

Fieldbrook Elementary School District

Request for Quotes Informal quotes for project with estimated value under \$15,000.00

Project Name: 19-909 Proposition 39 Kitchen Hood Retrofit

Project Description: Replace existing kitchen ventilation fan with new kitchen ventilation fan with EC motor. Add fire suppression system to existing kitchen hood.

Contacts: Patricia Terry, Project Manager pterry@redwoodenergy.org (707) 269-1700 ext. 317
Justin Wallace, Superintendent jwallace@nohum.k12.ca.us (707) 839-3202

Schedule:
Issue Date: March 26, 2019
Required Site visit: 9:30 am, Thursday, April 4, 2019
Quotes Due: **By 2:00 pm, April 25, 2019**
Anticipated Award Date: May 13, 2019
Installation timeframe: Summer Break 2019
Installation Complete: By no later than August 9, 2019

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 B - General or C-20 - Warm-Air Heating, Ventilating, and Air-Conditioning 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 a school 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). It is not required but is preferred that the contractors be registered with the DIR to perform Public Works.

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.

Site Visit: A mandatory pre-bid site visit will be held to acquaint all prospective bidders with the Project site. Attendance is required to bid. All questions presented should be submitted in writing. Site visit will be at 9:30 a.m. at Fieldbrook Elementary School - 4070 Fieldbrook Road, McKinleyville, CA 95519. Please meet in front of the school office.

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. Fieldbrook 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. Provide and install new ventilation fan for kitchen hood.
 - a. Demolition
 - i. Remove existing ventilation fan.
 - ii. Ensure proper disposal.
 - b. Mechanical
 - i. Provide and install new ventilation fan with EC motor.
 - ii. Existing hood and ductwork should be used.
 - c. Electrical
 - i. Disconnect and reconnect power in the same location.
 - d. Structural
 - i. Structure of existing hood should not be modified.
 - e. Code Compliance
 - i. System must comply with existing codes.
2. Provide and install new fire suppression system for kitchen hood.
 - a. Code Compliance
 - i. System must comply with UL 300
3. 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.
4. In addition to completing the scope defined in (1) and (2):
 - a. Verify all ventilation fan and fire suppression system 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
Fieldbrook 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 Kitchen Hood Retrofit 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 new kitchen ventilation hood and fire suppression system.	\$

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 #
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.