



**MENDOCINO COUNTY EXECUTIVE OFFICE-FACILITIES & FLEET DIVISION
REQUEST FOR BIDS (RFB)**

BID No.: 19-18

JOB/PROJECT DESCRIPTION: Replacement of failed Server room HVAC split unit

ISSUE DATE: 05/11/2018

DUE DATE: 05/25/2018

PROJECT DESCRIPTION

Mendocino County is seeking bids from C 20 contractors to replace a failed rooftop HVAC split unit located at 472 E. Valley St., Willits, CA. 95490. Sealed bids will be accepted at the Executive Office - Facilities and Fleet Division at 851 Low Gap Road, Ukiah, until 2:00 p.m. on May 25, 2018.

REQUIRED LICENSING

License Code:	C 20
License Description:	Warm-air Heating, Ventilation & Air Conditioning
License No.:	
License Expiration Date:	
State of California DIR Registration No.:	
*County of Mendocino Business License No.:	

**At the time of contract award, all contractors who are not exempt, and do not already have a Mendocino County Business License, shall apply for one which shall be obtained prior to contractor's work performance.*

AWARD OR REJECTION OF BIDS

The contract shall be awarded to the lowest responsive and responsible bidder complying with the instructions set forth on this RFB form, provided the bid is deemed reasonable and in the best interest of the County of Mendocino.

TIME OF COMPLETION

Bidder agrees to commence work on or before a date to be specified and to fully complete the project within Thirty (30) calendar days.

PROJECT WALK-THROUGH

<input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Non-Mandatory	
Walk-Through Location:	472 E. Valley St., Willits, CA. 95490
Date and Time:	Friday May 18, 2018 @ 08:30 am

FOR MORE INFORMATION

For additional details and information, contact Mike Wesolowski, Facilities and Fleet Division, at (707) 234-6065. Visit us online at <https://www.mendocinocounty.org/government/executive-office/open-rfp-quotes-bids>

SCOPE OF WORK

Provide all work to completely install a HVAC split unit in accordance with the attached plans, specifications and photos. Contractor is responsible for fulfilling the Mendocino County Building permit requirements for the completion of the work.

BID

Total Bid Price: _____ (\$ _____)

ADDENDUM ACKNOWLEDGMENT

I have received the following addendum pertaining to the bid and they are included as part of my bid. Addendum Numbers: _____

THIS FORM MUST BE COMPLETED, SIGNED AND DATED BY CONTRACTOR FOR YOUR BID TO BE VALID

Print Name:	
Address:	
Company:	
E-Mail:	
Phone:	

SIGNATURE: _____**DATE:** _____

An engineer's estimate has not been prepared for this project. For the convenience of bidders this project has been placed in the budget category noted below. Acceptance or rejection of bids is not limited by the range indicated.

☐ Less than \$45,000 * No bonding required

PAYMENT OF PREVAILING WAGES

Pursuant to the provisions of the Labor Code of the State of California, the Department of Industrial Relations has made a determination of the rate of per diem wages to be paid on the prevailing rate of pay for regular, holiday and overtime work in the locality in which the public work is to be performed, for each craft, classification, or type of workman needed to execute the contract. All County of Mendocino projects greater than \$1,000 require that contractors adhere to Prevailing Wage requirements (California Labor Code, Sections 1770 through 1775).

The rates can be found online here: <http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>

CONTRACTOR REGISTRATION

Per Labor Code Section 1771.1(a) A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

CERTIFIED PAYROLL RECORDS

Per Labor Code Section 1776 each contractor and subcontractor shall keep accurate payroll records. A certified copy of all payroll records for work performed under this contract shall be furnished upon request to a representative of the awarding body. Per SB 854 contractors and subcontractors are required to furnish certified payroll reports directly to the Department of Industrial Relations.

EMPLOYMENT OF APPRENTICES

Each contractor and subcontractor performing work in an apprenticeable craft or trade shall comply with Section 1777.5 relating to Apprentices on public works projects.

LAWS AND GOVERNANCES

In the performance of the work contemplated by this contract, the contractor shall conform to and abide by all labor requirements and provisions of State and Federal Laws and City and County Ordinances and Regulations which may in any manner affect those engaged or employed on the work project, including but not limited to the overtime provisions of the Labor Code section 1813 and 1815 of the State of California.

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law.

CONTRACTOR agrees to indemnify and hold harmless COUNTY, its elected or appointed officials, employees or volunteers against any claims, actions, or demands against them, or any of them, and against any damages, liabilities or expenses, including costs of defense and attorney's fees, for personal injury or death, or for the loss or damage to the property, or any or all of them, to the extent arising out of the performance of this Agreement by CONTRACTOR.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of CONTRACTOR'S and subcontractors' employees.

CONTRACTOR shall furnish to COUNTY certificates of insurance with Automobile Liability/General Liability Endorsements evidencing at a minimum the following:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- B. VEHICLE / BODILY INJURY COMBINED SINGLE LIMIT VEHICLE BODILY INJURY AND PROPERTY DAMAGE LIABILITY - \$500,000 EACH OCCURRENCE.

ATTACHMENT A

GENERAL PROVISIONS

1. CONTRACT DOUCMENTS

The contract documents shall consist of the County's standard form contract as well as this Request for Bids, all documents listed in the above SCOPE of WORK section, all addenda issued prior to bid and information provided at any mandatory pre-bid walkthrough. As a public project, applicable provisions of the California Public Contract code shall apply, as does the California State Labor Code, the federal Davis Bacon Act and the Americans with Disabilities Act of 1990. Regardless of any information presented to the contrary, all work shall comply with the California Building Code, Mendocino County Building Code, Title 24 and any referenced code standards required in the jurisdiction where the work shall take place. A copy of the County's standard form contract will be furnished to bidders upon request.

2. BIDDING REQUIREMENTS

To be considered for award, the bid form must be completed in its entirety. Successful responses must include the contractor's license number and expiration date, valid DIR registration number, the bid price in words and numbers, acknowledgement of all addenda issued by the County for this project, the bidders signature, the date signed, the bidder's printed name, and the company name and address under which the contractor's license is issued. Any missing information or invalid license or registration information will be grounds for disqualification. All correspondence will be by US mail unless the contractor provides the email or phone information requested. The County of Mendocino reserves the right to reject any and all bids, to waive any informality in the bids, and to accept the responsive and responsible bid that appears to be in the best interest of the County of Mendocino.

3. SUBMISSION OF BIDS

Bids must be received by the due date and time at the location specified above. Post marks do not count. Bids and modifications or corrections

thereof received after the closing time specified above will not be considered. Quotations will not be accepted via email, telephone or facsimile unless specifically authorized within the contract documents.

4. PRODUCTS

Unless otherwise stated, the use of the name or a manufacturer, or of any special brand or make in describing any item contained in these plans and specifications does not restrict bidders to that manufacturer's specific article with the exception of carpet, tile, and paint (the County must adhere to a specific brand/style of carpet, tile, and paint which will be specified within the Scope of Work). The manufacturer, brand and products named are used simply to indicate the character or quality of the article desired. The equipment on which proposals are submitted must be acceptable as equal in character, quality, and utility to brand and/or make indicated herein. The selected contractor will be required to comply with all submittal requirements in the contract documents where it will be the contractor's burden to demonstrate that the submitted product is equal to that specified. The decision of the County will be final.

5. TAXES and FEES

All bids shall include required California State sales tax, freight and shipping costs to the project site, and all licensing, registration, permits and application fees required to complete the work. The County will secure planning and building approvals and is exempt from building permit fees. Encroachment permits and public works inspections and fees are the responsibility of the contractor.

All contractors must have a Mendocino County Business License (MCBL), as required by Mendocino County Code Chapter 6.04, to work on this contract. At the time of contract award, all contractors who are not exempt and do not already have a MCBL shall apply for one, which shall be obtained prior to performance of any work by that contractor.

The contractor/bidder is responsible for ensuring that all of its non-exempt subcontractors have a valid MCBL.

6. SAMPLES

Samples of items, when required, must be furnished free of expense to the County of Mendocino and if not destroyed by tests will, upon request, be returned at the bidder's expense. Samples of selected items may be retained for comparison.

7. PAYMENT

Payments shall be made upon receipt of an approved invoice. The County will approve progress invoices for projects lasting more than 28 calendar days for work completed prior to the invoice date based on the percentage completion of an approved schedule of values. Final invoices will be approved after all work has been completed and all required certified payroll reports, lien releases, manuals, training, as-build drawings and warranties have been received by the County.

8. ADDENDA/RFI

Payments Addenda will be issued by the County, as required, to clarify the bidding documents and in response to bidder's questions. Addenda questions must be submitted at least 10 days prior to bid opening to be included in the addendum. Requests for Information may be forwarded to the County to provide written notice of discrepancies in the contract documents or conditions differing from those represented in the documents or observable at the time of bid.

9. CHANGES

The contractor shall secure written authorization before proceeding with any additional work, whether requested by the County or required to complete the contract. The cost for any changes to the contract price, whether requested by the County or the Contractor will be approved only after submitting the contractor's true costs for the work and related equipment costs and site expenses. The final change order price may

include a fee for administrative overhead and profit not to exceed 15%.

10. COMPLIANCE WITH COUNTY POLICIES

The Board of Supervisors has passed various policies regarding the preservation of our natural resources which may impose specific requirements on the contractor.

- Storm Water Management Program includes specific requirements for grading and construction projects within the County including the implementation of Best Management Practices (BMP) to prevent the discharge of construction waste, debris, sediment or contamination from entering the storm drainage system or natural waterways. For more information refer to the County Planning and Building web page.
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, and use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free.
- Waste Stream Reduction goals include programs to maximize the salvage and recycling of demolition and construction debris and document waste stream diversion. For more information refer to the County Planning and Building web page.

11. MSDS SHEETS

Material Safety Data Sheets for all materials used in all phases of the project shall be presented to the County prior to beginning work. No materials, other than those that have MSDS sheets, shall be permitted on County premises.