

FAIRFIELD COUNTY COMMISSIONERS
210 East Main Street
Lancaster, OH 43130

INVITATION TO BID

Pursuant to ORC 307.86

1. NOTICE TO BIDDERS

1.1 Purpose

The Fairfield County Commissioners are requesting sealed bids for the provision of designated HVAC Rooftop Equipment/related services at the Fairfield County Government Services Center, 239 West Main Street, Lancaster OH 43130.

1.1.A. Packaged HVAC RTU System Equipment Bid Notes:

Suppliers/Vendors may submit multiple selections/choices for review by Fairfield County/FC's Agent. Provide each selection in separate Bid Envelope and DESIGNATE the General Description for the OPTION as offered. Make certain that the requested documentation is included for each selection intended to be reviewed; refer to list in published Owner's Project Requirements (OPR) documents.

1.2 Estimated Key Dates

The following are the estimated key dates associated with the ITB process. Bids received after 10:00 a.m. EDT on the Bid Due Date (as defined below) will not be considered.

PUBLICATION DATE:	Tuesday, October 29, 2024
INQUIRY PERIOD BEGINS:	Tuesday, October 29, 2024, 8:00 a.m. EDT
PRE-BID MEETING @ SITE	Tuesday, November 5, 2024, 11:00 a.m. EDT
INQUIRY PERIOD ENDS:	Wednesday November 13, 2024, 8:00 a.m., EDT
BID DUE DATE:	Tuesday, November 19, 2024, 1:00 p.m., EDT
BID OPENING DATE:	Tuesday, November 19, 2024 1:00 p.m., EDT

There are references in this ITB to the Bid Due Date, which shall mean the date, and time that the Offeror's bid response is due at the Fairfield County Commissioners office in Lancaster, Ohio. Sealed Bids received after 10:00 A.M. on the Due Date will not be evaluated. Each bid must be submitted in a sealed envelope and marked on the outside as "GOVERNMENT SERVICES CENTER HVAC ROOFTOP EQUIPMENT".

The Fairfield County Commissioners reserve the right to reject any or all bids in response to this ITB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

1.3 Additional Estimated Dates

CONTRACT AWARD NOTIFICATION: Tuesday November 26, 2024

PURCHASE ORDER ISSUED: on or before Tuesday, December 3, 2024

CONTRACT NOTICE TO PROCEED DATE: Wednesday, November 26, 2024

FINAL CONTRACT COMPLETION DATE: TBD

1.4 Location for Bid Response Opening

The following is the site for the public opening of Offeror’s bid response(s).

**Fairfield County Commissioners
Third (3rd) Floor Hearing Room
210 East Main Street
Lancaster, OH 43130**

2 EXECUTIVE SUMMARY

2.1 Purpose

This document is a request for bids for the GOVERNMENT SERVICES CENTER HVAC ROOFTOP EQUIPMENT under Section 307.86 of the Ohio Revised Code. The Work is to be performed in accordance with the plans and specifications included and this Invitation to Bid document. The Fairfield County Commissioners are soliciting competitive, sealed bids for the described Equipment/related services located in the downtown Lancaster, Ohio area. If a suitable offer is made in response to this Invitation to Bid (ITB), the Fairfield County Commissioners may enter into a contract/Purchase Order to have the selected Offeror (the “Vendor”) provide the described Scope Items.

Upon selecting the lowest and best bid, the Fairfield County Commissioners shall enter into a Contract/Purchase Order with such person or entity in accordance with Revised Code Section 307.86. A contract/Purchase Order for the described Scope Items shall be prepared by the Fairfield County Commissioners and submitted to the selected Offeror. This ITB provides details on what is required to submit a Bid for the Work, and what will be required of the Vendor in providing the described work. As used herein, the term “the Fairfield County Commissioners” shall also include any of their employees, agents, or representatives.

This ITB also gives the estimated key dates for the various events that are part of the submission process, selection process, and overall project work commencement. While these dates are subject to change, the Fairfield County Commissioners will make efforts to adhere to the dates contained herein. Once a contract/Purchase Order is awarded, the described Scope Items must be completed by the completion date agreed upon by the Fairfield County Commissioners and the Vendor.

2.2 Objectives

The purpose of this Invitation to Bid (ITB) is to solicit bids that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work and General Conditions Specifications (see Section 4/published Owner's Project Requirements). It shall be the successful Bidder's obligation to ensure that their personnel providing any Scope Items or services in accordance with this ITB are qualified to perform such work or services.

2.3 Calendar of Events

Significant dates in connection with this ITB are shown above and are subject to change. The Fairfield County Commissioners may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as an addendum(s) to this ITB. It will be the responsibility of the prospective Offerors to notify the County that they intend to bid upon downloading bid documents, and to check his/her email on a regular basis for posted addendums, changes and other ITB information.

A Pre-Bid Conference will be held at the project site on **Tuesday November 5th 2024, 11:00 am. EDT**, which all prospective bidders are encouraged to attend. Please meet in the Main Lobby Entrance.

3 INSTRUCTIONS TO BIDDERS

3.1 Purpose

The following sections provide details on how to respond to this Invitation to Bid (ITB). All responses must be complete and in the prescribed format subject to the right of the Fairfield County Commissioners to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB as set forth above.

3.2 Contacts

The following individual will be the representative of the Fairfield County Commissioners who may be contacted in connection with this Invitation to Bid (ITB).

Jon Kochis
Director of Facilities
740-652-7961
Jon.kochis@fairfieldcountyohio.gov

Bidders may obtain complete sets of the Invitation to Bid document, plans, and specifications, posted on the Fairfield County website at: www.co.fairfield.oh.us, available for downloading by the bidder. Prospective bidders must notify Jon Kochis, Facilities Director, of their intention to bid when downloading documents electronically, and provide their contact information to Jon Kochis. A complete set of the Invitation to Bid (ITB) documents will also be available at the office of the Fairfield County Board of Commissioners, 210 East Main Street, Third Floor, 210 East Main Street, Lancaster, Ohio 43130.

3.3 Inquiries

Bidders may make inquiries regarding this ITB any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Bidders must use email to make their inquiries. All inquiries must be addressed to and sent to Jon Kochis: jon.kochis@fairfieldcountyohio.gov. The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

3.4 Preparation of Bid

- 3.4.1** Submit a bid amount on the original Bid Form furnished by the Fairfield County Commissioners, in this document.
- 3.4.2** Sign Bid Form with name printed below signature. Bids shall be effective for sixty (60) days from the bid date.
- 3.4.3** Oral, telephonic, facsimile or telegraphic bids in response to this ITB will not be accepted.
- 3.4.5** Provide all the required attachments to the Bid Form as follows:
 - A) Non-Collusion Affidavit
 - B) EEO Certification
 - C) Affidavit of Property Tax Liability
 - D) Drug-Free Work Place
 - E) Technical Product Data and Equipment Performance Selection Files for Each Item.
 - F) Scope Letter with Clarifications, Deviations and Recommendations/Options for Each Item.
- 3.4.6** Submit sealed bids in an opaque envelope plainly marked on the outside with the project title "BID FOR GSC HVAC ROOFTOP EQUIPMENT", bid date and time, and name of the Offeror.
- 3.4.7** If the bid is mailed, the sealed bid shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face of the bid envelope.
- 3.4.8** Mailing and delivery address is:
FAIRFIELD COUNTY BOARD OF COMMISSIONERS
Third Floor
210 East Main Street
Lancaster, Ohio 43130
- 3.4.9** Bidders shall be solely responsible for the timely delivery of their bid in response to this ITB in the manner and time prescribed. No bid shall be considered if it arrives after the time scheduled, as determined by the Fairfield County Commissioners.
- 3.4.10** Bids in response to this ITB that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind, may, at the Fairfield County Commissioners discretion be declared unacceptable.

3.6 Laws and Regulations

- 3.6.1** The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over this project shall apply to this contract.

3.7 Occupational Safety and Health Administration

3.7.1 Special attention by the bidders is also directed to the requirements of OSHA. The successful vendor will be required to observe all provisions of the Act, which are by reference included in the specified provisions of these specifications as if actually reproduced herein, and will be responsible for their full enforcement.

3.8 Award of Contract/Purchase Order

3.8.1 The contract/Purchase Order, if let, will be awarded to the best bid. In determining the awardee the following elements may be considered, as referenced to the published Owner's Project Requirements (OPR) documents: Costs of Scope Items and Services; Product Specification and Performance; Expected Lead time of Items Delivery to the Project Site; has adequate support personnel and equipment to ensure a complete integrated Installation and Operational effort, properly, and expeditiously; has suitable financial base to meet the obligations incidental to the furnishing and support of the Equipment; has appropriate experience; has completed all items on the Bid Form; and has inserted no qualifying phrases or unbalanced items on the bid form.

3.8.2 The Fairfield County Commissioners reserve the right to reject any and all bids in response to this ITB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

3.8.3 The bidder must be skilled in the use and interpretation of plans and specifications for this project, and has found them free of ambiguities and sufficient for bidding purposes. Further, he/she has carefully examined the site of the work, as appropriate and from his/her own observations, is satisfied as to the nature and location of the work, the character, and the quality of the materials and the difficulties likely to be encountered, and other items, which may affect the performance of the complete project work. He/she has based the bid solely on these documents, including any addenda and observations, and has not relied in any way on any explanation or interpretation, oral or written, from any other source. Therefore, the bidder agrees to hold the Fairfield County Commissioners harmless for his/her negligence, error, or omissions.

3.8.4 The Fairfield County Commissioners may consider any bids not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the bids submitted.

3.9 Payment Applications and Changes to the Work

3.9.1 Full payment shall be made upon satisfactory completion of the noted Scope/work, and all contract close-out requirements are met. If partial payment applications are requested, they shall be submitted on a monthly basis and shall be at a "percentage of work completed basis" for the various categories of work.

3.9.2 Payment requests must be submitted on the approved Form/Schedule of Values, using the AIA G702 Application and Certificate for Payment form. The Schedule of Values must be approved prior to the first payment request.

3.9.3 All changes to the Work involving a change in contract/Purchase Order amount must be approved in advance by the Owner. The Vendor will be required to submit a detailed labor and materials pricing breakdown for the change in contract scope for approval by the Owner and Architect/agent. Change Orders will be authorized on a form designated by the Owner.

3.11 Contract Termination

3.11.1 Upon written notice to the Vendor, the County may, without cause and without prejudice to any other right or remedy, elect to terminate the Contract/Purchase Order. In such case, the Vendor shall be paid for all work executed and any expense sustained plus reasonable profit, unless such termination was due to the act or conduct of the Vendor/Manufacturer.

4 GENERAL CONDITIONS AND SCOPE OF WORK

4.1 The purpose of this Invitation to Bid (ITB) is to obtain bids for the provision of HVAC Rooftop Equipment/related services as identified in the scope – refer to the accompanying Owner’s Project Requirements (OPR) as prepared by County FIRM/Palmer Conservation Consulting.

5.1 Submittals: The Vendor must provide submittals of product literature and installation drawings for all items to be incorporated into the final Work, to the Owner for review and approval prior to installation – refer to published OPR documents.

6.1 General Requirements

6.1.1 The Vendor shall comply with all applicable ordinances, laws, and regulations.

6.2 Schedule and Coordination

6.2.1 The Vendor shall coordinate all construction activities with the authorized representative of the Fairfield County Commissioners and the designated involved parties pertinent to the overall Project (Criteria Engineer, Installing Contractor/Design-Builder) – refer to the published OPR documents.

6.3 Security

6.3.1 The Contractor shall maintain security of the project site and its contents at all times during the term of the contract and any extensions thereto.

CONTRACT FORM A

Fairfield County Commissioners
Government Services Center HVAC Rooftop Equipment

BID FORM

Bids Must be submitted on this form only. (Type or Print Clearly)

ITEM 1: BASE HVAC RTU Equipment System & Services:

Base Scope of Work: Provide specified HVAC RTU System & Services (Base Equipment & required-specified Services/Accessories). Proposer agrees to furnish equipment & perform all the services work necessary, as described in the specifications and shown on the documents, including applicable Installation Project Coordination & services for the sum of:

_____ (\$ _____)
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Base HVAC RTU System Proposal Expected Submittal Delivery Schedule:

Proposer offers to furnish the above BASE HVAC RTU System Equipment Submittals within _____ days after notice of recommendation.

Base Proposal HVAC RTU System Expected Equipment Delivery Schedule (to Installing Contractor):

Proposer offers to furnish the above BASE HVAC RTU Equipment Unit within _____ weeks after final submittal approval/receipt of FC Purchase Order.

ITEM 2: ALTERNATE HVAC RTU UNIT & FACTORY UV-C Option/System:

Alternate Scope of Work: Provide specified HVAC RTU Unit with FACTORY UV-C System (Alternate HVAC RTU & required-specified Services/Accessories). Proposer agrees to furnish equipment & perform all the services work necessary, as described in the specifications and shown on the documents, including applicable Installation Project Coordination & services for the sum of:

_____ (\$ _____)
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Alternate HVAC RTU w/ FACTORY UV-C System Proposal Expected Submittal Delivery Schedule:

Proposer offers to furnish the above ALTERNATE HVAC RTU/UV-C System Equipment Submittals within _____ days after notice of recommendation.

Alternate Proposal HVAC RTU w/FACTORY UV-C System Expected Equipment Delivery Schedule (to Installing Contractor):

Proposer offers to furnish the above ALTERNATE HVAC RTU/UV-C System Equipment Unit within _____ weeks after final submittal approval/receipt of FC Purchase Order.

Acknowledgement of Addenda Received: (List all Addendum numbers and date)

Addendum # _____ Date: _____

Addendum # _____ Date: _____

Addendum # _____ Date: _____

Having carefully read and examined the entire set of Construction Documents, including without limitation the Drawings, Specifications and all Addenda (listed above) prepared by the Owner for the above referenced Project; **and** with a clear understanding of the delineation between Base Bid and Alternate Bid work; **and** having visited and examined the site, premises, and the conditions affecting the work, the undersigned Bidder proposes to perform all Work, furnish all labor, materials and equipment for this Project in strict compliance with the Construction Documents for the sums indicated above.

Signed By Bidder: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____

Address: _____

Phone: _____