

Cutten Elementary School District

Request for Quotes Informal quotes for project with estimated value under \$15,000

Project Name: Proposition 39 - Electrical Circuit for Heat Pump Installation

Project Description: Upgrade existing 40A, 230/208 volt circuits to 60A to serve new heat pumps outside classrooms 15 and 16. Detailed Scope of Work attached.

Contacts: Patricia Terry, Project Manager
pterry@redwoodenergy.org
(707) 269-1700

Schedule:

Issue Date:	April 4, 2018
Mandatory site visit:	Thursday, April 19, 2018 at 9:00 am
Quotes Due:	By 2:00 pm, May 1, 2018
Anticipated Award Date:	May 14, 2018
Installation start date:	After June 15, 2018 (Summer Break)
Installation complete	<i>Coordinate with HVAC Installation</i>

Quotes should be submitted by mail, in person, email, or fax to:

Patricia Terry, Project Manager
Redwood Coast Energy Authority
633 Third Street
Eureka, CA 95501
pterry@redwoodenergy.org Fax 707 269-1777

This work requires a C-10 – electrical contractor license.

Minority, women, and disabled veteran contractors are encouraged to submit quotes. This project is not subject to Disabled Veteran Business Enterprise requirements. With the work scheduled during summer break, contractor fingerprint certification is not required.

A copy of the contract is available upon request. Contractors and subcontractors performing work on District public works contracts shall pay prevailing wages as determined by the Department of Industrial Relations (DIR).

The District reserves the right to postpone selection for its own convenience, to withdraw this Request for Quotes at any time, and to reject any and all submittals without indicating any reason for such rejection. Submitted quotes become the property of the District.

Insurance Requirements (summary only - see contract for full requirements):

General Liability:	\$1 million combined single limit personal injury and property damage for each occurrence and \$2 million annual aggregate; or \$2 million annual combined single limit
Builders Risk:	Not required

Automotive: Covering bodily injury and property damage in an amount no less than \$1 million combined single limit for each occurrence.

Certificates for the insurance policies must be provided naming the District as additional insured. See contract for specific details.

Proof of Workers' Compensation insurance and employer's liability of at least \$1 million is required.

Mandatory Pre-Bid Site Visit: The site visit will be held to acquaint all prospective bidders with the project site. Failure to attend the site visit may result in the disqualification of the bid of the non-attending bidder. It is the contractor's obligation to be informed of all site/equipment conditions that may affect the scope of work. The opportunity to do so will be the job walk. It is the responsibility of the contractor to identify and report any discrepancies in fixtures quantities and any issues affecting retrofit viability. All questions presented should be submitted in writing. Address for site visit is 4182 Walnut Dr, Eureka, CA 95503.

Bond Requirements: With project value under \$25,000, no bid, payment or performance bonds are required.

Bid Security: With a contract value less than \$15,000, only informal quotes are being requested; therefore, no bid security (e.g., 10% cashier's check or bid bond) is required.

Quote Submittals: Contractors providing quotes need to complete the attached Proposal form and Workers' Compensation Certificate. Quotes should be good for at least 60 days from the date of submittal. Prices must be quoted F.O.B. Cutten Elementary School.

After a contractor is selected by the District and the Notice of Award is issued, failure to deliver the executed contract along with the certificates of insurance (subject to review by the District's Risk Manager) in a timely manner (e.g., 10 days) may result in cancellation of the award of contract and selection of another contractor to perform the work.

SCOPE OF WORK

The selected contractor will:

1. **Base Bid:** Provide and install all labor and materials for a code compliant upgrade of two (2) dedicated, 60 amp, 230/208 volt circuit from a 40 amp circuit and upgrade of two (2) fused disconnects to serve new wall-mount exterior vertical heat pumps to be located outside classrooms 15 and 16.
 - a. Location
 - i. Outside Classrooms 15 and 16.
 - ii. Disconnect will be wall mounted in place of existing Disconnect.
 - b. Mechanical/Electrical
 - i. Provide and install two (2) new 2-pole, 60-amp breakers in the existing service panel.
 - ii. Provide and install two (2) fused, weather proof disconnects on wall to serve new HVAC unit.
 - iii. Provide and install flexible conduit between disconnect and outdoor unit.
 - iv. All conduits to be outdoor rated with weather tight connectors.
 - c. Structural
 - i. Provide support for conduit and disconnect as needed.
 - d. Permitting and Reporting
 - i. Report costs and other information as needed to meet Prop 39 reporting requirements.
 - ii. Provide invoices, permit number and other information as needed to meet PG&E rebate requirements.
 - e. Title 24
 - i. System must comply with 2016 Building Energy Efficiency Standards (Title 24, Section 6)
2. Coordinate with the District and Redwood Coast Energy Authority to ensure adherence to Proposition 39 program guidelines
 - a. All project services will comply with Proposition 39: California Clean Energy Jobs Act – 2016 Program Implementation Guidelines, which can be found at <http://www.energy.ca.gov/2016publications/CEC-400-2016-005/CEC-400-2016-005-CMF.pdf>.
 - b. To comply with Proposition 39 reporting requirements, Contractor will report post-installation costs by measure.
3. In addition to completing the scope defined in (1) and (2):
 - a. Purchase all needed materials and equipment.
 - b. Verify that new circuits are operational post installation. If not operational, correct and verify.

PROPOSAL FORM

Governing Board of Redwood Coast Montessori,

Dear Members of the Governing Board:

The undersigned, doing business under the name of _____, having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the General Conditions, the Plans and Specifications, and all other Contract Documents for the proposed LED Lighting Upgrade Project (“Project”), proposes to perform all work and activities in accordance with the Contract Documents, including all of its component parts, and to furnish all required labor, materials, equipment, transportation and services required for the construction of the Project in strict conformity with the Contract Documents, including the Plans and Specifications, as follows:

BASE BID:

For the sum of:

_____ Dollars (\$ _____).

The undersigned has checked carefully all the above figures and understands that the District is not responsible for any errors or omissions on the part of the undersigned in making this proposal.

Contractor agrees to commence the work within the time specified in the Notice to Proceed. It is understood that this proposal is based upon completing the work within the number of calendar days specified in the Contract Documents.

Respectfully submitted,

Company: _____

Address: _____

By: _____

(Please Print or Type)

Signature: _____

Title: _____

Date: _____

Telephone: _____

Contractor's License No: _____ Expiration Date _____

Attachment: Workers' Compensation Certificate

WORKERS' COMPENSATION CERTIFICATE

Labor Code §3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of §3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all Subcontractors to do the same.

Contractor

By: _____

In accordance with Article 5 (commencing at §1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.