

**INVITATION TO BID
EMERGENCY OPERATIONS CENTER AIR HANDLER REPAIR/REPLACEMENT**

The County of Calhoun is soliciting bids from qualified contractors to repair and/or replace an air handler located in the Emergency Operations Center at the Calhoun County Courthouse located at 20859 Central Avenue East, Blountstown, FL 32424.

Sealed bids will be accepted until **1:00 p.m. CDT, on Wednesday, May 1, 2019. Bids will be opened and read aloud at the Calhoun County Board of County Commissioners Special Board meeting on Wednesday, May 1, 2019 at 4:00 p.m CDT** located at 20816 Central Avenue East, Blountstown, Florida. Bids should be submitted to:

**Calhoun County Clerk's Office
20859 Central Avenue, Room 130
Blountstown, Florida 32324**

Bids may be delivered in person, by carrier or by mail. It is the sole responsibility of the vendor to see that his/her bid is received in proper time. No late bids will be considered.

Bids must be submitted in a sealed envelope clearly marked "Repair/Replacement EOC Air Handler." Include the date and time of the bid opening on the front of the envelope.

Questions regarding this bid should be directed to Tim Jenks at (850) 643-8368.

**CALHOUN COUNTY
DEMOLITION AT THE CALHOUN COUNTY AGRI PARK AIRPORT**

I. INSTRUCTIONS TO BIDDERS

Please Read All Instructions Carefully

1. Bids submitted in accordance with the specifications contained herein will be received by the County of Calhoun until **1:00 P.M. CDT, on Wednesday, May 1, 2019**. All sealed bids should be delivered to the Calhoun Office Clerk's Office at 20859, Room 130, Blountstown, Florida, 32424.
2. **Bid proposals will be opened and read aloud at the Calhoun County Board of County Commissioners Special Board meeting on Wednesday, May 1, 2019 at 4:00 P.M. CDT located at 20816 Central Avenue East, Blountstown, Florida.**
3. The County reserves the right to reject any or all bids, to waive any technicalities and to select the bid deemed by the Board to be in the best interest of the County.
4. Bid proposals are to be contained in a sealed envelope, plainly marked **"Repair/Replacement EOC Air Handler"** Include the name of the bidder and date and time of the bid deadline on the front of the envelope.
5. **Bid proposal form (attached) must be completed and signed. Failure to complete the forms attached is cause for rejection of bids.**
6. **A mandatory pre-bid meeting will be held on Wednesday, April 24th at 10:00 am (CST) at the Calhoun County courthouse at 20859 Central Avenue East, Room G-40, Blountstown, FL 32424.**
7. **All questions must be submitted in writing and submitted via email to cranew@calhouncountygov.com no later than April 30, 2019.**
8. Estimated completion time must be included in bid proposal.
9. **No fax or verbal bids will be accepted.** Contractors are responsible for the timely delivery of bid packages to the Calhoun County Clerk's Office at the Calhoun County Courthouse. A postage meter mark is not sufficient evidence of mailing any bid package.

II. TERMS AND CONDITIONS

1. Prices quoted are to be firm, final and include all aspects of the repair and/or replacement of the air handler unit.
2. Payment will be made through normal purchase order and invoice procedures.
3. Contractor must be properly licensed with federal, state and local governments and agencies.
4. Each bid shall be submitted on the attached "Bid Response Form," which shall be signed with the full name of the company submitting the proposal. The proposal shall be signed by an authorized agent or officer of the company, stating his/her title, along with the complete mailing address and telephone number stated.
5. Any bid proposal may be withdrawn prior to the closing time for receipt of the bids; but no bid proposal shall be withdrawn for a period of ninety days after the closing time for the receipt of the bids.
6. All conditions and specifications are incorporated by reference in any purchase order issued or contract signed.
7. All pages of the "Bid Response Form" must be returned in its entirety, along with any deviations from the specifications noted on separate sheets. Failure to do so is cause for rejection of any bid proposal.
8. Signature of bidder on "Bid Response Form" indicates that he/she has examined the information herein and is familiar with requirements as to equipment, supplies and labor of such undertaking; and he/she has prepared, examined and checked the Proposal to ascertain that no mistake or error is contained in the Proposal, and that he/she will make no claim for correction or modification after the closing time for the receipt of the bids.

III. GENERAL PROVISIONS OF THE SPECIFICATIONS

1 - CHANGES AND EXTRAS

Calhoun County may at any time by a written order, and without notice to the sureties make changes within the general scope of this contract. If any change causes an increase or decrease in the cost or time required for the performance of this contract, then an equitable adjustment shall be made in the contract price. Such cost may be adjusted in writing only and must be signed by both the Contractor and the Representative of Calhoun County. Likewise, any claim for extra charges by the Contractor must be agreed upon in writing by Calhoun County prior to beginning such work.

2 - INDEMNIFICATION AND INSURANCE

The Contractor agrees that he shall and will indemnify, hold harmless and defend Calhoun County, their agents, servants and employees from and against any and all losses, damages (by judgment or settlement), charges and expenses (including reasonable attorney's fees) which they or any one or more of them may incur or sustain by reason of any claims or causes of action for personal injury or injuries, including death, to any person or persons whomsoever (including the officers, agents, servants or employees of the Contractor or of any subcontractor) including but not limited to such claims or causes of action arising out of, or in any way connected with, or occasioned by the work performed by the Contractor or subcontractor, their respective agents, servants or employees under or pursuant to this contract.

Without limiting liability under this contract, the Contractor shall procure and maintain at their expense during the life of this contract insurance of the types and in the minimum amounts stated below:

1. Workmen's Compensation Insurance in full compliance with the Workmen's Compensation and Occupational Disease laws of the State of Florida.
2. Comprehensive General Liability:
 - Bodily injury, including death - \$1,000,000 per person
 - \$1,000,000 per occurrence
 - Property damage - \$1,000,000 per occurrence
 - \$1,000,000 aggregate
3. Comprehensive Automobile Liability:
 - Bodily injury, including death - \$1,000,000 per person
 - \$1,000,000 per occurrence
 - Property damage - \$1,000,000 each occurrence

The Comprehensive Liability Policy shall include blanket contractual liability coverage or a contractual liability endorsement covering the liability assumed by the Contractor under this agreement with limits not less than those specified in sub-paragraph 2 hereof. The certificates of insurance to be furnished hereunder shall reflect such coverage.

Said insurance shall be written by a company licensed to do business in the State of Florida and satisfactory to Calhoun County. Before commencing any work hereunder, certificates evidencing the maintenance of such insurance shall be furnished to Calhoun County. Contractors shall not subcontract the performance of any part of the work without requiring the subcontractor to procure and maintain insurance in the forms and amounts approved by Calhoun County.

3 - CONTRACTOR'S RESPONSIBILITY

Nothing in these specifications shall be construed as placing the work under the specific direction or control of Calhoun County or relieving the Contractor from his liability as an independent contractor and, as such, he shall be solely responsible for the method, manner and means by which he shall perform his work, including, but not limited to supervision and control of his own personnel and scheduling of the work required to insure its proper and timely performance and he shall exercise due care to prevent bodily injury and damage to property in the prosecution of the work.

Until the work is accepted, it shall be in the custody and under the charge and care of the Contractor, and he shall take every necessary precaution against injury or damage to the work by the action of all the elements, or from any other cause whatsoever. The Contractor shall restore and make good at his own expense all injuries or damages to any portion of the work before its completion and acceptance. Issuance of any estimate or partial payment to the contractor for any part of work done will not be considered as final acceptance of any work.

The Contractor agrees to assume and shall have full and sole responsibility for compliance with all Federal, State or County laws and regulations in any manner affecting the work to be performed by the Contractor and subcontractors, including, without limiting the generality to the foregoing, the laws of the State of Florida. It is agreed to by the Contractor that it will comply with all the terms and conditions, and requirements of the Americans with Disabilities Act (ADA), including not only in hiring practices but its employment practices and all the requisite accommodations necessary there under to comply with the ADA, as amended or as may be amended.

4 - PROSECUTION OF WORK

The Contractor shall give their personal attention to the work while in progress and shall provide a competent and reliable superintendent at all times who shall have full authority to act for him. **Any discrepancies or questions pertaining to the extent of the work shall be submitted immediately to Tim Jenks, Maintenance Supervisor, Calhoun County.**

If the Contractor fails to complete the work within the time specified, or fails to perform the work with sufficient workmen and equipment or performs his work in an unsuitable manner or neglects or refuses to remove materials or perform anew such work as has been rejected as defective and unsuitable, or discontinues the prosecution of the work, or for any other cause whatsoever does not carry on the work in an acceptable manner, or if the Contractor becomes insolvent or declares bankruptcy, or commits any act of bankruptcy or insolvency, or allows any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, the County shall give notice in writing by registered mail, to the Contractor. If the Contractor, after such notice, does not proceed to properly prosecute the work within ten (10) days, the County shall have full power and authority to take over the completion of the

work, to appropriate or use any or all materials and equipment on the ground that may be suitable and acceptable or to enter into agreements with others for the completion of said contract according to the terms and provisions thereof, or to use such other methods as may be required for the completion of said contract in an acceptable manner. For all costs and charges incurred by the County, together with the cost of completing the work under the contract, the Contractor shall be liable and such costs may be deducted from any monies due, or which may become due the Contractor. In case the expense so incurred by the County for work equal in quality and quantity to that required of the Contractor hereunder, is less than the sum which would have been payable under the contract if it had been completed by the Contractor, the Contractor shall be entitled to receive the difference; and in case such expense for work equal in quality and quantity to that required of the Contractor hereunder exceeds the sum which would have been payable under the contract, the Contractor shall be liable and shall pay to the County the amount of said excess. Failure of the County to take action as stipulated above shall not relieve the Contractor of their obligations.

5 - PAYMENT

Payment shall be made in two equal installments. The first payment shall be due when the County has determined that 50% of the work to be performed has been completed. The second payment shall be due once the County has determined that all work has been completed pursuant to the specifications of the contract. Prior to payment, an itemized invoice is required. No lump sum invoices will be accepted.

Before final payment is made, the Contractor shall furnish to the County the appropriate lien waivers, and an affidavit of compliance with State Prevailing Wage Rates and a certified copy of the payroll for this project. The County will make payment within thirty (30) days after the completion of the work and acceptance of the work.

Final payment shall not relieve the Contractor of responsibility for faulty materials or workmanship, and he shall remedy any defects due thereto and pay for any damage to other work resulting there from, which shall appear within a period of one year on workmanship and one year on materials after the date of final acceptance.

6 - WORKING CONDITION

The County of Calhoun is not responsible for the materials, tools or machinery that is left at the site. The Contractor shall be responsible for damages to any property. The Contractor shall secure the work site against possible injury or harm to others.

7 - SCHEDULE COORDINATION

All work will be coordinated with the Tim Jenks.

SCOPE OF WORK AND SPECIFICATIONS

For any questions, please call Tim Jenks at (850) 643-8368

Scope of Work/Bid Specs

Base Repair Project

Raise existing air handler 3" on galvanized steel angle iron stand
Demo existing return air duct that is rusted
Replace return air duct with new G90 galvanized metal duct with interior liner from existing missing box.
Demo existing supply air plenum (duct board portion) and replace with lined metal duct.
Pump down existing 10-ton system and modify existing refrigerant lines as necessary.
Recharge existing unit with recovered refrigerant.
Start-up existing unit.

Alternate 1 - Replace Air Handler and Condensing Unit

Disconnect existing power and controls.
Demo existing air handler and condensing unit
Demo existing refrigerant line set.
Demo existing return air duct that is rusted
Replace return air duct with new G90 galvanized metal duct with interior liner from existing missing box.
Demo existing supply air plenum (duct board portion) and replace with lined metal duct.
Install new Trane 10- Ton vertical air handler on 3' tall galvanized steel angle iron stand
Install new Trane 10-Ton condensing unit on new condenser pad.
Install new refrigerant line set.
Underground portion of line set run to be in 6" PVC sleeve.
Reconnect existing power and controls.
Charge new unit and start-up.
Performance check of new unit performed by a certified Test & Balance contractor.

Accepted by

Date

BID PROPSAL FORM

Date: _____

Project: Repair/Replacement of EOC Air Handler Unit

Bid Proposal From: Company Name: _____

Company Address: City, _____

State, Zip: Federal Tax _____

ID: Phone: _____

Fax: _____

Email: _____

Bid Proposal To: Calhoun County Clerk's Office
Calhoun County Courthouse 20859 Central Avenue, Room 130
Blountstown, Florida 32424

Base Repair Bid Amount: \$ _____

Alternate 1 Bid Amount: \$ _____

Estimated Completion Date: _____

Total Bid Amount: \$ _____

Bidder Signature: _____

Bidder Printed Name: _____

Company Name: _____