

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REQUEST FOR PROPOSALS (RFP)

HBP HVAC Project

STANDARD INSTRUCTIONS TO CONTRACTORS

May 4, 2017

I. INTRODUCTION

NOTICE IS HEREBY GIVEN THAT the Board of Trustees of the Orange County Mosquito & Vector Control District (OCMVCD), Garden Grove, California, is accepting sealed proposals for the Haster Business Park HVAC Project.

II. KEY EVENT DATES

Posting of RFP for Public View	May 5, 2017
Advertisement of RFP	May 8, 2017 & May 10, 2017
Mandatory Pre- Bid Walk Through	May 22, 2017
RFP Open	May 22, 2017
Bid Close & Public Opening of Submitted Bids	May 30, 2017
Contract Award	June 15, 2017

III. OBTAINING REQUEST FOR PROPOSAL DOCUMENTS

Contract documents and official proposal forms may be obtained at the Orange County Mosquito & Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, California, at no charge, from:

Jerry Sims
Senior Vector Control Inspector III
(714) 971-2421 Ext. 159
jsims@ocvcd.org

IV. REQUEST FOR PROPOSAL (RFP) SUBMISSION INSTRUCTIONS

All bids shall be submitted to the office of the Orange County Mosquito & Vector Control District located at 13001 Garden Grove Boulevard, Garden Grove, California. All proposals will be accepted until the hour of 11:00 A.M. on May 30, 2017. Late proposals will not be accepted. All bids must be received no later than the date and time specified. Electronically mailed or facsimile proposals will not be accepted. All bids must be delivered via U.S. mail or by walk-in. This project shall be bid under the terms of the Contract Documents including this RFP and will be awarded on a stipulated sum basis.

All proposals shall include an executed and signed copy of the "Bid or Proposal Bond" provided within the Request for Proposal packet. All proposals must be mailed or delivered to the Orange County Mosquito & Vector Control District, Attn: Operations Specialist, 13001 Garden Grove Boulevard, Garden Grove, California 92843. All

proposals must be clearly marked in the lower left corner of the envelope with the following information:

HBP HVAC Project
Due: Tuesday, May 30, 2017
SEALED PROPOSAL

Failure to do so may result in premature disclosure of your proposal and therefore disqualification of the bid. Any proposal received after the specified date shall be returned unopened.

V. ADDITIONAL REQUIREMENTS AND INSTRUCTIONS

1. All proposals received will be publicly opened on May 30, 2017, at 11:01 A.M., examined and declared by the Director of Operations. All proposals examined and declared will be referred by the Director of Operations to the District Manager and District Counsel for examination and presentation to the Board of Trustees at the Board's regular meeting on June 15, 2017.
2. In accordance with the provisions of Section 3400 of the Public Contract Code, the contractor shall be provided a period of not more than thirty-five (35) days after award of the Contract for submission of data substantiating a request for substitution of an "or equal" item of work.
3. The Bidder shall guarantee the Total Bid Price for a period of ninety (90) calendar days from the date of the bid opening. The Bidder shall deliver two (2) full, complete, executed and signed sets of Contract Documents, including the Contract, Payment Bond, Performance Bond, W9, and Insurance Certificates to the District within thirty (30) calendar days of award of the contract. Failure to deliver said documents within the time allotted shall constitute a default and the check or bond accompanying the Bidder's proposal shall become the property of the Orange County Mosquito & Vector Control District.
4. In accordance with the provisions of Section 3300 of the Public Contract Code, the District has determined that the contractor shall possess a valid Contractor license within the State of California at the time that the Contract is awarded. Failure to possess the specified license shall render the bid as not responsible and/or non-responsive and shall act as a bar to award of the Contract to any bidder not possessing said license at the time of award.
5. This is a prevailing wage project. Contractors must be currently eligible to bid on Public Works project by being currently registered with California Department of Industrial Relations (DIR); proof of registration must be submitted at time of bid. In accordance with the provisions of Sections 1770 to 1780, inclusive, of the Labor Code of the State of California, the Orange County Mosquito & Vector Control District has determined the prevailing hourly rate of wages for each craft or type of workman or

mechanic needed to execute the Contract, which will be awarded to the successful bidder, as determined by the State Department of Industrial Relations. Eligible contractors are also subject to apprenticeship requirements as mandated by DIR. Copies of the prevailing rate of per diem wages are on file at the District's principal office or can be obtained on the Internet at: www.dir.ca.gov/dlsr/DPreWageDetermination.htm.

6. Pursuant to Public Contract Code Section 22300, the Contractor will be entitled to post approved securities with the District or an approved financial institution in order to have the District release funds retained by the District to insure performance of the Contract. Such securities shall be valued by the District, whose decision on valuation of the securities shall be final. Securities eligible for posting under this provision shall be limited to those listed in Section 16430 of the Government Code, bank or savings and loan certificates of deposit, interest-bearing demand deposit accounts, standby letters of credit, or any other security acceptable to the District.

7. The District reserves the right to reject any and all bids.

VI. PROJECT GOALS AND SPECIFICATIONS

OCMVCD seeks the services of a qualified HVAC Service Company to replace or install multiple HVAC systems at their Haster Business Park facility. Haster Business Park is located at 12926 Haster Street, Garden Grove, CA 92843. HBP is a flat roofed, one story commercial building constructed in 1971. The complex is approximately 36,000 square feet and is comprised of 23 individual units. Scope of work as follows:

VII. SCOPE OF WORK

Suite 12926 (OCMVCD)

1. Lift existing HVAC units and install factory down shot roof curbs.
2. Install new flashing for all roof penetrations.
3. Modify/extend all existing electrical, condensate drain line, gas line as needed.

Suites 12924, 12922, 12918 (School Site)

1. Inspect curb support system on existing HVAC units and advise.
2. If necessary, provide and install factory down shot roof curbs.

Suite 12916 (Bower's Termite)

1. Demo and remove structure surrounding existing HVAC equipment.
2. Demo and removal of existing HVAC equipment, roof curbs and caps
3. Replace with a Title 24 compliant 208/230 single phase 2 ton down shot heat pump, to service front office area. Modify duct connections to the new roof curb and equipment as necessary.
4. Install new Title 24 compliant 208/230 single phase down shot heat pump to service rear of suite which is currently unconditioned (unit size TBD by heat load calculation).

5. Install all new ducting, supply and returns as needed to provide proper distribution to rear suite space.
6. Provide and install factory down shot roof curbs.
7. Install new flashing for all roof penetrations.
8. Install electrical fused disconnects and conduit, seal tight with fittings.
9. Modify/extend all existing electrical, condensate drain line, gas line as necessary.
10. Install thermostat.

Suite 12892 (UG/D2D)

1. Demo and removal of existing HVAC equipment, roof curbs and caps.
2. Replace with a Title 24 compliant 208/230 single phase 2 ton down shot heat pump, to service front office area.
3. Install all new ducting, supply and returns as need to provide proper distribution to front office space?
4. Install new Title 24 compliant 208/230 single phase down shot heat pump to service rear of suite which is currently unconditioned (unit size TBD by heat load calculation).
5. Install all new ducting, supply and returns as needed to provide proper distribution to rear suite space.
6. Install factory down shot roof curbs for both units.
7. Install new flashing for all roof penetrations.
8. Install electrical fused disconnects and conduit, seal tight with fittings.
9. Modify/extend all existing electrical, condensate drain line, gas line as needed.
10. Install thermostat.

Suite 12894 (Screenprinting)

1. Demo and removal of existing HVAC equipment.
2. Replace with a Title 24 compliant 208/230 single phase 2 ton down shot heat pump, to service front office area.
3. Modify duct connections to the new roof curb and equipment as necessary.
4. Install new Title 24 compliant 208/230 single phase down shot heat pump to service rear of suite which is currently unconditioned (unit size TBD by heat load calculation).
5. Install all new ducting, supply and returns as needed to provide proper distribution to rear suite space.
6. Install factory down shot roof curbs for both units.
7. Install new flashing for all roof penetrations.
8. Install electrical fused disconnects and conduit, seal tight with fittings.
9. Modify/extend all existing electrical, condensate drain line, gas line as needed
10. Install thermostat.

Suite 12886 (IT/Locker Room)

1. Install new Title 24 compliant 208/230 single phase 2 ton down shot heat pump to service front office space.
2. Install all new ducting, supply and returns as needed to provide proper distribution to front office space.
3. Install new Title 24 compliant 208/230 single phase down shot heat pump to service rear of suite which is currently unconditioned (unit size TBD by heat load calculation).
4. Install all new ducting, supply and returns as needed to provide proper distribution to rear suite space.
5. Install factory down shot roof curbs for both units.
6. Install new flashing for all roof penetrations.
7. Install electrical fused disconnects and conduit, seal tight with fittings.
8. Install thermostat.

Suite 12888 (Special Services)

1. Install new Title 24 compliant 208/230 single phase 2 ton down shot heat pump to service front office space.
2. Install all new ducting, supply and returns as needed to provide proper distribution to front office space.
3. Install factory down shot roof curbs for both units.
4. Install new flashing for all roof penetrations.
5. Install electrical fused disconnects and conduit, seal tight with fittings.
6. Install thermostat.

Suite 12890 (RIFA)

1. Demo and removal of existing HVAC equipment.
2. Install new Title 24 compliant 208/230 single phase 2 ton down shot heat pump to service front office space.
3. Provide and install factory down shot roof curbs.
4. Modify duct connections to the new roof curb and equipment as necessary.
5. Install new flashing for all roof penetrations.
6. Install electrical fused disconnects and conduit, seal tight with fittings.
7. Extend all existing electrical, condensate drain line, gas line as necessary.
8. Install thermostat.

Additional Job Instructions and Inclusions:

1. Removal of one (1) unattached, non-operational rooftop unit.
2. Provide one (1) crane for hoisting and removal of equipment from roof.

3. All parts, labor and materials must be included to cover completion of this project.
4. Include all warranties (labor and manufacturers) in the proposal.
5. Include all permits, State and local.
6. All work performed must meet any applicable State and local code requirements.
7. Must use Title 24 rooftop units.
8. Duct sealing on existing and new ducting to comply with Title 24 requirements.
9. All work to be done during normal business hours Monday through Friday, 8:00 am to 5:00 pm.
10. Contractor shall verify equipment location and that location is adequate to support weight of equipment.
11. Removal of all job-related debris upon completion of work.

Special Instructions:

1. Any required change order must be submitted in writing for approval prior to any work being performed.
2. Contractors shall be responsible for visiting the site locations and verifying all information before submitting proposal.

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
ORANGE COUNTY, CALIFORNIA

NOTICE INVITING SEALED PROPOSALS (BIDS)

Bids will be received by the Orange County Mosquito and Vector Control District office at 13301 Garden Grove Boulevard, Garden Grove, California until the hour of 11:00 a.m. on the 30th day of May 2017, at which time they will be opened publicly and read aloud in the Board Room. Sealed proposals shall bear the title of the project and the name of the bidder. Any bid received after the scheduled bid opening time shown above will not be accepted and returned to the bidder unopened. It shall be the sole responsibility of the bidder to seal and deliver the bid proposal to the District office at or before the time specified in this notice provided. A set of the approved contract documents including plans and specifications may be obtained at the Orange County Mosquito & Vector Control District, 13001 Garden Grove Blvd., Garden Grove, CA 92843, (714) 971-2421; or on our website: www.ocvector.org.

The Contractor shall have a C-39 contractor's license. The Contractor shall comply with the provisions of the California Labor Code, the prevailing rate and scale of wages determined by the Director of the Department of Industrial Relations, State of California. Prevailing rates shall be paid to all workers employed in the performance of the contract. Such rates of wages are on file with Department of Industrial Relations and in the office of the District and are available to any interested party upon request. The contractor is responsible for all penalties prescribed for noncompliance to **these provisions**.

Each bid shall be submitted on the Bid Proposal Form furnished as part of the contract documents, and shall be accompanied by a certified check, a cashier's check or a bidder's bond in an amount not less than 10-percent of the amount of the bid, made payable to the District. The check or bond shall be given as guarantee that the bidder will enter into a contract with the District and furnish the required payment and performance bonds and certificates of insurance and endorsements if awarded the work. The check or bond will be declared forfeited if the successful bidder does not enter into the contract or furnish the required bonds and insurance forms under the time frame specified in the construction agreement.

There will be a mandatory pre-bid conference held on Monday, May 22, 2017, at 10:00 A.M., the meeting will begin at the District office, 13301 Garden Grove Boulevard, Garden Grove, California, CA 92843-2102.

It is imperative that the bidders carefully review this notice and the District's standard construction agreement and insurance forms. The successful bidder will be required to comply with all requirements in the standard construction agreement and insurance forms. In the event of failure or inability to meet these requirements after the award of contract, the District shall have the right to reject the bid and/or declare a forfeiture of the bid bond.

Pursuant to California Contract Code Section 22300, CONTRACTOR will be entitled to post approved securities the District or an approved financial institution in order to have the District release funds retained by the District to insure performance of the contract.

No bidder or subcontractor shall be listed in a bid proposal unless registered with the Director of Industrial Relations pursuant to Labor Code Section 1725.5.

Liquidated damages in the sum of \$500.00 per day shall be imposed for each unexcused day beyond the contract completion date.

The Board of Directors of the District reserves the right to select the schedule(s) under which the bids are to be compared and contract(s) awarded, to reject any and all bids, and to waive any and all irregularity in any bid.

Dated: May 9, 2017

BY ORDER OF THE BOARD OF DIRECTORS OF
THE ORANGE COUNTY MOSQUITO AND
VECTOR CONTROL DISTRICT

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Board of Trustees of Orange County Mosquito & Vector Control District ("OCMVCD"), Orange County, California, will receive sealed bids until **11:00 A.M., on May 30, 2017**, at the front desk with attention to Operations Specialist, Dana Zamora, at 13001 Garden Grove Boulevard, Garden Grove (corner of Haster and Garden Grove Blvd). Said bids will be publically opened on May 30, 2017, at 11:01 A.M.

Project: HBP HVAC Project.

OCMVCD seeks the services of a qualified HVAC Service Company to replace or install multiple HVAC systems at their Haster Business Park facility. Haster Business Park is located at 12926 Haster Street, Garden Grove, CA 92843. The project will consist of services according to a scope of work provided in the RFP.

There will be a mandatory Pre-bid meeting on May 22, 2017 at 10:00 A.M. The meeting will be held at the OCMVCD main office located at 13001 Garden Grove Boulevard, Garden Grove, CA 92843

Contract documents, including the RFP and instructions and conditions can be obtained at the Orange County Mosquito and Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, CA 92843 or on our website: www.ocvector.org.