

# Redwood Coast Montessori

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

**Project Name:** Prop 39 – Electrical Circuit Upgrade for Mini-Split Heat Pump

**Project Description:** Provide a 30 amp, 208-230 volt dedicated circuit to serve mini-split heat pump installed in classroom G. Detailed Scope of Work attached.

**Contacts:** Patricia Terry, Project Manager  
[pterry@redwoodenergy.org](mailto:pterry@redwoodenergy.org)  
(707) 269-1700 ext. 317

Bryan Little, Director  
[bryan@redwoodmontessori.org](mailto:bryan@redwoodmontessori.org)  
(707) 832-4194

**Schedule:**

<b>Issue Date:</b>	May 2, 2019
<b>Site visit:</b>	3:30 pm, Tuesday, May 15, 2019
<b>Quotes Due:</b>	<b>By 2:30 pm, June 5, 2019</b>
<b>Anticipated Award Date:</b>	June 12, 2019
<b>Installation timeframe:</b>	Summer Break 2019
<b>Installation Complete:</b>	By no later than August 1, 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](mailto: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 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 pre-bid site visit will be held to acquaint all prospective bidders with the Project site. Attendance is strongly recommended. All questions presented should be submitted in writing.

Site visit will be at Redwood Coast Montessori – 1611 Peninsula Dr, Arcata, CA 95521. Please meet in front of the director’s 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. Redwood Coast Montessori.

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

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The selected contractor will:

1. **Base Bid:** Provide and install all labor and materials for a code compliant installation of one (1) dedicated, 30 amp, 208-230 volt circuit and non-fused disconnect to serve outdoor unit of new heat pump to be located in classroom G.
  - a. Location
    - i. See Appendix 1 for a Site Map.
    - ii. Derive power from existing Cutler-Hammer service panel in classroom G
    - iii. Non-fused, NEMA 3R disconnect will be wall mounted on north side of building outside classroom G. Coordinate location with project manager and HVAC contractor.
  - b. Mechanical
    - i. Provide and install one (1) new single pole, 30-amp breaker in the existing service panel in classroom G.
    - ii. Provide and install #6/3 armored cable with ground to be run above ceiling to exterior wall location.
    - iii. Transition from #6/3 armored cable to (3) #6 conductors and (1) #6 ground in conduit at exterior wall location.
    - iv. Provide and install (1) non-fused, weather proof, NEMA 3R, disconnect on north wall to serve new outdoor unit.
    - v. Provide and install flexible conduit between disconnect and outdoor unit.
    - vi. 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 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 circuit is operational post installation. If not operational, correct and verify.

**PROPOSAL FORM**

Governing Board  
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 Request for Quotes, the General Conditions, the Plans and Specifications, and all other Contract Documents for the proposed Proposition 39 – Electrical Circuit Upgrade for Mini Split Heat Pump 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:

<b>Measure</b>	<b>Description of Measure</b>	<b>Total Measure Cost</b>
Base Bid	Provide 30 amp, 208-230 volt dedicated circuits to serve mini-split heat pump	\$

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.

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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.*