# Request for Proposal

# Wapello County Law Enforcement Center Rooftop HVAC Unit #4 (RTU#4)

# Ottumwa, Iowa

# 2019

Enclosed Request

for Proposal Bid

Specification Site

Map

**Project Title:** **Wapello County Law Enforcement Center Rooftop HVAC Unit #4 (RTU#4)**

**Issued:** **August 21, 2019**

**Submission deadline:** **September 20, 2019, 3 PM CST.**

**Bidders Meeting:** **Individual meetings can be set by calling Sheriff Don Phillips (641)684-4350 Ext. 306**

**Questions:** **Questions shall be submitted via email to** dphillips@wapellocounty.org.

**ALL QUESTIONS PERTAINING TO THIS Request for Proposal (RFP) MUST BE SUBMITTED BY:**

**September 16, 2019, 4 PM CST to the email address listed above.**

**Opening of Bids:** **September 23, 2019, 1:30 PM CST. at the Wapello County Sheriff's Office 2rd floor at the Wapello County Courthouse located at 101 W 4th Street, Ottumwa, IA**

Questions will be answered by the appropriate individuals within 3 business days via email with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders.

## Introduction

The Wapello County Sheriff's Office invites proposals for: Project is to replace Rooftop HVAC Unit #4 at the Wapello County Law Enforcement Center, 330 West 2nd Street, Ottumwa, IA.

Your firm is invited to submit a proposal in regards to the following RFP.

**Bidders must bid on the complete project.**

## Submission Procedure

Proposals conforming to the requirements set out below shall be received in the Wapello County Auditor's Office by any of the following means:

- U.S. Mail appropriately stamped and addressed to:

  **Wapello County Auditor's Office**

  **Wapello County Courthouse**

  **101 W 4th St**

  **Ottumwa, IA 52501**

- In person at the address listed above;

All submittals shall be received in hardcopy. The bidder shall provide two (2) hard copies. Proposals must state that they are valid for a period of at least ninety (90) days from the closing deadline. Physical proposals must be submitted in sealed opaque containers and marked, "Wapello County Law Enforcement Center Rooftop HVAC Unit #4." The name and address of the bidder must also appear on the envelope as well as a daytime phone number and email address.

Wapello County reserves the right to waive irregularities and to reject any or all bids. Wapello County also reserves the right to negotiate with the selected bidder. Wapello County may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids.

Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

**Opening, Evaluation and Contracting:**

Proposals may be opened by Wapello County at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the proposals best fulfills the needs of Wapello County and this project. Wapello County anticipates entering into a contract with the successful bidder to execute the proposed work. This Request for Proposals, however, does not commit Wapello County to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. Wapello County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified bidders or to cancel this Request for Proposals, if it is in the best interests of Wapello County to do so. The decision of Wapello County shall be final. After the selection of a successful bidder, a period of collaboration between Wapello County and the successful bidder to better define, elaborate upon and fix the successful bidders exact and final scope of Work (the "Final Scope") will take place:

**Project Completion:**

The Project is to be completed on or before **12/31/2019.**

**Proposal Contents:**

Proposals, together with letters of transmittal, should include the bidder's description of the work that would be performed and the following information:

- For each item describe the work to be performed;
- The team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role in the bidder's firm and in the team;
- Shall Contain a copy of License and/or Certification;
- Names, addresses and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance; all subcontractors shall be identified in

the bid. Wapello County must know if work is being done outside of the firm. Wapello County reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by Wapello County will NOT absolve the bidder from getting the work done for the contracted price;

• The name of the person in your firm who would be the official contact person for any contractual relationship;

• A schedule for the work, including the range of start dates to which your firm is prepared to commit and anticipated completion dates. This schedule should work within the time frames outlined by Wapello County. Any conflict in the two should be described;

• Proof of insurance and bonding;

• Written description and explanation of the completed Bid Sheets;

• A completed Consolidated Bid Sheet, an estimated detailed budget, an estimate for the full scope of work described for the exhibition(s) in its (their) entirety. PLEASE NOTE: BUDGET ENTRIES SHOULD BE MADE IN THE SAME ORDER AS THE ITEMS LISTED ON THE BID SHEETS;

**PROPOSED SCOPE OF WORK:**

As stated prior, Wapello County is seeking proposals for Wapello County Law Enforcement Center Replacement of Rooftop HVAC Unit #4.

**Project Start Date:**

Wapello County Board of Supervisor's will approve and award the selected bid. The awarded firm will be contacted and work can begin immediately after the contact is signed by an agent of the awarded firm.

**Project Documents:** The following documents accompany this RFP:

One (1) Swope of Work

One (1) Site Map

**Scope of Work:**

1. **Furnish all labor, materials and equipment to remove forced air furnace with cooling unit (RTU #4) and replace with new unit with equal or greater capabilities. Includes all associated piping, insulation, adapters, and electrical. Contractor to dispose/recycle existing units.**

2. **Approved manufacturers:**
   a. **Carrier**
   b. **Lennox**
   c. **Rheem**
   d. **Bryant**
   e. **Trane**

3. **Existing Trane equipment is as follows:**
   a. **Model No: YCD102C4LCAC**
   b. **Serial No: P45103129D**
   c. **Cooling Capacity: 8.5 Tons**
   d. **Electrical Rating: 460/60/3**
   e. **Min/Max Operating Voltage: 414/506**
   f. **2 Compressor Motors: 3 ph 60 hz**
   g. **1 Condenser Motor: 1 ph 60 hz**
   h. **Heating Input: 135,000 btuh**
   i. **Heating Output: 109,350 btuh**
   j. **Accessories:**
      1) **FIYDFPS001AA**
      2) **FIYDFPS002AA**
      3) **FIYHGPC002AA**

4. **Replace existing externally mounted electrical disconnect with new.**

5. **Replace existing thermostats for roof top unit with programmable 7 day Energy Star rated thermostat.**

6. **New replacement units to have IEER = 14.6 minimum and include economizers. AHRI certification and Alliant rebate eligibility required.**

7. **Provide shop drawings and /or manufacturer's literature/data indicating equipment proposed prior to initiating procurement.**

8. **Installation shall be in accordance with manufacturer's specifications.**

9. **Contractor shall be responsible for all testing, coordination, start-up, commissioning of all items of work included in this project.**

10. **Contractor to provide necessary information and paperwork for the rebate applications for Alliant Energy and Mid-American Energy.**

11. **Provide a qualified person who is knowledgeable about the Project to demonstrate and train Owner's staff on start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of equipment.**

12. **Notify Owner and provide service call prior to first cooling season to verify proper cooling system operation.**

13. **Provide 3-ring notebook comprised of manufacturer's literature, operations, warranties, and maintenance information.**

14. **Provide one-year supply of filters for new rooftop unit.**

See attached map for location as to which unit is being replaced.

Imagery Source:
2018 air Photos

Date: 8/9/2019

0 12.5 25 50 Feet

N E S W