



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 2022-37

TITLE: Install HVAC for New Steel Building Sheriff’s Dept.

Solicitation Schedule & Deadlines:

January 4, 2023	Solicitation Release Date
January 17, 2023 1:00PM	Pre-Bid Meeting (Location: FCSO)
January 19, 2023 10:00 AM	Deadline for Submitting Questions
January 23, 2023 4:30PM	Deadline to post Addendum
January 31, 2023 at 2:00 PM	Deadline to Submit Response
January 31, 2023 at 2:30 PM	Opening Date I Time

Responses must be received no later than “Deadline to Submit Response”
January 31, 2023 2:00PM

Shakara Bray, Purchasing Agent for Franklin County

Meagan Cowsert, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: _____

SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

_____ Solicitation Cover page

_____ Contractual Terms and Conditions Acknowledgement

_____ Pricing Form completed and signed

_____ Bid Bond or Cashier's check-5% of total bid

_____ I have reviewed Annual Wage Order No. 29

_____ Affidavit for Work Authorization completed and Notarized

(Additional required verification is included)

_____ Certificate of Insurance (COI)

_____ I have one original and two copies that are labeled accordingly

_____ I have included contact information

_____ Envelope is sealed and label attached

_____ W9 is completed and included in packet

BACKGROUND INFORMATION

Franklin County is seeking bids for a complete Gas Ceiling mounted tube heating system installed for a 40X120 foot steel building. The building will be 14 foot walls with 5 bay doors on the front, total building cubic feet is approximately 80,000. All gas lines installed and ran to building mounted regulator. System will need an engineering stamp.

SPECIFIC REQUIREMENTS/SCOPE OF WORK

1. This Contractor shall arrange, schedule, and organize as it pertains to this scope of work all equipment start-ups and Owner Training sessions.
2. Construction work shall only be allowed during the following hours: 7AM 4PM (Monday through Friday) Any time outside these hours needs to be pre-approved by the Sheriff and/or a Sheriff appointed staff member to handle this project.
3. This Contractor will compile for the County a 'record set' of all documents and drawings, as it pertains to this scope of work, for the project at substantial completion. This shall be copies of all project changes throughout the course of the project to identify all systems as they were actually installed on the project for the County's records. These must be submitted to the County.
4. Heating system work shall begin within 10 days of award of bid, but no later than required to coordinate with or allow the progress of the Steel Building Construction foreman/manager.
5. Include cleanup of all rubbish and debris on a daily basis to an area designated by the Steel building construction foreman/manager.
6. All start-up, labor, tools, equipment, materials and supervision to complete the work.
7. Coordinate all work with the Steel building construction foreman/manager as well as, Sheriff's staff; Lt. Michael Richardson and Maint. Director for FCSO- Bill Barnes.
8. Include cold and hot weather protection as required to maintain the project schedule.
9. This Contractor is responsible for sealing all penetrations through walls, ceilings and floors made during the installation of his own work including Fire Stopping I Smoke Sealing assemblies including labeling of assembly.
10. Gas Unit needed, due to 150 amp service panel on a 208 3-phase service. (See attachment 2-drawing)
11. Includes complete functioning temperature control system.
12. Provide and install all necessary supports, hangers, brackets, etc. for seismic bracing.

13. The contractor will furnish and install condensate piping to drain locations, if any.
14. The contractor shall include costs for all testing and balancing.
15. The contractor to provide adequate equipment for the size of the building to maintain constant temps.
16. It is the County expectation that the Contractor will hold appropriate licenses/certifications for trade.
17. The Contractor to provide a timeline from awarding of the bid to completion of the installation. County understands that the progress of the Steel Building affects this timeline.
18. Pre-bid meeting, site visit to the location of the proposed building is not mandatory, but recommended. See dates above.
19. See Insurance requirements.
20. Alternate pricing for different brands, models, etc. may be submitted within responses to this RFB.
21. Prevailing Wage

a.) Not less than the prevailing hourly rate of wages, as set out in the wage order attached to and made part of the specification for work under the contract, shall be paid to all workers performing work under the contract. (Section 290.250, RSMo.)

b.) The contractor will forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor. (Section 290.250, RSMo).

c.) The contractor and all subcontractors to the contract must require all on-site employees to complete the ten-hour construction safety training program required under Section 292.675, RSMo, unless they have previously completed the program and have documentation of having done so.

d.) The contractor will forfeit a penalty to the contracting public body of \$2500 plus an additional \$100 for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training. (Section 292.675, RSMo).

22. E-Verify

Completion of Affidavit of Work Authorization and provide acceptable documentation of enrollment in the program.

ADDITIONAL SERVICES

Expectation of the County is that all components integral to the installation are fully functioning and operational upon arrival to the site. Contractor to provide an unconditional guarantee against defect of all workmanship, all equipment, and material for a period of one year from date of acceptance by the County.

INSURANCE REQUIREMENTS

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:
 - A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.
 - B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
 1. Premises – Operations
 2. Products and Completed Operations
 3. Broad Form Property Damage
 4. Contractual
 5. Personal Injury
 - C. Automobile Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:
 1. Owned Automobiles
 2. Hired Automobiles
 3. Non-Owned Automobiles
 - D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."
 - E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".

2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

OTHER REQUIREMENTS

Anti-Discrimination Against Israel Act Requirement

A public entity shall not enter into a contract with a company to acquire to dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

Affidavit of Compliance with Section 34.600 RSMo for Contracts over \$100,000 or for
Contractors with Ten (10) or more employees

I, _____ [Contractor Agent], being duly sworn, attest and
state, under penalty of perjury, as follows:

1. I am employed by _____ [Contractor] and serve as the
_____ [Position with Contractor].
2. I hereby affirm that _____ [Contractor]:
 - a) is not currently engaged in and shall not, for the duration of the contract, engage
in a boycott of goods or services from the State of Israel; or
 - b) is not currently engaged in and shall not, for the duration of the contract, engage
in a boycott of goods or services from companies doing business in or with Israel
or authorized by, licensed by, or organized under the laws of the State of Israel; or
 - c) is not currently engaged in and shall not, for the duration of the contract, engage
in a boycott of goods or services from persons or entities doing business in the
State of Israel.

Further Affiant Sayeth Not.

[Contractor Agent]

STATE OF MISSOURI)
) ss.
_____ COUNTY)

Subscribed and sworn to me, a notary public, this ____ day of _____, 202_.

Notary Public

My commission expires: _____

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative)
as _____ (Position/Title)

first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____ . I am

Day Month, Year

commissioned as a notary public within the County of _____, State of _____ and my commission expires on Date _____

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

PRICING FORM

2023-02 New Install HVAC for new Steel Building Sheriff's Dept.

REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

Unit Cost _____

Brand/Model: _____

Installation, Set up Cost _____

TOTAL COST _____

Company Name _____

Authorized Signature _____

Printed name and title _____

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

ATTACHMENT 1

SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

SOLICITATION # 2023-03 **DATE: January 31, 2023 2:00PM**

DESCRIPTION: Install HVAC for New Steel Building Sheriff's
Dept.

Vendor Name: _____

Vendor Address: _____

ATTACHMENT 2

Drawing

Building dimensions: 120ft long x 40ft wide x 14ft tall

