

Project Manual

Kitchen Ventilation Upgrade

Hinesburg Community School

10888 Rte. 116

Hinesburg, VT. 05461

March 9, 2020

Includes:

- **Invitation to Bid**
- **Bid Form**
- **Project Specifications/Plans**

OWNER:

Contact: [Tim Peet](mailto:tpeet@cvsdvt.org)
(802) 482-6297, tpeet@cvsdvt.org

Contract Administrator:

Champlain Valley School District

5420 Shelburne Road, Suite 300

Shelburne, Vermont 05482

Contact: Jeanne Jensen, Chief Operations Officer

802-383-1234

FAX: 802-383-1242

CHAMPLAIN VALLEY SCHOOL DISTRICT
Hinesburg Community School
Kitchen Ventilation Upgrade

Invitation to Submit Proposals

The Champlain Valley School District invites you to submit a proposal for [replacing the kitchen air handler at Hinesburg Community School](#). The project outline and specifications for the above referenced project are contained in this packet.

BID INFORMATION

Bid Due Date is [April 1, 2020 at 2:00pm](#). at the main office of the Hinesburg Community School 10888 Rte. 116 Hinesburg, Vermont. 05461 **Verbal and Facsimile quotes will not be accepted.** Bids must be sealed. This is a public bid opening.

Direct Quotation and All Bid Correspondence To:

Jeanne Jensen, Chief Operations Officer
Champlain Valley School District
5420 Shelburne Road, Suite 300
Shelburne, VT 05482
802-383-1234
802-383-1242 (FAX)

Point of Contact at Site:

Tim Peet
Hinesburg Community School
10888 Rte. 116
Hinesburg, Vt. 05461
(802)482-6297
(802)482-2003 (fax)

Questions should be directed to Jeanne Jensen and concurrently copied to [Tim Peet](#) by facsimile or in writing. Answers to questions will be provided via facsimile or in writing and conveyed to all bidders.

CONTRACT AWARD

The contract award will be made on the basis of timeliness, manpower and equipment availability, responsiveness to the bid requirements, and the cost of work. The owner reserves the right to reject any or all bids, to waive any informality in any bid, and generally take such action as shall be in their best interest.

PROJECT SCHEDULE

Project Milestones:

- Invitation to Bid March 9, 2020
 - Site Walk-Thru March 18, 2020 at 3:30pm
 - Bids Due April 1, 2020 at 2:00pm
 - Award Contract April
- 28, 2020
- Site Available for Construction Start June 22, 2020
 - Project Complete, No Later Than August 19, 2020

STATE and LOCAL TAXES

This project is tax exempt. State and local taxes applicable to the project will not be included in the bid.

BID REQUIREMENTS

1. The Bid Form is included in this manual and shall be completed in total and signed by an authorized representative of the Bidder.
2. The bid shall remain valid for forty-five (45) days from the Bid Due Date.
3. The Quotation shall be lump sum, all-inclusive, FOB job site, including any and all costs for labor, materials and equipment.
4. When a particular make or trade name is specified it is meant to establish a quality standard and is not intended to eliminate a competing manufacturer of equal or greater quality. Manufacturers other than those listed in the specifications will not be accepted unless product information is submitted to the Owner for approval a minimum of seven (7) business days prior to the bid date.
5. All materials provided will be Asbestos Free and a letter to the owner will be provided at the completion of the project that states all materials used were free of Asbestos containing materials.
6. Exclusions to any of the work shall be clearly stated with the bid.
7. Bidders shall include a completed Form W-9 with bid
8. The cost of a 100% Payment and Performance Bond is required to be included and itemized in the bid. A letter of surety from the bonding agent is to be attached to the Bid Form. Reimbursement for this Bond shall be based on the actual invoiced amount from the bonding agent; however, the reimbursement will in no case exceed the amount stated on the bid form. Owner may choose to waive this requirement prior to awarding the bid.

MISCELLANEOUS INCLUSIONS

1. All work must be in strict accordance with local, state and federal codes and requirements.
2. The Owner will not be responsible for costs incurred by overtime work required to meet the aforementioned schedule.
3. Contractor will insure the protection of Owner's property during construction. Contractor will protect materials brought on to the school grounds from damage and the elements.
4. In-building storage of material will / will not be allowed as designated by the owner. All trash and leftover materials to be hauled away at contractor's expense.
5. **No Smoking permitted on school grounds or any other tobacco products are permitted.**
6. Job site clean up on a daily basis to a dumpster provided by the Contractor is part of the scope of work associated with this project. In the event that the contractor does not adequately perform clean up of its materials, then the work will be provided by the Owner at a cost of \$50.00/hour for each individual employed in the clean up process. The cost of it will be deducted from the contractor's contract amount.
7. Contractor will provide all equipment necessary for this project. It is not anticipated that a separate contractor will be needed to complete this work. If the bidder feels additional subcontractors of any kind are necessary, these subcontracts should be noted in the exclusions/qualifications section of the bid form.

TERMS of PAYMENT

1. The Board of School Directors will make payment to the successful Bidder within twenty (20) working days following approval of the Payment Requisition by the Owner and the Owner's representative.
2. Owner will withhold 10% of the successful Bidder's requisitioned amount until work is satisfactorily completed and accepted by Owner.

WORK LOAD

1. The bidders will state their current workload (i.e. jobs in progress at the time of bid) and will clearly indicate their ability (by statement) to perform in accordance with the schedule enclosed herein

DISCREPANCIES

In the event of conflicts, discrepancies, errors, omissions or work shown but not specified or vice versa, it shall be brought to the attention of the Owner, in writing, requesting clarification in the matter.

Irregularities in the documents shall not constitute basis for a claim since the work shall be considered whole and complete as contained in the documents.

Statements in the Invitation to Bid take precedence over the specifications.

The project consists of:

Replacing the existing kitchen air handler known as “HV-5” with a new DAIKIN Model # CAH008GHAC AIR HANDLING UNIT.

Scope of Work:

The scope of work to be incorporated with this project includes, but is not limited to the following:

- 1) Remove and dispose of the 1 existing AAF air handler identified as “HV-5”.
- 2) Remove ALL pneumatic controls for the removed unit and the original pump used for the heating coil in the removed unit and any other controls that were used to support this unit’s operation.
- 3) Properly cap off all pressurized pneumatic lines.
- 4) Cut back existing ductwork on supply and outside air side and reconfigure for new unit connections.
- 5) Furnish & install new KITCHEN VENTILATION UNIT, rehang in same location as unit removed and reconnect ductwork to the outside air and supply air ductwork.
- 6) Furnish & install new circulation pump for new unit’s heating coil, connecting to original pipe feeds for original pump that was previously removed.
- 7) Reconnect power to new ventilation unit and new pump reusing the circuits that served the original units. Upgrade wiring feeds from power distribution panels to meet current electric codes with proper grounding.
- 8) Furnish and install all new controls for the new ventilation unit and pump to meet detailed sequences of operation. Upgrade the buildings FMCS graphics screens to include this unit, the pump and all required I/O per sequence of operation.
- 9) Replace duct insulation removed, re-insulate outside air duct to unit and HWS/HWR piping to unit from existing in boiler room (back to main).

Scope of work continued:

- 10) Start-up units and complete startup documentation.
- 11) TAB
- 12) Provide Commissioning support with Engineer verifying installation and operation to these contract documents.

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- 13) Scope of work shall include removal and replacement of the ceiling where the unit is located and potential relocation of the dryer vent to suit unit accessibility for maintenance.
- 14) Training & Documentation. Provide training on maintenance of new air handler and pump. Provide O&M Manuals for air handler, pump and controls. Documentation to include AS-BUILT CONTROL Drawings and SEQUENCES OF OPERATION for all equipment installed.
- 15) Please see attached documents for a detailed scope of work.

NOTE:

- 1) The contractor shall notify the owner five (5) days prior to the commencement of work.
- 2) The contractor shall be responsible for initiating, maintaining and supervising all O.S.H.A. safety precautions in connection with this project.
- 3) Prior to the commencement of this project, the contractor shall be familiar with all safety regulations and practices applicable. No additional payments will be made for equipment and procedures necessitated by these safety precautions.
- 4) Certificate of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of work.
- 5) Contractor will warrant material and workmanship for a minimum of one year,

INSURANCE REQUIREMENTS

Insurance provisions will be as follows:

1. Workers' Compensation
Employers Liability per State Statues
2. Commercial General Liability

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General Aggregate:	\$2,000,000
Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$50,000
3. Automobile Liability (Combined Single Limit)	\$1,000,000

4. Owner shall be named as “additional insured” on Bidders commercial general liability for liability arising out of Bidder’s operations under this agreement. Each policy shall state that such insurance is primary and that any insurance maintained by the bidder shall be excess and non-contributory.

1. With respect to Workers Compensation Employers Liability, General Liability and excess coverage, Bidder shall require its insurer(s) to waive all rights of subrogation against Owner, its officers, directors, and employees. This waiver shall be evidenced by endorsement to Bidder’s policy.

2. Notice of cancellation or modification is amended to read thirty (30) days.

3. Compliance with each of the aforementioned provisions shall be shown on Bidders Certificate of Insurance filed with Owner prior to commencement of work.

END of BID INVITATION

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BID FORM

Date _____

Proposal of

Hereinafter called "Bidder", a (corporation) (partnership) (circle one)

Of the State of _____

To: Champlain Valley School District;

The Bidder, in compliance with the Invitation for Bids for the proposed **replacement of kitchen air handler at Hinesburg Community School**, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies necessary to satisfactorily complete the in accordance with the Contract Documents, within the time set for the therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part. The Bidder hereby agrees to commence work under this Contract after _____ on a date to be specified in written notice by the bidder to the OWNER and to reach final completion of the project, by _____.

Bid Form (cont.)

The undersigned, as Bidder, declare the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other firm, and the undersigned will take in full payment, therefore, the following Base, Bond, Warranty, Unit and Alternate Prices, to wit:

Base Bid Amount

_____ Dollars

Base Bid Written Amount

_____ Dollars

Base Bid Numerical Amount

Alternates (if required)

_____ Dollars

Base Bid Written Amount

_____ Dollars

Base Bid Numerical Amount

Bonding Costs (Bond Cost is an ADD to Total)

We will provide a 100% Payment and Performance Bond, as indicated in the attached letter from our bonding agent. The cost will be invoiced to us from our bonding agent, and will in no case exceed the amount designated below:

_____ Dollars

Bond Cost in Numbers

_____ Dollars

Bond Cost Written Amount

Warranty

Warrantee the installation for 1 year from date of Cx Verification the UPGRADED system is fully functional and approved for owner turnover (ALL ISSUES LOG ITEMS CLEARED!).

Unit Prices

We propose to provide additional labor and materials for the following work based upon the following unit prices. The Owner and Owner's representative shall approve the necessity of these additional materials prior to their procurement, and the installed quantities shall be certified by the Owner's

Contractor Exclusions, Additional Subcontracts, and/or receipt of Addendum

Use the space below to list any exclusions, Additional Subcontractors required and/or receipt of Addendums issued by the Owner or Owner's Representative. Attach an additional page signed and dated if necessary.

Current Work and Proposed Schedule

We currently have _____ jobs scheduled for this summer.

Baring unforeseen circumstances, we proposed to have materials on site and begin work on _____ (Date)

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Bidder Qualifications

The undersigned submits answers to the following questions to enable the Champlain Valley School District to judge his/her experience and ability in and facilities for the work proposed to be done.

1. The work, if awarded to you, will have the resident personal supervision of whom? State his/her (or their) special qualifications.

2. Describe equipment you propose to furnish. (a) Your own; (b) rented.

3. How many years has your organization been in business as a contractor under the name in which you propose to execute this contract?

4. Has your present organization ever failed to complete work awarded to it? If so, state when, where and why.

Bidder Acknowledge

The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed on the work.

The undersigned hereby acknowledges that he/she has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Respectfully submitted:

(Firm Name)

By _____
(Signature)

Firm Information

Contact Person: _____

Mailing Address _____

Phone Number _____

Fax Number _____

END of BID FORM

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