

# Arcata Elementary School District

## REQUEST FOR QUOTES

**Project Name:** CalSHAPE Program Plumbing Fixture Installation

**Project Description:** Provide and install (1) Commercial Dishwasher at the Sunny Brae Middle School

**Contacts:** Patricia Terry, Project Manager                      Travis West, Business Manager  
[pterry@redwoodenergy.org](mailto:pterry@redwoodenergy.org)    [twest@arcatasd.org](mailto:twest@arcatasd.org)  
(707) 382-2098    (707) 822-0351

**Schedule:**                      **Issue Date:** Oct 4, 2022  
   **Optional site visit:** Schedule with the School  
   **Quotes Due:** **By 3:30 pm, Oct 14, 2022**  
   **Anticipated Award Date:** Contingent on funding  
   **Installation start:** Schedule with the School  
   **Installation Complete:** By August 31, 2023

**Quotes should be submitted by email to:**

Patricia Terry, Project Manager  
Redwood Coast Energy Authority  
[pterry@redwoodenergy.org](mailto:pterry@redwoodenergy.org)

Your proposal **must be received by 3:30 p.m. on Oct 14, 2022**. Submittals received after this date and time will not be accepted by the District. Please submit your completed proposal to the e-mail above. **Electronic submissions are acceptable; however, it is recommended that submission be sent in advance of the deadline in case of server delays.**

With the expected project cost below \$15,000, vendor selection for this project will be based on “best value.” The Best Value selection criteria include completeness and adherence to the requirements of this Request for Quotes, contractor qualifications and past similar experience, proposed product quality and features, and price proposal.

Minority, women, and disabled veteran contractors are encouraged to submit quotes. This project is not subject to Disabled Veteran Business Enterprise requirements. If work is 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 School public works contracts shall pay prevailing wages as determined by the Department of Industrial Relations (DIR) and must be registered with the DIR to perform Public Works.

The School 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 School.

**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 School as additional insured. See contract for details.
- Proof of Workers' Compensation insurance and employer's liability of at least \$1 million is required.

**Bond Requirements:** With the expected contract value less than \$15,000, there is no requirement for performance and payment bonds.

**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:** Quotes should be good for at least 30 days from the date of submittal. Prices must be quoted F.O.B. Arcata School District, Arcata, CA.

After a contractor is selected by the School and the Notice of Award is issued, failure to deliver the executed contract along with the required bonds and certificates of insurance (subject to review by the School'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.

**Skilled and Trained Workforce Requirement:** All replacement work completed must be performed by a Skilled and Trained Workforce, which has the same meaning as in Section 2601 of the Public Contract Code.

### **SCOPE OF WORK**

Arcata Elementary School District ("District") is soliciting bids from licensed and qualified contractors for the following scope of work at Sunny Brae Middle School located at 1430 Buttermilk Lane, Arcata, CA 95521.

**The selected contractor will:**

Provide all equipment, labor, and material for a complete project. Include all site work, disposal, and applicable fees and taxes.

1. Install (1) commercial dishwasher meeting the following requirements:
  - a. One-for-one replacement of existing Stero SD-2RA dishwasher.
  - b. Meets ENERGY STAR Product Specification for Commercial Dishwashers, Version 2.0
  - c. High temp sanitation preferred.
2. Connect electrical and plumbing in compliance with all local codes.
3. Verify the proper operation of the dishwasher.
4. All removed equipment and parts must be disposed of or recycled in compliance with all local ordinances, standards and requirements. Equipment removed from service must not be resold or reinstalled.

### **GRANT BUDGET**

This quote is intended for use as part of the application for the CalSHAPE Plumbing program. The Program will award funds for the amount of the contractor's estimate. For more information about the program, please see the attached Program Guidelines.

## CONTRACTOR ESTIMATE

The contractor, doing business under the name of \_\_\_\_\_ having carefully examined the proposed scope of services and all other Contract Documents for the proposed CalSHAPE Plumbing Fixture Installation, proposes to perform all work and activities in accordance with the Contract Documents, as follows:

BASE BID #1 Dishwasher Installation:

Manufacturer	
Brand Name	
Model	
Water Usage	

For the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_).

The contractor 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 bid.

### Proposed Project Timeline:

Job Walk	
Installation Start	
Installation Completed	