

City of Galax Invitation For Bids

Galax Recreation Center Heat Pump Replacement Project

April 4, 2022

1.0 General Information

The City of Galax is soliciting and will be accepting sealed bids for replacement of a 2.5-ton split heat pump system at the Galax Recreation Center. The project consists of demolition and disposal of existing equipment with installation of a new split heat pump equipment and system accessories as specified within this Invitation For Bids document.

Submission Requirements

Submit the bid proposal to City Manager's office, at 111 East Grayson Street, Galax, Virginia 24333. Bid proposals must be received at the City Manager's office no later than 2:00 PM on April 15, 2022. They will be publicly read out loud. Bid proposals will only be accepted from qualified Virginia Licensed contractors.

Inquiries

Bid documents and clarification of the terms and conditions, as well as, comments on the proposed HVAC system requirements should be directed to Edwin Ward, at 276-236-2422 or eward@galaxva.com. All inquiries that affect the nature of the IFB bid proposal contents will be conveyed, by addendum, to all parties receiving this IFB. The City shall not be responsible for any information given by way of verbal communication.

2.0 Project Description

The project consists of replacing the existing 2.5-ton heat pump HP-3 and 1000-cfm air handler AHU-3 serving administrative offices on the second floor. The HP-3 is located on the roof of the ground floor gym and AHU-3 is located in a mechanical room inside of office #330 as shown on attached Exhibit A.

The existing air handler is a 240-volt, 60-hertz, 1-phase Carrier model FH4ANF002010 producing 1000-cfm at ESP of 0.4 In-WC. The air handler is equipped with an 18-kW auxiliary heater.

The existing heat pump is a 240-volt, 60-hertz, 1-phase Carrier model 38YCC030 producing a minimum total cooling capacity of 25.2 MBH with a sensible heat capacity of 21.0 MBH. Heat pump is rated at a minimum heating capacity of 29.0 MBH at 47° F Db & 43° F Wb and 16.3 MBH at 17° F Db & 15° F Wb.

All work shall comply with the current Virginia Construction Codes.

3.0 Scope of Work

The successful bidder will be required to provide equipment, labor and materials to perform the following activities as shown below:

1. Submit proposed HVAC system replacement equipment and materials for approval prior to ordering.
2. Demolish and dispose of existing equipment and miscellaneous materials as necessary.
3. Install new 2.5-ton split heat pump outdoor unit and 2.5-ton air handling unit, along with new temperature control equal to Honeywell Pro 5000 series nonprogrammable TH5220D1029 thermostat.
4. Existing R-22 refrigeration piping may be reused if size complies with and is properly cleaned according to manufacturer's installation requirements. Otherwise piping and insulation shall be replaced with new materials.
5. Install new copper power wiring and flexible conduit to reconnect new equipment, if existing connections are too short to reuse. Control wiring may be reused and is not required to be in conduit unless protection is necessary.

4.0 Project Schedule

Project Award and Notice-To-Proceed will occur as soon as bids are evaluated to be within budget and approved by City Administration. The contractor should include a proposed project schedule completion timeframe as indicated on the Bid Form.

5.0 Owner Responsibilities

1. The City of Galax will provide project construction permit at no cost to contractor.
2. The City of Galax will provide project inspections and coordination with the contractor.
3. The City will expedite submittal review and approval.
4. The City of Galax will provide water and toilet facilities for contractor use during construction.

6.0 General Contract Information

This Invitation For Bids shall serve as the contract Agreement. The City of Galax desires to provide payment upon completion and acceptance of the work in accordance with the requirements and references in this Invitation For Bids.

Changes in the contract scope of work and pricing can be made by mutual agreement between the parties. The contractor shall be compensated for any additional costs incurred and shall give credit for any savings received as a result of a contract change order agreed to in writing by the City of Galax.

The City of Galax reserves the right to waive irregularities or technicalities in bids and to reject all bids or any part of any bid.

7.0 Project Submittals

The successful bidder shall submit project items as mentioned above for approval prior to ordering materials.

8.0 Warranty

The contractor shall provide a minimum one-year warranty service on issues related to contractor provided labor and materials.

9.0 Insurance Requirements

The contractor agrees to be responsible for, indemnify and hold harmless the City of Galax its agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily injury or property damage that may happen to occur in connection with and during the performance of the contract. The contractor will maintain the following minimum insurance requirements.

- Employers Liability - \$100,000/\$500,000/\$100,000 accident, disease, policy limit
- General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate applies per project. The City of Galax shall be named as additional insured with respect to goods and services being procured. This coverage is to include Premises/Operations liability, Products and Completed Operations Coverage, Independent Contractor's Liability and Personal Injury Liability.
- Automobile Liability - \$1,000,000 CSL Bodily injury and Property Damage.

- Premises/Operations, Independent Contractors, Products, Completed Operations, Contractual Liability, Personal Injury Liability - \$1,000,000 occurrence, \$2,000,000 aggregate.
- The City of Galax shall be named an additional insured and provided with a Certificate of Insurance before access to the site can be granted.

10.0 Compliance with Federal, State and Local Laws

The City of Galax does not discriminate and prohibits discrimination against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. The City requires compliance with state and federal immigration laws as defined under the Code of Virginia Chapter 43 Virginia Public Procurement Act. The City is an equal opportunity employer and encourages participation of small businesses, minority owned businesses, women owned businesses, disadvantaged business enterprises and service disabled veteran owned businesses in all procurement activities. Contractors are encouraged to take all necessary and reasonable steps to ensure that MBEs, WBEs and DBEs have the maximum opportunity to compete for and perform services on the contract.

The successful bidder agrees to the following requirements during the performance of this contract:

- The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment; except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.
- The contractor in all solicitations or advertisements for employees will state that the contractor is an equal opportunity employer.
- The contractor shall provide a drug-free workplace, post notice of a drug-free workplace, and state in all solicitations that the contractor maintains a drug-free workplace.
- The contractor agrees to include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000, so that these provisions will be binding on the subcontractor and vendor.
- The contractor shall not employ unauthorized aliens as defined in the federal Immigration Reform and Control Act of 1986.

11.0 Invitation For Bids Submission Requirements

Bid proposals shall be submitted to the City Manager’s office, at 111 East Grayson Street, Galax, Virginia 24333. Bids must be received at the city office no later than 2:00 PM on April 15, 2022. Bid proposals transmitted through the postal service or other means must be contained in a separate envelope, with no markings other than as shown below to prevent accidental opening prior to proposal bid date.

Sealed Bid for Galax Recreation Center Heat Pump Replacement Project

Bid Opening Date – April 15, 2022

Name of contractor
Address
Telephone number
Fax number

Virginia State Contractors License Number _____

- 11.1 Bids may not be withdrawn for a period of sixty (60) days.
- 11.2 The City reserves the right to (1) reject any or all bids and (2) waive any irregularities or informalities in the proposal bidding process.
- 11.3 The successful bidder shall receive approval of Certificates of Insurance before undertaking any project activities.
- 11.4 The contractor’s bid proposal shall include, as an attachment, the entire Invitation For Bid document with the completed Bid Form.
- 11.5 The contractor may also attach their standard form of proposal with contract terms and conditions.

12.0 Contract Award

The City of Galax intends to award a contract to the lowest responsible bidder.

BID FORM

Galax Recreation Center Heat Pump Replacement Project

Acknowledgement of Addendums Received:

Number 1 _____ Number 2 _____ Number 3 _____

Project Schedule: If awarded contract this project shall be completed within _____ calendar days.

Base Bid Lump Sum: _____
_____ (\$ _____)

Include this entire Invitation For Bid document with the completed Bid Form.

By signing and submitting a proposal under this solicitation, the signatory certifies an understanding of the requirements contained in this Invitation For Bids.

Contractor Name: _____

Address: _____

Telephone: _____ email: _____

By: _____

Signature: _____

Title: _____

Date: _____

EXHIBIT A

HVAC System HP-3

Galax Recreation Center Second Floor Partial Plan View

