



NOTICE INVITING BIDS FOR
DEDICATED HEATING, VENTILATION
AND AIR CONDITIONING (HVAC) FOR
THE IT ROOM

Mission Statement: Placentia Library District inspires, opens minds, innovates, and connects our community

District Goals:

- Strengthen connections and expand community relationships.
- Provide equitable access.
- Adapt to community needs.
- Cultivate thriving collections of resources.
- Provide and promote relevant library services.
- Maintain fiscal responsibility and integrity.
- Support and empower staff.
- Provide an inviting, pleasant, and safe place to explore.

INTRODUCTION

The Placentia Library District (“District”) hereby requests bids from qualified firms for the installation of a dedicated HVAC system in the IT room. The successful Bidder shall have the knowledge, expertise, staff resources, licenses and availability to provide a dedicated HVAC system in the IT room.

DISTRICT OVERVIEW

Primarily known as a bedroom community, the City of Placentia, which is nestled in northern Orange County, is a family-oriented community of approximately 51,000 residents. Placentia serves an area of approximately 6.7 square miles and has retained the small-town image that has remained since settlers arrived more than 100 years ago.

The Placentia Library District is an independent special district serving the residents of Placentia and surrounding communities. It is governed by a board of five trustees directly elected by the public. The district has been serving the community since 1919 and now provides a variety of services including a large physical and digital catalog, virtual and in-person library programs, literacy services, gathering space, public computer stations, passport processing, a library of things (LOTs), and learning opportunities.

The District is open seven days a week – Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday and Saturday, 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

SCOPE OF WORK

The District is soliciting bids from qualified professional HVAC mechanical engineering firms to provide installation of one new 2-ton ductless split system in the IT room, inclusive of the following:

- New 24,000 btu 208/230-volt 1 phase refrigerant 18-seer condenser.
- New condenser to rest on redwood sleepers with rubber isolator pads and seismic restraints
- Provide crane lift of the new condenser to the roof.
- New 24,000 btu wall mounted air handler.
- New wall mounting hardware.
- New insulated factory copper line set and power cable.
- New line set and power cable to be run from the condenser to the air handlers.
- New wall mounted programmable digital wired thermostat/controller.

- New 208/230-volt 1 phase 30 amp electrical disconnect and fuses.
- New 208/230-volt 1 phase 20-amp electrical breaker.
- Run new high voltage electrical from the panel to the condenser in EMT/seal tight conduit
- New 115-volt 1 phase condensate pump.
- Run new copper condensate drain lines to an approved drain.
- New seismic restraints.
- Provide start up and run test of new equipment.
- Perform a certified air balance by a licensed 3rd party and provide report.
- Provide new sheet metal roof top flashing.
- Provide new cross over ducting and registers.
- New roof penetration/flashing to be sealed by the District’s approved roofing contractor.
- Provide redline drawings and warranty information.
- Provide mechanical engineering, plans, and Title 24 compliance report.
- Provide structural engineering, plans, and line of sight report.
- Provide permits, labor, travel, permit company service fee and site visits
- Provide cost based on a prevailing wage project.

BID FORMAT GUIDELINES

- **CONSULTANT APPLICATION FORM AND COVER LETTER**

Work Schedule

Provide a sample weekly work schedule For example:

Staff	Monday	Wednesday	Friday	Sunday	Total Weekly Hours
HVAC Technician Staff	8:00am-1:00PM	8:00am-1:00PM	8:00am-1:00PM	8:00am-12:00PM	20

1. Bids shall be in a sealed envelope or package marked as set forth in Section A below. Included in the sealed envelope shall be the bidders’ bid, an executed copy of this RFB, and a completed Appendix A.
2. Faxed Bids will not be received or considered.

The Placentia Library District shall have no obligation and will not reimburse responding firms for any expenses incurred in preparing bids in response to this RFB.

A. **RECEIPT OF BIDS.** Sealed Bids must be received no later than **4:00 p.m. (P.S.T) on Friday, June 3, 2022**, to the address below. Bids will not be accepted after this deadline. Faxed or e-mailed bids will not be accepted. Sealed bids shall be delivered to and marked as set forth below:

Placentia Library District
 Library Director
 411 E. Chapman Avenue
 Placentia, CA 92870
 RE: RFP for HVAC for the IT Room

- B. OPENING OF BIDS AND AWARD OF CONTRACT. The Bids will be publicly opened and read at **4:00 P.M. on Friday, June 3, 2022**, at the above-mentioned office of the District. The Contract may be awarded at the District's Board of Trustee's meeting as is scheduled for June of 2022.
- C. DELIVERY OF BIDS. It is the responsibility of the bidder to see that any bid that is hand delivered, sent through the mail, or by any other delivery method, shall have sufficient time to be received at the Office of the Library Director by the due date and time. Late bids will not be accepted and shall be returned unopened.
- D. LOCATION OF WORK. The work to be performed is located at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA.
- E. COMPLETION OF WORK. Time is of the essence. All WORK must be completed within 5 consecutive calendar days and initiated within 15 days of date stated in the Notice to Proceed.
- F. DESCRIPTION OF WORK. The WORK includes the Scope of Work as described above.
- G. OBTAINING CONTRACT DOCUMENTS. The successful Bidder will be required to enter into the District's standard public works contract.
- H. BID SECURITY. Each Bid shall be accompanied by cash, a certified or cashier's check or Bid Bond in the amount of not less than 10 percent (10%) of the Total Bid Price payable to the Placentia Library District as a guarantee that the Bidder, if its Bid is accepted, will promptly obtain the required Bonds and Insurance and execute the Agreement. A Bid shall not be considered unless one of the forms of Bidder's security is enclosed with the Bid. If the Bidder to whom the WORK has been awarded and to whom the request has been made refuses or fails to enter into said contract and provide the required bonds within the specified time, the check shall be forfeited to the District for the principal and surety on the bond shall be liable to the District for the principal amount thereof in accordance with its terms. If the lowest responsible bid is not accepted by the District within the time specified under "Award of Contract," or for such further period of time as may be agreed upon in writing between the District and the Bidder concerned, or if the Bidder to whom the contract is awarded executes and delivers to the District the required contract documents, the amount of the certified or cashier's check will be returned to the Bidder. Attention is directed to the requirement noted on contract bonds that the Attorney-in-Fact attach a certified copy of the Power of Attorney. If the Bidder elects to furnish a bid bond as the Bidder's bid security, the Bidder shall use the bid bond form bound herein, or one conforming substantially to it in form and acceptable to the District.
- J. AWARD OF CONTRACT. The contract will be awarded to the lowest responsible bidder. The District, however, reserves the right, after opening, to reject any and all bids, or to waive any minor informality in a bid.
- K. PERFORMANCE AND PAYMENT BONDS. The successful bidder will be required to furnish, prior to award of the Contract, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price.
- L. CONTRACTOR'S LICENSE CLASSIFICATION. Subcontractors must possess the appropriate licenses for each specialty subcontracted. The Bidder, in its bid, shall disclose its license type, number, and expiration date. Failure to provide the specified license shall render the Bid as non-responsive and shall act as a bar to award of the Contract to such Bidder.

M. PREFERENCE FOR MATERIAL. In accordance with § 3400 of the California Public Contract Code, the Bidder will be provided a period of not less than 35 days after award of the contract for submission of data substantiating a request for an “or equal”.

N. BIDS TO REMAIN OPEN. The Bidder shall guarantee the Total Bid Price for a period of 90 calendar days from the date of bid opening.

O. CALIFORNIA WAGE RATE REQUIREMENTS. The District has been advised by the State of California Director of Industrial Relations of its determination of the general prevailing rate of per diem wages and the general prevailing rate for legal holiday and overtime work in the locality in which the WORK is to be performed for each craft or type of work needed to execute the Contract (“General Prevailing Wage Rates”). It shall be mandatory upon the CONTRACTOR to whom the WORK is awarded and upon any subcontractor under the CONTRACTOR to pay not less than said specified rates to all workmen employed by them in the execution of the WORK. All Bidders shall take notice of the following requirements and notices pursuant to the California Labor Code:

- No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. The Bidder shall submit proof of public works contractor registration or qualification for an exemption at the time the bid is submitted. The District will not accept a bid in which the Bidder as the contractor or any listed subcontractors are not registered in accordance with Labor Code Sections 1725.5 and 1771.1.
- The wages set forth as the General Prevailing Wage Rates for this project will be posted at the job site. It is the responsibility of the CONTRACTOR determine the correct scale.
- This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

P. SECURITY SUBSTITUTIONS FOR MONEYS WITHHELD TO ENSURE BIDDER’S PERFORMANCE. In accordance with Section 22300 of the State of California Public Contract Code, the Contractor at his request and expense, will be permitted to substitute equivalent securities for any monies withheld to ensure performance. Refer to applicable portions of and the Escrow Agreement for Security Deposits in Lieu of Performance Retentions included with the Contract Documents. Earnings will not be retained.

N. RESERVED.

O. PROJECT ADMINISTRATION. All communications relative to this WORK, including any request for a pre-bid site visit shall be directed to the District prior to opening of the Bids at the following.

Placentia Library District
411 E. Chapman Ave.
Placentia, Ca. 92683
Telephone: (714) 528-1906 x201
Attention: Yesenia Baltierra, Assistant Library Director

P. DISTRICT'S RIGHTS RESERVED. The District reserves the right to reject any or all bids, to waive any informality in a bid, and to make awards to the lowest responsive, responsible bidder as it may best serve the interest of the District.

Minimum Qualifications

The information requested in this section should describe the qualifications of the firm or entity, including similar services within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- Names of key staff that participated on named projects and their specific responsibilities with respect to RFP.
- A summary of your firm's or entity's demonstrated capability, including length of time that your firm has provided the Work being requested in this Request for Bids.

Proposers shall provide at least three references that have received similar installations from your firm. The District reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address

SCHEDULE (SUBJECT TO CHANGE AS REQUIRED)

Release of Request for Proposal	May 27, 2022
Deadline for Written Questions	June 2, 2022
Bids Due	June 3, 2022
Proposal Unsealed, Reviewed and Evaluated	June 6, 2022
Board of Trustees Consideration of Recommendation	June 6, 2022
Staff & Consultant Engagement for Transition Period	June 7, 2022
Contract Scheduled to Begin	June 8, 2022

Questions

Questions about this RFB must be directed in writing, via email to Administration at administration@placentialibrary.org, on or before **Thursday, June 2, 2022 at 2:00 p.m.** The District reserves the right to amend or supplement this RFB prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Placentia Library District official website, www.placentialibrary.org, under "Request for Bids." Proposers should check this webpage daily for new information. The District will endeavor to answer all written questions in a timely order. The District reserves the right not to answer all questions. No questions other than written will be accepted, and no response other than written will be binding upon the District.

I have reviewed this RFB and acknowledged its contents and in submitting a bid, understand the requirements for such submission and the scope of the work that is required to be performed.

Dated: _____, 2022

By: _____

Name:

Title:

APPENDIX A

REQUEST FOR BIDS
HVAC for IT Room
Contractor Application Form

Legal Contractual Name: _____

Contact Person for Agreement: _____

Corporate Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Phone: _____ Fax: _____

Contact Person for Bids: _____

Title: _____

E-Mail Address: _____

Business Telephone: _____

Business Fax: _____

Website: _____

Is your business: (check one)

- CORPORATION
- LIMITED LIABILITY PARTNERSHIP
- INDIVIDUAL
- SOLE PROPRIETORSHIP
- PARTNERSHIP
- UNINCORPORATED ASSOCIATION

Federal Tax Identification Number: _____

City of Placentia Business License Number: _____

Expiration Date: _____

(If none, you must obtain a Placentia Business License prior to performance of the contract.)

Contractor's License Number: _____