

Scott County Administration
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030

REQUEST FOR QUOTATION
Scott County Requisition No. **19414**
Bidders need to complete and submit this form.

Submission Date 11/19/2018	12:00 pm
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Sty	Description
	Scott County Library is seeking to
	Replace one (1) rooftop ventilation/air-conditioning unit
	Scope of Work attached
	Pre-bid Site visit: November 13, 2018, 10:00am
	<u>Submit responses to www.publicpurchase.com</u>
	Please register at www.publicpurchase.com
	price quotation good for 60 days
	Delivery Included
	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, www.scottcountyiowa.com

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: 11/5/2018

Title

Time: 11:00 am

Company

PLEASE NOTE:

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

Date

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
HVAC ROOFTOP UNIT
SCOTT COUNTY LIBRARY

The Scott County Library is seeking competitive proposals from qualified, reliable vendors to replace one (1) rooftop ventilation/air-conditioning rooftop unit (RTU) at the Scott County Library located at 200 N 6th Ave, Eldridge, IA 52748. The successful vendor will be responsible for removing and disposing of the existing RTU, providing the new RTU, and all labor, supervision, materials, equipment, transportation, and services necessary to perform high quality work as further described in the Scope of Work.

SUBMITTAL INSTRUCTIONS

Bids **must be submitted through the county's vendor service** www.publicpurchase.com and should be submitted no later than November 19th 2018 by 12:00 pm CST. 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:

www.publicpurchase.com

Scott County reserves the right to reject any and/or all bids. Scott County reserves the right to accept the best bid, not necessarily the lowest bid. The decisions and interpretations of Scott County, its staff and the Scott County Board of Supervisors are final and are not subject to appeal.

PRE-BID SITE VISIT

Prospective bidders are highly encouraged to inspect the project site at a pre-bid walk-through, to be held on November 13th 2018 @ 10 am CST. Meet at the security front doors of the Scott County Library at 200 N 6th Ave, Eldridge, IA 52748. Indicate to the personnel that you are there for the Rooftop Unit Replacement Walk Through with Scott County Representatives.

Scott County is not responsible for scheduling conflicts. Should a contractor require additional on-site time please contact Tricia Kane with the Scott County Library (563) 285-4794 or Chris Still with Scott County Facilities (563) 326-8611. **Scheduling of site visits outside of the above date and time will be limited.**

COMPLIANCE

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.

CONTRACTOR shall provide and maintain insurance coverages and conditions as enumerated in Attachment A. CONTRACTOR agrees to the indemnification terms outlined in Attachment B.

TAX EXEMPT STATUS

Scott County is tax exempt and as such this will be a tax exempt project. Winning CONTRACTOR shall supply necessary information to Scott County, prior to the commencement of work, allowing Scott County to issue a Tax Exempt Certificate in the CONTRACTOR's name. The CONTRACTOR shall utilize this certificate to purchase only items required to complete work on this project. Any other use of this Tax Exempt Certificate shall be punishable to the fullest extent of the law.

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.

BACKGROUND

The rooftop unit needing replaced is a 4-Ton Trane unit-nearing end of life cycle. The unit is a gas fired, 120,000 BTU packaged rooftop unit with refrigerant type 22. Scott County Library is requesting that a Trane manufactured direct replacement RTU be utilized as the type of replacement unit for this project.

SCOPE OF WORK

The Contractor will provide all labor, materials, equipment, accessories, etc., required for the design, purchase, delivery, and installation of one new rooftop ventilation/air-conditioning system including removal and disposal of existing rooftop unit in accordance with all applicable rules and regulations.

All installations will be in accordance with manufacturer's recommendations.

The contractor will verify the existing electrical and gas connections to the existing RTUs prior to ordering the new units and shall provide a new fused disconnect switch, fused to provide maximum over-current protection required by the new unit and make additional modifications to the circuit breaker and/or electrical feeders serving the unit if a larger breaker and/or feeders are required.

The Contractor will provide curb adapters and all associated roofing required to install new units on existing roof curbs and provide a weather-tight installation of new units

The Contractor is responsible for providing written documentation to the Facility Manager for any work that may affect the Library District's warranties or existing equipment (for example: roof penetrations). The written documentation must be provided and approved prior to the commencement of work.

The Contractor will arrange for the following as needed:

A secure staging area for storing equipment, materials, tools, and supplies, as the Contractor shall have sole liability for said items, and access to and provision of utilities as needed for design and construction.

APPROVED DEVICES AND PRODUCTS

All materials and equipment furnished for this job shall be in current production and shall be of quality material. Used, shopworn, demonstrator, prototype, reconditioned, or discontinued equipment or materials are not acceptable

TESTING AND WARRANTY

The Contractor is responsible for the start-up and commissioning of the RTU. All systems must be fully functional and operational after installation. If follow-up work is required to correct installation, the Library District shall not be charged.

Warranties for materials, labor, and equipment will be issued in accordance with industry Practice for 1 year from satisfactory completion by owner. Extended warranties may be requested by the Facility Manager as cost and budget allow.

PROJECT ACCESS AND COORDINATION

Owner shall provide reasonable access to the jobsite to allow the CONTRACTOR to complete the work required. CONTRACTOR shall coordinate activities with the owner and as necessary with the on-site general contractor and the electrical sub-contractor.

PROJECT SCHEDULE

CONTRACTOR shall coordinate schedule with general contractor and owner and shall provide adequate resources to allow all aspects of project activities.

INSTALLATION DOCUMENTATION – AS-BUILTS

CONTRACTOR shall provide electronically to OWNER as built documentation for the rooftop unit installation.

CONTRACTOR shall provide testing and warranty documentation as specified herein.

The following documents, plans, and reports will be provided to the Facility Manager:

Work Schedule

As-built drawings at the end of the project,

Hazardous Waste Disposal Certificates as requested or required, and Inspection Reports as completed.

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 Library 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 our 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.

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. By submitting a proposal or bid each CONTRACTOR acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.