "Demonstration and Training."
  - B. Schedule training with Owner through the Architect/ Engineer with at least 7 days prior notice.

CONTRACTOR shall perform all work in full accordance with all project documents and in full compliance with any and all codes, laws, ordinances and industry standards.

**TAX EXEMPT STATUS**

Scott County is tax exempt and as such this will be a tax exempt project.

**CRIMINAL HISTORY BACKGROUND CHECK**

Winning CONTRACTOR shall supply to Scott County the following information for each employee that will be working on site on this project:

Full Name  
Date of Birth

Last Four Digits of Social Security Number  
Race  
Sex  
Driver's License Number and State of Issuance

This will allow Scott County to perform, at no cost to the CONTRACTOR, a criminal history background check on each employee. Employees with certain criminal history records may not be allowed to work on this project. Information gained in the background check will not be shared with CONTRACTOR OR EMPLOYEE and the decision of Scott County to disallow any employee from working on this project is not subject to appeal. ID badges will be issued by Scott County and shall be required to be worn while working on Scott County property.

**ATTACHMENT A - INSURANCE REQUIREMENTS**

The Contractor shall have in force during the period of this contract, insurance as listed below:

Bodily Injury and Property Damage Insurance: The CONTRACTOR shall take out and maintain during the life of this contract, bodily injury and property damage liability insurance under a comprehensive general form and automobile injury and property damage insurance under a comprehensive general form.

The required limits of this insurance shall not be less than:

General Liability:

Personal Injury – each person	\$1,000,000
Personal Injury – each occurrence	\$1,000,000
Personal Injury – Aggregate	\$1,000,000
Personal Damage – each occurrence including Broadform Liability Extension	\$1,000,000

Automobile Liability – Owner, Non-Owned and Hired  
Vehicles:

Personal Injury – each person	\$1,000,000
Personal Injury – each occurrence	\$1,000,000
Personal Damage – each occurrence	\$1,000,000

The above insurance shall cover the contractor's employees, the public and Scott County employees while in the buildings and on the grounds of Scott County.

**Certificates of Insurance:**

The CONTRACTOR shall deliver to Scott County Facility & Support Services certificates of insurance covering all above insurance, prior to the start of any work. Such certificates shall provide ten days prior to notice by registered mail of any material change in, or cancellation of this insurance. CONTRACTOR shall maintain this coverage on a standard CGL form for the benefit of Owner and the general public throughout the term of this agreement, and if a carrier or policy is changed, CONTRACTOR shall provide Owner with a replacement Certificate of Insurance.

**Contractual Liability Insurance:**

The CONTRACTOR shall take out and maintain during the life of this contract, liability insurance.

**Products and Completed Operations Liability Insurance:**

The CONTRACTOR shall also take out Products and Completed Operations Liability Insurance of limits not less than any of the above limits specified in these qualifications.

**Workmen's Compensation and Employer's Liability:**

The CONTRACTOR shall maintain during the life of this contract, the statutory workmen's compensation and employer's liability insurance for all his employees to be engaged in the maintenance work under the contract.

The amount of Employer's Liability Insurance shall not be less than One Million (\$1,000,000).

**ATTACHMENT B - INDEMNIFICATION**

To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the CONTRACTOR, and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.

In any and all claims against the Owner or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.