

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 details.

Proof of Workers' Compensation insurance, waiver of subrogation and employer's liability of at least \$1 million is required. See contract for details.

Bond Requirements: With project value under \$25,000, no 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, Subcontractor List Form, and Workers' Compensation Certificate. Quotes should be good for at least 30 days from the date of submittal. Prices must be quoted F.O.B. Cutten Elementary School District.

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 one (1) single zone mini-split heat pump, HSPF 12.5 or greater in classroom 6 at Ridgewood Elementary School, with one (1) single 18,000 Btuh outdoor unit mounted on the roof, LG LA180HYV1 or equivalent.
 - a. Location
 - i. See Appendix 1 for a Site Map of Ridgewood Elementary School.
 - ii. One (1) mini-split heat pump will be installed in classroom 6.
 - iii. Outside unit will be mounted on the ground on the north facing side outside of classroom 6.
 - b. Demolition
 - i. Remove existing unit heater and associated venting, gas lines and electrical.
 - ii. Ensure roof penetrations are properly sealed.
 - iii. District will be responsible for replacing interior ceiling tiles.
 - iv. Ensure gas lines are properly capped off outside of the classroom space.
 - v. Ensure proper disposal of the removed heating unit and associated equipment.
 - c. Mechanical
 - i. Provide and install one (1) new HSPF 12.5 or greater, single-zone mini-split ductless heat pump.
 1. Install outside unit on pad.
 2. Provide and install one (1) wall unit in classroom 6 with its own dedicated thermostatic zone control.
 - ii. Provide, run, and install necessary refrigerant lines and cover with line set covers.
 - iii. Classrooms currently do not have outside air; addition of outside air will not be part of this scope.
 - d. Electrical
 - i. To be provided by others in separate bid.
 - e. Structural
 - i. Install on pre-engineered pad or concrete pad.
 - ii. Provide and install tamper proof cage around outside unit.
 - f. Temperature Controls
 - i. Ensure proper operation of thermostatic zone control.
 - g. 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. Verify all heat pumps are operational post installation. If not operational, correct and verify.
 - b. Provide briefing on the installed equipment and proper operation to school facilities manager.

PROPOSAL FORM

Governing Board
Cutten Elementary School District

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 Request for Quotes, the General Conditions, the Plans and Specifications, and all other Contract Documents for the proposed Proposition 39 Mini-split Heat Pump Installation 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:

Measure	Description of Measure	Total Measure Cost
Base Bid	Provide and install one (1) single zone mini-split heat pump system, HSPF 12.5 or greater, in classroom 6.	\$

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 quote.

The undersigned further agrees, on the acceptance of this proposal, to execute the Contract and provide the required bonds and insurance.

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

ADDENDA:

Receipt of the following addenda is hereby acknowledged:

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____
Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Respectfully submitted,

Company: _____

Address: _____

By: _____

(Please Print or Type)

Signature: _____

Title: _____

Date: _____

Telephone: _____

Contractor's License No: _____ Expiration Date _____

Required Attachments:

Subcontractor List Form
Worker's Compensation Certificate

SUBCONTRACTOR LIST FORM

Each contractor providing a quote shall list below the name and location of place of business for each Subcontractor who will perform a portion of the Contract work in an amount in excess of 1/2 of 1 percent of the total contract price. The nature of the work to be subcontracted shall also be described.

DESCRIPTION OF WORK	NAME	LOCATION	LICENSE #

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.