

CITY OF SIKESTON
INVITATION FOR BID
GENERAL REQUIREMENTS

Date Issued: May 9, 2018
Bid Number: 18-44

The City of Sikeston is soliciting bids for the replacement of an existing electric air-cooled condensing unit and air handler located at Sikeston City Hall, 105 E. Center St. This project consists of removal of the existing condensing and air handling unit #4, the purchase and installation of a commercial electric 7.5 ton air handler with 25 KW electric heat and a 7.5 ton air-cooled condensing unit with control system, and all necessary electrical equipment. The sealed bids will be received at the Office of the City Clerk, 105 E. Center Street, Sikeston, Missouri 63801, until **2:00 p.m. Friday, May 18, 2018.** Bids should have the vendor's name and the bid number located on the outside of the envelope.

GENERAL TERMS AND CONDITIONS FOR THE INVITATION FOR BID

1. **Bidder must use the attached Bid Return Sheet for submission of bids.**
Return Sheet must be signed and notarized. Retain One (1) copy of the bid form for your files. Bidder must use the attached specifications (or equivalent model) in preparing the bid. By signing, the bidder acknowledges his full knowledge of, and agreement with the general specifications, conditions and requirements of this request for proposal.
2. The following items must be returned and included with the sealed bid:
 - signed and notarized bid return sheet
 - signed and notarized Non-Kickback and Non-Collusion Affidavit

Bids not containing both items listed above will be deemed unresponsive, will not be read, and will be returned to the bidder.

3. Any act or acts of misrepresentation, collusion or offers of kickback by a vendor will be a basis for disqualification of any proposal submitted. In the event the City enters into an agreement or contract with a vendor who is found to have misrepresented material facts, participated in collusion or offerings of kickbacks, and such conduct is discovered after the execution of an agreement or contract, the City may cancel the agreement or contract without incurring liability, penalty or damages.
4. Any explanation desired by the bidder regarding the meaning or interpretation of the specifications listed in the Invitation for Bid must be submitted to Billy Smith, 105 E. Center, Sikeston, Missouri 63801; (573) 471-2512. All inquiries, whether written or oral, shall be submitted within the time limitations specified in the request for proposal.

5. The City of Sikeston is exempt from all federal and state excise, sales and use taxes.
6. It is the responsibility of the bidder to deliver his bid on or before the date and time of the bid closing. Bidders must not count on a notary public being available at City Hall. All documents requiring notarization must be notarized by the bid deadline. Otherwise they are incomplete. Amendments to, or withdrawals of proposals received later than the time and date specified as the bid opening will not be operative. Bids received later than the deadline or incomplete bids will be rejected and returned unopened.
7. The City of Sikeston reserves the right to accept or reject any and all proposals, as deemed, in its sole discretion, to be in the best interest of the City. The City reserves the right to reject any proposal if the vendor is delinquent in the payment of any taxes, fees or licenses owed to the City. In the event a vendor is delinquent in any payment to the City, the City may offset the delinquent amount due against sums owed the vendor.
8. The City of Sikeston may make such investigation as deemed necessary to determine the ability of the vendor to discharge the agreement or contract. The vendor shall furnish the City with all such information and data as may be required for that purpose. The City reserves the right to reject any bid if the vendor fails to satisfactorily convince the City that he is properly qualified to carry out the obligations of the agreement or contract, and to satisfactorily complete the work called for herein.
9. When determining the successful vendor, the City reserves the right to apply up to a five percent (5%) local vendor preference for goods and services provided by vendors located within the City Limits of Sikeston.

Bidders are advised the City of Sikeston has a local vendor preference purchasing policy in the following bid amounts:

\$ 0.01 - \$ 10,000	5%
\$10,001 - \$100,000	2%
\$100,001+	1%

10. The City of Sikeston reserves the right, in its sole discretion, to accept the lowest and best bid for each of the listed properties.
11. The successful bidder shall post all **applicable** bonds and insurances as required by the City of Sikeston, a certificate of insurance showing proof of liability insurance, and shall secure the appropriate license.
12. The successful bidder shall provide all indemnification and hold harmless agreement to the City of Sikeston.
13. Place the following on the outside of your sealed bid: **Bid #18-44 and Company Name.**

14. E-Verify

Prior to contract award, successful bidder must enroll in the federal E-Verify Program for Employment Verification. This is an on-line program which can be accessed at: **e-verify.uscis.gov/enroll/**. The enclosed affidavit must be completed, signed, and notarized. In addition, successful bidders must provide the City of Sikeston a copy of the 2-page Memorandum of Understanding which includes an electronic signature page. These items are required for contract award, but do not have to be submitted with the sealed bid.

Questions concerning this project should be directed to Billy Smith, Building Maintenance Supervisor, (573) 475-3733.

Respectfully,

Jay Lancaster
Director of Public Works
City of Sikeston

SPECIFICATIONS

I. Insurance

The successful bidder shall furnish all Certificates of Insurance, with the City of Sikeston listed as an additional insured, to the City Clerk prior to the award of the construction contract. Liability coverage afforded under the policy will not be canceled unless at least 15 days prior written notice has been given to the City. The limits of coverage shall not be less than \$1,000,000 for bodily injury and/or property damage per occurrence, with \$1,000,000 aggregate.

Any contractor unable to provide certificates of insurance as specified above will not be awarded the contract for the work specified herein.

II. Scope of Work:

1. Location: Work shall be performed on the ground floor of Sikeston City Hall, 105 E. Center Street, Sikeston, Missouri. Condensing unit is located in the rear parking lot.
2. Demolition: Vendor shall be responsible for the removal and disposal of the existing commercial air-handling and air-cooled condensing units, other abandoned equipment, and all waste generated by the project. Disposal shall be in accordance with EPA guidelines.
3. Preparation: Vendor shall be responsible for adding/updating electrical system to handle power needs of the commercial air-handling unit and commercial air-cooled condensing units and control system. Vendor must also provide a hand drawn layout of all changes and unit must have easy access for maintenance.
4. Equipment/System purchase and installation:
 - a. Vendor shall provide a Carrier 7.5 ton commercial packaged air-handling unit, central station air handlers, electric heat package, and control system. (See Guide Specifications, attached.)
 - b. Vendor shall provide a Carrier 7.5 ton commercial air-cooled condensing unit (See Guide Specifications).
5. Timeline for installation: Proposal must include the vendor's start and completion dates for this project. Since the existing unit is inoperative, the timeline for installation will be considered in the award of this bid.
6. All costs associated with labor, materials, tools and services for the purchase and complete installation of equipment and systems shall be contained in the vendor's proposal and the contract documents.
7. Warranty: Vendor shall provide a minimum one year warranty on all parts and labor.

BID RETURN SHEET (Page 1 of 2)

BIDS# 18-44

I. Timeline for installation:

A. Anticipated Start Date: _____

Anticipated Completion Date: _____

II. Equipment Purchase and Installation Costs (to include removal & disposal of existing units):

A. Carrier 7.5 ton commercial packaged air-handling Unit with control system

\$ _____

B. Carrier 7.5 ton commercial air-cooled condensing unit

\$ _____

C. List any and all exceptions to the specifications provided herein.

D. Warranty Description:

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature of Bidder: _____

Title: _____

Date: _____

Affix Corporate Seal (if applicable)

CITY OF SKESTON
AFFIDAVIT OF WORK AUTHORIZATION AND DOCUMENTATION

Pursuant to 285.530 RSMo, the successful bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- Submitting a completed, notarized copy of EXHIBIT 38, AFFIDAVIT OF WORK AUTHORIZATION and
- Providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

This is required for contract award to the successful bidder. Bidders are not required to include this with their sealed bid.

STATE OF MISSOURI)
)
COUNTY OF _____)

AFFIDAVIT
(as required by Section 285.530, Revised Statutes of Missouri)

As used in this Affidavit, the following terms shall have the following meanings:

EMPLOYEE: Any person performing work or services of any kind or character for hire within the State of Missouri.

FEDERAL WORK AUTHORIZATION PROGRAM: Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

KNOWINGLY: A person acts knowingly or with knowledge,
(a) with respect to the person's conduct or that those circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or
(b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

UNAUTHORIZED ALIEN: An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority, personally appeared _____
_____, who being duly sworn, states that on his oath or affirmation as follows:

1. My name is _____ and I am currently the President of _____, (hereinafter "Contractor"), whose business address is _____, and I am authorized to make this affidavit.

2. I am of sound mind and capable of making this Affidavit and am personally acquainted with the facts stated herein.

3. Contractor is enrolled in an participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between the Contract and the City of Sikeston, Missouri:

4. Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

5. Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to employees working in connection with the contracted services.

Further, Affiant saith not.

SIGNATURE

PRINTED NAME, AFFIANT

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

Notary Public, State of Missouri

My Commission Expires:

Commission in _____ County

Commission # _____

PLEASE NOTE:

Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

1. A valid, completed copy of the first page identifying the Contractor; and
2. A valid copy of the signature page completed and signed by the Contractor, and the Department of Homeland Security – Verification Division.