

THE CITY OF ANTIGO
REQUEST FOR BIDS

DIRECT DIGITAL CONTROL SYSTEM & RELATED HVAC IMPROVEMENTS
For the
ANTIGO PUBLIC LIBRARY

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I. SUMMARY

The City of Antigo (hereafter referred to as the City), a governmental entity, is requesting bids to remove & replace existing pneumatic controls including related HVAC improvements at the Antigo Public Library, located at 617 Clermont Street, with a Direct Digital Control (DDC) system.

Notwithstanding any other provisions of the Request for Bids (RFB), the City reserves the right to reject any or all bids, to waive any irregularity or informality in a bid, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers.

It is further within the right of the City to reject bids that do not contain all elements and information requested in this document.

The City shall not be liable for any losses incurred by the bidder throughout this process. The cost of preparing a response to this RFB is not reimbursable in part or in whole to the proposer. Any bid received will become the property of the City and become a matter of public record so any proprietary material or information should be marked as such and submitted as a supplement to the bid allowing the City to protect such information as warranted.

II. OBJECTIVE

The City, on behalf of the Antigo Public Library and in cooperation with Langlade County, intends to award the work to a single bidder. The requested services are to be provided by a company capable of demonstrating specification compliance for the various items as outlined on Sheet HV-3 (entitled Notes Schedules) of the 3-page plan set.

III. SCOPE OF SERVICES

The contractor shall provide a bid that includes the cost of all goods, services, labor and delivery to complete the direct digital control system and related HVAC improvements **by Friday, October 30, 2020**. Any companies wishing to propose for this project are encouraged to attend an **on-site pre-bid meeting to be held at the Antigo Public Library on Monday, July 27th, 2020 at 10:00 a.m.**

The contractor's bid shall be good for a minimum period of at least 30 days from the date of opening.

IV. SPECIFICATIONS / PROJECT CONTENT

The City of Antigo (in conjunction with Langlade County and the Antigo Public Library) intend to remove the Library's existing pneumatic controls and replace them with a Direct Digital Control system including related HVAC improvements.

- A. The contractor shall evaluate the plans and specifications for the Direct Digital Control system along with the proposed related HVAC improvements for conformance with their proposal.
- B. Any substitutions to be considered as an "approved equal" to the specified components will include manufacturer data sheets and a statement from the vendor that the item meets or exceeds the specified item.
- C. The successful contractor shall verify with the City and its design consultant prior to ordering of materials to assure that the proposed equipment does not present any installation concerns.

Roger Musolff	Stanley A. Grys Jr. DES (dba R/CAD)
or	Refrigeration Control and Design, Inc
Mark Desotell	751 Washington Street
City of Antigo	P.O. BOX 1052
715-623-3633	Rhineland, WI 54401
rmusolff@antigo-city.org	715-365-2009 (Office) 365-3282 (Fax)
mdesotell@antigo-city.org	rcad@frontiernet.net
- D. The contractor is required to submit a complete bid package for the DDC system and related HVAC improvements as it is not the intention of the City to award portions of the work to multiple bidders.
- E. The contractor will provide unit prices for each division listed on the Bid Proposal Form to assure uniform comparison of proposals.
- F. The City reserves the right to add or delete from the listed work in order to meet the scope of the funding program or to maintain project budget limits.
- G. The contractor is responsible for the preparation and submittal of the bid documents for a review/recommendation of the results to the City and its project partners. **Bids must be entered into the City's VendorRegistry System no later than 10:00 a.m. on Wednesday, August 5th, 2020** at which time they will be opened and read. A **decision by the City Council at their August 12th, 2020 meeting at 6:00 p.m.** is anticipated.
- H. The contractor will be paid 95% of the bid amount (within 15 days of receipt of invoice) for all completed work as progress payment. 5% will be held by the City until completion of the project to assure mitigation of any

issues as identified in the project “punch-list” and upon final inspection.

V. PROCESS FOR SUBMITTING BIDS

A. *Submission of Bid through VendorRegistry*

The bidder’s proposal must be entered into the City’s VendorRegistry Software System by the stated deadline; new bidders must pre-register in the VendorRegistry System. Please contact Julie Zack at the City’s Public Works Office (715-623-3633 Ext. 154) for any needed registration or bid submittal assistance.

All bids must be entered into the City’s VendorRegistry System **no later than 10:00 a.m. Central Standard Time on Wednesday, August 5th, 2020**. Bids received after the above date and time may not be considered. Faxed proposals will not be accepted unless otherwise authorized. Bids will be opened at the office of Public Works immediately following the submittal deadline. Bids will be **considered at the City Council meeting on Wednesday, August 12th, 2020 at 6:00 p.m.**

F. *Non-Collusion Statement*

By means of the VendorRegistry bid submittal the contractor automatically acknowledges that they have read the City’s Request for Bids (RFB) to provide an upgraded DDC system and related HVAC improvements and that they certify to have adequate personnel, equipment, facilities and stock to complete the project. The bidders also acknowledge their ability to meet the criteria and provide the required materials.

In addition, bidders automatically certify that:

- *Our bid is not made in the interest or on behalf of any person not named therein;*
- *We have not directly or indirectly induced or solicited any person to submit a false or misleading bid or to refrain from bidding;*
- *We have not in any manner sought by collusion to secure an advantage over any other Contractor;*
- *We have thoroughly examined the RFB requirements, and our proposed prices cover all the materials, equipment and labor that we have indicated we can provide; and*
- *We acknowledge and accept all the terms and conditions included in the RFP.*

VII. MINIMUM QUALIFICATIONS

- Experience of the contractor with the criteria, plans and specifications
- Financial stability and ability of the contractor to provide materials
- Ability to meet the conditions of a construction contract
- Ability to provide proof of workman’s compensation and liability insurance.
- Contractor shall provide proof satisfactory to the City that it has in effect at least the following insurance coverage. The City does not represent that these amounts are sufficient and contractor should exercise judgment about the adequacy of insurance coverage

WORKERS COMPENSATION INSURANCE: Vendor shall provide statutory workers compensation insurance coverage for its employees who will not be considered employees of the CITY in any way.

AUTO LIABILITY INSURANCE: Minimum of \$300,000 per occurrence to cover bodily injury and property damage arising out of ownership, maintenance, or use of any motor vehicle, including non-owned and hired.

GENERAL LIABILITY INSURANCE: Minimum limit of \$1,000,000 per occurrence. This shall be broad form coverage.

VIII. EVALUATION OF CRITERIA

The factors to be used by the City in evaluating the proposals will include, but are not limited to, the following listed in no particular order:

- Knowledge of proposed DDC system and related HVAC improvements
- References and any experience the City may have with the vendor
- City’s knowledge about past projects completed by the contractor
- Proposed cost of the DDC system and related HVAC improvements

IX. CONTRACTOR CERTIFICATION

Upon selection of a Contractor; that Contractor will be required to submit to the City a federal W-9 Form (request for taxpayer information). Firms already established with the City as a Vendor may have this requirement waived.