

**POCATELLO/CHUBBUCK  
SCHOOL DISTRICT NO. 25  
Bannock County**

**SPECIFICATIONS**

**FOR**

**REPLACEMENT OF ELEVATOR AT  
LINCOLN CENTER**

**BID OPENING  
February 18, 2016  
10:30 A.M.**

**POCATELLO/CHUBBUCK  
SCHOOL DISTRICT NO. 25  
Bannock County**

**INVITATION TO BID:**

**ELEVATOR REPLACEMENT AT LINCOLN CENTER**

Sealed bids will be received by a representative of the Board of Trustees of School District No. 25, Bannock County, Idaho at 3115 Poleline Road, Pocatello, Idaho, 83201, until 10:30 a.m., February 18, 2016, for **REPLACEMENT OF ELEVATOR AT LINCOLN CENTER**.

Specifications or additional details, (including bid forms), may be secured at 3115 Poleline Road, Pocatello, Idaho, 83201. A mandatory pre-bid conference will be held at 1:30 p.m. on Tuesday, February 8, 2016, at the Lincoln Center, 330 Oakwood Dr., Pocatello, Idaho 83201. All bids must be on the forms furnished, all blank spaces filled in, and signed with the name and address of the Bidder. No unqualified bids will be read.

Each bid shall be accompanied by a certified check, cashier's check, or a bidder's bond, (executed by a qualified surety company with the power to do business in the State of Idaho), in the sum of not less than five percent (5%) of the total bid, made payable to School District No. 25, Pocatello, Bannock County, Idaho. This surety shall be forfeited by the bidder in the event of failure to enter into a contract. Compliance with Idaho Public Works Law is required. Personal or Company checks will not be accepted.

The Board of Trustees reserves the right to reject any/or all bids, or to waive any informalities, or to accept the bid or bids deemed best for School District No. 25, Pocatello, Bannock County, Idaho.

Paul Vitale, Clerk  
SCHOOL DISTRICT NO. 25

To be published on the dates of:

February 4, 2016

February 11, 2016

IDAHO STATE JOURNAL

## **INSTRUCTIONS TO BIDDERS**

### **BIDS:**

Sealed "BIDS" will be received on or before the time and date set forth under "INVITATION TO BID".

The owner reserves the right to accept or reject any part or all bids.

Bidders submitting a "Bid" on this work will be required to figure and furnish everything as called for by these specifications and the requirements of the "Bid" sheet.

All bids shall be in a sealed envelope addressed to the Board of Trustees of School District No. 25, 3115 Pole Line Road, Pocatello, Idaho. The following shall be written on the exterior of the envelope: "BIDS FOR REPLACEMENT OF ELEVATOR AT THE LINCOLN CENTER TO BE OPENED ON FEBRUARY 18, 2016 AT 10:30 A.M." BIDS NOT DELIVERED BY CONTRACTORS AT TIME OF BID OPENING MUST BE RECEIVED IN MAIL NO LATER THAN 4:00 PM ON FEBRUARY 17th, THE DAY BEFORE THE BID OPENING.

### **EXAMINATION OF THE SITE AND DOCUMENTS:**

A mandatory pre-bid conference will be held at 1:30 p.m. on Monday, February 8, 2016 at the Lincoln Center, 330 Oakwood Dr., Pocatello, Id. 83201.

Refer all questions to Mr. Randy Gwynn, School Plant Coordinator at (208) 233-2604. Contact with other district staff, Board of Trustees, or Administration, will be by written permission only.

Before submitting a proposal the bidder shall:

- A. Carefully examine the specifications.
- B. Visit the worksite.
- C. Be fully informed of existing conditions and limitations.
- D. Include in the bid, sums sufficient to cover all items required by the contract, and shall rely entirely upon his own examinations in making his proposal.

### **INTERPRETATIONS:**

Should a bidder find discrepancies in or omissions from the specifications, or be in doubt as to their meaning, he should at once notify the Owner, who will send written instructions or addenda to all bidders. The owner will not be responsible for oral interpretations. Questions received less than 48 hours before time for bid opening cannot be answered. All addenda issued during the time of bidding will be incorporated in the contract.

**BID GUARANTEE:**

As a guarantee that, if awarded the contract, the bidder will execute same and furnish bond. Each bid will be accompanied by a Certified check, Cashier's Check, or Bid Bond for not less than five percent (5%) of the base bid payable to the Owner. NO PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED.

**CONTRACTOR'S LICENSE:**

In compliance with Idaho Laws, the contractor must be registered with the State of Idaho, and hold the required Public Works Contractor's License before obtaining the contract documents and before submitting a bid for this work.

**EVIDENCE OF QUALIFICATIONS:**

Upon request of the owner, a bidder whose bid is under consideration for award of the contract shall submit, promptly, satisfactory evidence of his financial resources, his experiences, and the organization and equipment he has available for performance of the contract.

**OBJECTIONS:**

Written objections to specifications or bid procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bids are scheduled to be received, per Idaho Code Section 68-2806(c).

**PERFORMANCE BOND:**

The successful bidder will be required to furnish a 100% performance bond when entering into the contract work, per Idaho Code Section 54-1926, "...conditioned upon the faithful performance of the contract in accordance with the plans, specifications and conditions thereof."

**PAYMENT BOND:**

The successful bidder will be required to furnish a 100% payment bond when entering into the contract work, per Idaho Code Section 54-1926, "solely for the protection of persons supplying labor or materials, or renting, leasing, or otherwise supplying equipment to the contractor or his subcontractors in the prosecution of the work provided for in such contract."

**5% RETAINAGE:**

The Owner will retain 5% of the Contractor's earned sum to ensure faithful performance. This 5% will be released to the Contractor upon receipt of approval from State of Idaho.

**FORM WH5:**

Per Idaho Code Section 54-1904A, within thirty (30) days of award of bid, the contractor shall file with the State Tax Commission a form WH-5, Public Works Contract Report.

**EMPLOYMENT OF RESIDENTS OF IDAHO:**

In compliance with Idaho Laws, Section 44-1001 and 44-1002 Idaho Code, the contractor must employ ninety-five percent 95% bona fide Idaho residents as employees on any such contracts except where under such contracts fifty (50) or less persons are employed the contractor may employ ten percent (10%) nonresidents, provided however, in all cases such employers must give preference to the employment of bona fide Idaho residents in the performance of such work.

**INSURANCE:**

All contractors who provide goods or services to the District are required to provide the District with certificates of insurance for General Liability, Auto Liability, Workers Compensation, and Professional Liability if applicable.

The General Liability and/or Professional Liability certificate must name the District as an additional insured under the contractor's policy. Certificates are to be provided to the District prior to any work commencing on District property. This would include the placement of any equipment or materials at the work site

**Minimum Insurance Limits**

General Liability	\$1,000,000 per occurrence \$1,000,000 products and completed operations \$1,000,000 annual aggregate
Auto Liability	\$1,000,000 per occurrence
Worker' Compensation	Statutory

**OWNER/CONTRACTOR AGREEMENT:**

Unless otherwise required in the Bidding documents, the Agreement for the Work will be written on a contract similar to AIA Document A101, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a stipulated sum.

**LAWS AND ORDINANCES:**

The contractor hereby binds himself to protect and save harmless the owner from all damages arising from the violation of any and all Federal, State, County, City, and all other laws, rules, regulations, in the performance of the terms of the contract.

**HOLD HARMLESS AGREEMENTS:**

The District expects your work to conform to professional standards. The contractor is expected to hold the District harmless for all damages or claims arising out of the work performed by the contractor. The District will not agree to hold the contractor harmless for damages or claims.

**EQUIPMENT:**

The contractor shall provide all labor, materials, tools, and equipment, etc. necessary for the complete and substantial execution of everything described in the specifications.

**STORAGE OF MATERIALS:**

The contractor shall make arrangement and coordinate with the Maintenance Department for storage of materials. Any damages of life or property caused by storage of materials on the above indicated place shall be paid for by the contractor, who shall hold the owner harmless for any damages concerning the same.

**SUPERVISION:**

The supervision of this work will be done by the Maintenance Department.

**INSPECTION OF WORK:**

The representative of Owner shall at all times have access to the work wherever it is in preparation or progress and the contractor shall provide facilities for such access and for inspection.

**CLEAN UP:**

The contractor shall at all times keep the premises free from accumulations of waste material or rubbish caused by his employees or work, and at the completion of the work he shall remove all his rubbish from and about the building and all tools and surplus materials and shall leave his work clean. In case of dispute, the owner shall remove the rubbish and surplus materials and charge the cost to the contractor.

**IDAHO EMPLOYER ALCOHOL AND DRUG-FREE WORKPLACE ACT:** Include with your bid sheet a contractor's affidavit pursuant to Idaho Code Section 72-1717.

**CHANGES IN THE WORK:**

The owner, without invalidating the contract, may order extra work or make changes by altering, adding to or deducting from the work, the contract sum being adjusted accordingly. All such work shall be executed under the conditions of the original contract, except that any claim for extension of the time caused thereby shall be adjusted at the time of ordering such change.

The total allowance for combined overhead and profit for changes shall be included in the total cost to the owner and shall be based on the following schedule: A. For the Contractor, 10% over cost.; B. For the Sub-Contractor, 15% over cost to be divided 10% for Sub-Contractor and 5% for Contractor; and C. For any Sub-Subcontractor, 15% over cost to be divided 5% for Contractor, 5% for Sub-Contractor, and 5% for Sub-Subcontractor.

**LIQUIDATED DAMAGES:**

Contractor shall be required to pay Owner as liquidated damages the sum of \$250 for each day, after the scheduled completion date, that the project is unfinished.

**PAYMENT:**

Application of payments dated on or prior to the 25<sup>th</sup> of the month, payment shall be made by the 15<sup>th</sup> of the following month. Applications for payments dated after the 25<sup>th</sup> of the month, shall be made within 30 days.

**BID:**

The following universal specifications are being used as a guideline. Alternate bids for equal equipment will be considered. Substitutions or major alternations must be indicated upon the proposal sheet at the time of the bid submission. Bids must be based upon conditions at the site and these specifications. Bids shall be submitted in accordance with the requirements shown on the bid form.

**BID EVALUATION CRITERIA:**

Contractor selection on this project will be evaluated based on the following:

- 1) Price
- 2) Contractor reputation for quality of work with current customers or past performance with District 25. (please list all concrete jobs/contracts greater than \$10,000 performed in the past two years if contractor has not performed one for the District in past 5 years)
- 3) Vendor ability to best match the listed criteria as specified.

## **DELIVERY AND START OF WORK:**

The time-frame for the elevator replacement to be completed is between June 6, 2016 and August 1, 2016.

### **REQUIREMENTS FOR REPLACEMENT OF ELEVATOR AT LINCOLN CENTER**

1. All of the existing elevator car and lift equipment are to be removed. Operators for doors are to be removed.
2. Existing doors can be reused. They are to be modified to be manually operated doors that function the same as the doors on existing elevators at Hawthorne and Franklin middle schools.
3. New elevator car with all necessary equipment shall be installed. Finishes are to be standard finishes comparable to what would be expected in a school application. Finishes are to be reviewed and approved by Pocatello/Chubbuck District #25 prior to ordering.
4. New installation shall meet all Federal, state and local code requirements. The contractor will be responsible for obtaining any required permits and/or jurisdictional approvals. This includes approval by Idaho State division of public safety. The contractor is responsible for providing any and all drawings and specifications that are required by governmental agencies. The contractor will be required to provide proof of final approval from all governmental agencies having jurisdiction over this elevator once the installation is complete.
5. Contractor is responsible for verifying existing electrical loads and notifying the District if electrical service modifications might be required. The Contractor is responsible for making all electrical connections necessary for complete operation of elevator.
6. The Contractor is responsible for providing any changes or modifications required to the building (drywall, painting, roofing, insulation, etc.) so as to provide a complete, finished product.
7. Contractor will provide industry standard warrantee for this application.
8. Contractor will provide operation and maintenance training of O&M personnel once the installation is complete. Complete as-built drawings, equipment drawings and operation & maintenance manuals are to be turned into the District Maintenance Department.



**BID SHEET**

Board of Trustees  
School District No. 25  
3115 Pole Line Road  
Pocatello, ID 83201

Date: \_\_\_\_\_

We, \_\_\_\_\_ propose to furnish all labor, materials, tools, and equipment and complete all work called for by these specifications in connection with Replacement of Elevator at Lincoln Center under the supervision of the School Plant Coordinator, for the sum of:

<u><b>PROJECT</b></u>	<u><b>TOTAL AMOUNT</b></u>
PROJECT – Replacement of Elevator Lincoln Center	\$_____

Work can begin June 6, 2016 and must be completed by August 1, 2016

Owner reserves the right to do all the projects or only the projects that fit within our budget.

Workers Compensation & Employee Liability Insurance: Expiration Date: \_\_\_\_\_

Acknowledge Addendums (if any): \_\_\_\_\_

**CONTRACTOR'S ADDRESS & LICENSE NUMBER:**

_____ Name	_____
_____ Address	Public Works Contractor License Number
_____ City, State Zip	_____
_____ Date	Authorized Signature
_____ Phone	
_____ Fax	_____ FEIN #

Attached, if applicable, is a listing of subcontractors names and addresses which will be used for this project.

Attach Affidavit of Alcohol and Drug Free Workplace pursuant to Idaho Code 72-1717.