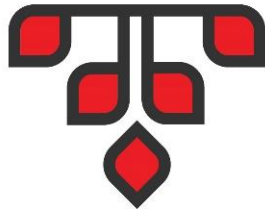




Dalton Public Schools



DALTON PUBLIC SCHOOLS
MAINTENANCE DEPARTMENT

REQUEST FOR PROPOSAL FOR:

DPS 2018-19 MIHS roof top HVAC replacement

For
2018-2019 DALTON PUBLIC SCHOOLS

BID NUMBER:
(BID # 0016 DPS 2018-19 MIHS roof top HVAC replacement)

ISSUED August 13, 2018

Proposal Opening: September 10 - 11:00a.m.

REQUEST FOR PROPOSAL

August 13, 2018

Invitation to Bid

To: All Bidders

The Dalton Public Schools System invites you to submit a Proposal for security services.

Responses to this Invitation to Bid shall be submitted in a sealed envelope marked “**Bid No. 0016 2018-19 MIHS roof top HVAC replacement**” Bids may be mailed to the Dalton Public School System, Maintenance and Operations Department, 412 S. Hamilton St., Dalton, Georgia 30720 or hand delivered to the Maintenance and Operations Department prior to bid opening time.

Bids will be opened at the Dalton City Schools Maintenance and Operations Dept. 412 S Hamilton St., Dalton, Ga 30720, on **SEPTEMBER 10, 2018 @ 11 AM.**

Bidders are required to use the enclosed specifications’ forms. They are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their bid. *The prices in this bid supersede any other quote given to Dalton Public Schools to date on the same items.*

The Dalton Public School System reserves the right to accept or reject any and all bids, and to waive any irregularity in bids received to award the entire bid to one vendor or to make awards by groups or line items, whichever is in the best interest of the Dalton Public School System.

Any questions concerning this bid may be forwarded to:
Rusty.lount@dalton.k12.ga.us

Your interest and participation are solicited and appreciated.

Sincerely,

Rusty Lount
Director of Operations

General Terms and Conditions

1. Bids should be mailed in ample time to assure delivery prior to the bid opening date and time.
Mail to: Dalton Public Schools
Attn: Maintenance and Operations
412 S. Hamilton St., Dalton, Ga 30721
2. Bid proposals may be hand delivered to the Maintenance and Operations Department, Dalton Public School System prior to bid opening time.
3. Bids must be on the specifications forms provided within this Invitation to Bid, sealed within an envelope marked as shown in the cover letter.
4. No awards of any kind are made at the time of the bid opening. A copy of the bid tabulations and/or the awards will be available upon request for any vendor who submitted a bid. This information may be obtained after the bid has been awarded.
5. Proposals are due by **September 10, 2018**, and will be opened on that day at **11:00 a.m.** at the Dalton Maintenance and Operations Dept., 412 S Hamilton St., Dalton, Georgia. Proposals which are not received at the time, date, and place of the opening of proposal will not be accepted. The public is invited to attend the opening.
6. The Dalton Public Schools is not liable for any cost incurred by contractors in responding to this Request for Proposal.
7. Upon acceptance, the contractor agrees to furnish the service upon which the prices are quoted at the price specified and the designated locations. All prices, cost, and conditions shall remain firm and valid.
8. Time of delivery is a part of this consideration and must be stated in definite terms and must be adhered to completely. Security services will need to be on site as of the start date of August 1, 2018.
9. All invoicing will be billed monthly and paid monthly. Payment for services will be made by submitting invoice for previous months picked up, on the first working day of following month; payment will be made within 30 days of approval. All invoices received may require approval. Approval of invoices must be made by the Director of Operations or designated representative of the Dalton Public Schools.
10. The detailed requirements set forth in this RFP are mandatory. Failure by a contractor to respond to a specific requirement may result in disqualification. The Dalton Public Schools reserves the right to accept or reject any or all proposals.

11. Deviations and exceptions from terms, conditions or specifications shall be described fully by contractor. In the absence of such statement, the proposal shall be accepted in strict compliance with all terms, conditions, and specifications.
12. All participants shall enclose with proposal, proof of General Liability Insurance, a minimum of \$1,000,000.00 plus a complete Worker's Compensation verification. Please include current policies regarding the operation of vendor vehicles if provided.
13. The bidder, by submitting their bid, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.
14. Dalton Public Schools is an equal opportunity employers and tax-exempt organization.
15. All addendum(s) to this RFP can be obtained from the Dalton Public schools' website at Daltonpublicschools.com and doas.ga.gov/state-purchasing at the GA state purchasing website. Updates will be available on or before 72 hours prior to the bid date. Please be sure to check the websites prior to bid submittal.
16. **DISQUALIFICATION:** The Owner reserves the right to disqualify proposals, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the Contractors. Owner reserves the right to disqualify proposals submitted with all the requested documentation completed or subcontractors listed on proposal form.
17. **AWARD:** The proposals shall be evaluated in accordance with the evaluation criteria set forth in this Request for Proposals (RFP). Subsequent to the opening of the sealed proposals, discussions may be conducted by the Owner with responsible vendors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals; and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. Owner reserves the right to reject the proposal of a vendor who has previously failed to perform properly or complete on time, contracts of a similar nature, or the proposal of a Contractor who, in the sole opinion and discretion of the Owner is not in a position to perform the contract, or whose name appears on the United States Comptroller General's List of ineligible Contractors. Owner reserves the right to waive technicalities, to accept or reject any and all proposals and to waive any irregularity in proposals received, to award the entire proposal to one vendor or to multiple vendors or to make awards by group or location, whichever is in the best interest of the Owner.
18. Award Ceritera

The Award Committee will screen each proposal for completeness to ensure that all mandatory requirements are addressed satisfactorily. All proposals that satisfy these

requirements will be evaluated and considered for awarding of this request.

If additional information is needed to interpret these specifications, please contact Rusty Lount, Director of Operations for Dalton Public Schools, at (706) 876-4082.

Regards,

Rusty Lount
Director of Operations
Dalton Public Schools

ROOF TOP HVAC REPLACEMENT REQUEST

LOCATION:

MORRIS INNOVATIVE HIGH SCHOOL,
104 Fort Hill Terrace, Dalton, Ga 30721.

Roof top unit: South Building

SCOPE OF WORK:

This request for proposal is for the replacement of a roof top HVAC unit located on the South building of Morris Innovative High School to including all removal, replacement, connections, roof repairs, curb work, crane operation, HVAC controls, startup, test and balance, and calibration as needed to make the new unit fully operational.

UNIT TYPE

See attached Addenda #1 for information on the existing unit to be replaced.

Contractor will verify all information provided herein including addendums and all additional attachments as provided with this RFP. The contractor bears full responsibility for visiting the site and confirming all information herein to be correct and accurate. Contractor will notify owner of any corrections to the information herein as needed to purchase and install a new operational replacement HVAC unit compatible with the existing system's current setup.

SEE attached Addenda # 1

APPROVED HVAC ROOF TOP UNIT MANUFACTURERS

1. Trane Company (The) North American Commercial Group –“Owner Preferred”
2. Daikin
3. Carrier Corp.

HVAC UNIT REQUIREMENTS

All unit greater than 3 ton shall be equipped with a 100% modulating outside air economizer cycle.

CONTROL SYSTEM SCOPE OF WORK

The existing control system is an Automated Logic WebCTRL system. No deviations from this specification are acceptable due to existing system currently in operation. The Control system scope of work for the replacement RTU should include Automated Logic furnishing direct DDC controls for the RTU. The owner should be able to control the RTU directly through the BAS not through a BACnet interface.

ALC to furnish DDC controller with NEMA 3 panel, field devices and wiring at the new RTU for:

- Individual time scheduling and control
- Discharge air temperature sensor
- Fan start/stop and control of fan speed as required
- Fan status relay
- Space temperature sensor with local override and setpoint adjustment
- Cooling stages (typically 1 or 2 stages of control)
- Heating stages (typically 1 or 2 stages of control)
- Economizer control
- Shutdown through smoke detectors furnished by others

RTU manufacturer to furnish factory installed damper actuators with capability of receiving a 0-10V signal from the ALC module for control if unit has economizers. Modulating damper actuators to be furnished by RTU manufacturer for direct BAS control

RTU manufacturer to furnish thermostat connection (terminal strip) is required on each RTU by RTU Manufacturer for DDC control by the BAS.

CO SENORS

The new HVAC replacement unit is to be equipped with a carbon monoxide sensor. CO Sensor requirements will included automatic shutoff of the unit in the event CO gas is detected.

BI-POLAR IONIZATION UNIT

The unit shall be equipped with a air purification System from an established manufacturer with installations in successful operations in the USA. Technologies that do not address gas disassociation such as UV Lights, Powered Particulate Filters, and/or polarized media filters shall not be considered.

Subject to compliance with requirements, provide products by one of the following manufacturers:

1. Plasma-Air
2. Atmos Air
3. Global Plasma Solutions

REMOVAL AND CLEANUP

The Contractor is responsible for the proper removal, disposal, and cleanup of jobsite materials including removal and disposal of the existing HAVC unit, all roofing materials, and Construction debris for the jobsite.

CODE Compliance

All installation and materials will be code compliant at time of install. Contractor is responsible for notifying agencies as to date equipment to be installed is ready for preliminary and/or final inspections(s) by Local Fire Marshal, State Fire Marshal and City Building Inspectors. Contractor will pay all fees required and performed by agencies having jurisdiction.

WARRANTY

As part of the contract provisions the contractor, subcontractors, suppliers, and vendors are required to warrant products and installation to be free of defects for no less than twenty four months (24 mo.) for installation and a five years (5yrs.) manufacturer's warranty from the date of substantial completion of work.

ALTERNATE #1

1. Based bid: Under the contractor's base bid proposal provide HVAC equipment by one of the listed manufacturers.
2. Additive Alternate: If this alternate is accepted, provide HVAC equipment from the "Owner-Preferred" manufacturer. Owner preferred equipment is:
 - a. Roof Top HVAC unit with electric air conditioning and natural gas heat: Trane

**Dalton Public Schools – MIHS Roof Top HVAC replacement Bid Form
2018-19**

Company _____

Address _____

Representative _____

Phone # _____

Date _____

MIHS ROOF TOP HVAC BASE Price _____

MIHS ROOF TOP HVAC ALTERNATE #1 Price _____

*Owner preferred Trane Company (The) North American Commercial Group unit

- All fees must be included in the total amount
- No rate increases of any type are aloud during the duration of this project.

Signature of person authorized to sign this request for proposal _____

Company Name: _____

Title: _____ Date _____

**DALTON PUBLIC SCHOOLS
SCHOOL CALENDAR
2018-2019**

Beginning June 1, 2018.....Pre-registration for All New Students –
DPS Enrollment Center
101 N. Thornton Ave., (706) 876-4000

Wednesday - Friday, Aug. 1-3.....Professional Learning

Monday, August 6.....Professional Learning

School Orientations: Middle School – Morning
Elementary Schools - Afternoon

Tuesday, August 7..... First Day of School

Monday, September 3.....Labor Day Holiday

Friday, October 5..... Student Holiday/Staff Professional Learning Day

Monday, October 8..... Staff & Student Holiday

Monday - Friday..... Thanksgiving Holidays
November 19-23

Friday, December 21..... Winter Holiday Begins for Staff & Students

End First Semester (90 days)

Monday, January 7..... Student Holiday/Staff Work Day

Tuesday, January 8..... Classes Resume for Students after Winter Holidays

Monday, January 21Staff & Student Holiday

Friday, February 15..... Student Holiday/Staff Professional Learning Days

Monday, February 18 Mid-Winter Holiday

Monday-Friday, April 1-5..... Spring Holidays

Friday, April 19 Staff & Student Holiday

Friday, May 24 **Last Student Day of School
Early Dismissal for Students
**High School Graduations

**End Second Semester (90 days)

Monday, May 27..... Memorial Day Holiday

Tuesday-Thursday, May 28-30.....Staff Professional Learning Days

Friday-Tuesday, May 31-June 4.....Staff Professional Learning Make-Up Days

1st Semester - 90 days

2nd Semester - 90 days

*School Make-Up Days will be used as school days in the event days are missed due to weather/emergencies. Otherwise, these days will be student/staff holidays.

** Graduation date and the last day of school can be affected by make-up days

**DPS SCHOOL CALENDAR
LBOE APPROVED 2/12/2018
2018 – 2019**

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications. That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the installer must have million dollar general liability policy, proof of workers compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property and proof of all insurances must be included in the bid.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **September 10, 2018 @ 11:00 AM**, but may not be withdrawn after such date and time.

That the Dalton Public School System reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The Dalton Public School System reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the Dalton Public School System has the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name _____ Title _____

Name _____ Title _____

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidders' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the Dalton Public School System. The bidders may be declared, by the school system, ineligible for further contracts with the Dalton Public School System until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the Dalton Public School System, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the Dalton Public School System, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____ 20____.

NOTARY PUBLIC

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name _____

Signature _____

Title _____

Subscribed and Sworn to before me this _____ day of _____, 20_____

Notary Public

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Dalton Public Schools has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Dalton Public Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Dalton Public Schools at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20__

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

Sub-Contractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned contractor verifies' its compliance with O.C.G.A.§ 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of _____ services under a contract with and on behalf of Dalton Public Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal E-Verify User Identification number: _____

Date of Authorization: _____

Name of Sub-Contractor: _____

Legal Address of Business: State: _____

Zip code: _____

Name of Public Employer: Dalton Public Schools Board of Education

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____ in 20_____
(Day) (Month) Yr.)

Signature of Authorized Officer o Agent: _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____ 20 _____

Notary Public

My Commission Expires:

DALTON PUBLIC SCHOOLS

STATEMENT OF QUALIFICATIONS FOR CONTRACTOR

This Statement of Qualifications for Contractor is submitted by _____ ("Contractor") to the Dalton Public Schools ("The Owner").

INSTRUCTIONS

All questions must be answered in full, without exception. If copies of other documents will answer questions completely, said documents may be attached and clearly labeled. If additional space is required, additional pages may be attached and clearly labeled.

The Owner will be entitled to contact each and every reference listed in response to this Statement, and each entity referenced in any response to any question in this Statement. The Contractor, by completing this Statement, expressly agrees that any information concerning the Contractor in possession of said entities and references may be made available to the Owner.

Only complete and accurate information will be provided by the Contractor. The Contractor herein warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The Contractor acknowledges that the Owner is relying on the truth and accuracy of the responses contained herein. If the Contractor provides any information herein knowing same to be false, the owner may terminate or rescind any subsequent agreement by and between the Owner and the Contractor and will have such other and further remedies as may be provided by contract, law or equity.

In the event the Contractor has any questions concerning this Statement, same should be submitted to: Rusty Lount, Director of Operations, Dalton Public Schools.

THIS STATEMENT, ITS COMPLETION BY THE CONTRACTOR, AND ITS USE BY THE OWNER, WILL NOT GIVE RISE TO ANY LIABILITY ON THE PART OF THE OWNER TO THE CONTRACTOR OR ANY THIRD PARTY OR PERSON.

Names and signatures of persons authorized to sign bids and contracts:

Name	Title	Signature

