



*Hazelwood School District*

*HVAC Unit Coil Rebuild – East HS Gymnasium*

*Date:*

*May 1, 2019*

*Due:*

*May 13, 2019*

*Time:*

*10:30 a.m. CDT*



The Hazelwood School District is seeking bids for the rebuild the HVAC unit coil for the Hazelwood East High gymnasium.

Interested parties should submit in a sealed envelope marked "HVAC Unit Coil Rebuild" on their response. Bids shall be received on are before **Monday, May 13, 2019** not later than **10:30 a.m. CDT**.

Sealed bids shall contain the following completed, non-amended forms:

Bid Forms including:

- HSD Form A – MBE/WBE Subcontractor Utilization Form
- HSD Form B – MBE/WBE Subcontractor Solicitation Form
- HSD Labor Affiliation - BID FORM
- HSD Proposal Response Sheet
- E-Verify Form

All bids should be properly marked and addressed as follows:

Hazelwood School District Business Office

**"HVAC Unit Coil Rebuild"**

Attn: Kevin Cross

15955 New Halls Ferry Road

Florissant, MO 63031

Responses must be submitted on or before the date and time listed above. The Hazelwood School District is not responsible for late or incorrect deliveries from the US Postal Service (USPS) or any other mail delivery service. All bid responses must be submitted to the address described herein. The Hazelwood School District reserves the right to accept or reject any and all bids.

#### **HVAC Gym Unit Rebuild Specifications**

- Drain system
- Remove insulation
- Disconnect existing piping
- Remove coil from AHU
- Furnish and install new coils
- Furnish and install new drain pans
- Test for leaks
- Insulate all new piping
- Refill the system
- Includes equipment, pipe, fittings, materials, subcontractors, lifts, hauling, disposal, and labor.

## General Specifications

### I. Proposals

- A. Each proposal shall be enclosed in a sealed envelope and addressed to the owner.
- B. The proposal shall be complete and free from ambiguity as to its meaning and signed by the bidder.
- C. Bids must be delivered to the Office of Kevin Cross, Director of Purchasing and Supplier Diversity, Hazelwood School District, 15955 New Halls Ferry Road, Florissant, MO 63031, no later than **May 13, 2019** at which time bids will be opened. It is expected that the contract will be issued as soon as possible after the opening.
- D. In awarding contract, Owner may take into consideration skill, facilities capacity, experience, ability, responsibility, previous work, financial standing of bidder, amount of other work being carried on by bidder; quality, efficiency, and construction of systems and equipment proposed to be furnished and delivered; and the necessity of prompt and efficient completion of all work herein described. Inability of any bidder to meet requirements mentioned above may be cause of rejection of bid.

### II. Permits and Fees

- A. The contractor shall secure and pay for all permits and governmental fees necessary for the proper execution and completion of the work.
- B. The contractor shall comply fully with all laws, ordinances, rules, regulations, and orders of any public authority bearing on the performance of the work.

### III. Sales Tax

- A. The contractor is expected to pay all sales tax, which may be lawfully assessed against him in conjunction with his purchase of materials to be incorporated in the work under this proposal. The Hazelwood School District has tax exempt status.

### IV. Liens

- A. Upon request of the owner, the contractor will at his own expense, by bonding or otherwise, secure the prompt discharge of any lien or liens which may be filed against the property arising out of this contract.

### V. Insurance

- A. The contractor shall provide liability insurance and workers compensation in full until completion of the work. Fire, theft, and windstorm insurance during the work. Fire, theft, and windstorm insurance during the work period shall be provided by the contractor. All vandalism during construction is the responsibility of the contractor.

## VI. Special Notice

- A. Bidder shall inform themselves of the conditions under which the work is to be performed, concerning the site of the work, the structure of the ground, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed, and no contractor shall be allowed any extra compensation for items on which he has failed to so inform himself prior to bidding.
- B. The bidder is responsible for verification of all measurements.
- C. The submission of a bid will be construed by the owner that the bidder has made sufficient examination and agrees to fulfill all requirements of the contract in full accordance with specifications and is entirely familiar with and thoroughly understands all such requirements.
- D. The successful bidder is to notify **Mike Thelen, (314) 953-5930**, with a work schedule before work begins and of any change during construction.
- E. The Hazelwood School District expressly rejects any terms and conditions not submitted with your bid and/or in variance to these specifications.
- F. The Owner will require the successful bidder to furnish a Performance Bond and Labor and Materials Bond prior to the execution of the contract. The bonds shall be written in the amount of 100 percent of the total contract price.
- G. All bidders will be required to furnish a bid bond in the amount of 5% of the bid at the time of submission of the bid.
- H. Owner reserves the right to require financial statement from bidder. Statement shall be treated as confidential by Owner.
- I. The successful contractor will be required to enter into a contract with the Owner in accordance with AIA Document A101 – Standard Form of Agreement between Owner and Contractor, 1997 Edition. A copy of this document may be examined at the Hazelwood School District Business Office.
- J. Bidder's proposal shall include costs of all permits, governmental fees, licenses, and inspection fees necessary to conduct the work. Proposals must be submitted in duplicate on copies of the Proposal Form provided. Do not remove and use the Proposal Form from specification. Insurance: Proposal must include cost of all insurance's required under the General Contract Conditions. Proposal shall include the cost of a separate Performance and Payment Bond.

## VII. Execution of Contract

- A. The Owner will prepare and forward to the successful bidder, the required copies of the contract. Bidders shall return properly executed prescribed copies of contract along with all required certificates of insurance, bonds, etc., required by these documents to the Owner within seven (7) working days after their receipt.

VIII. Change in the Work

- A. The owner without invalidating the contract may order extra work or make changes by altering, adding, or deducting from the work with the contract sum being adjusted accordingly.

IX. Rejection of Bids

- A. The owner reserves the right to waive informalities in bids and to reject any or all bids.

X. Storage of Materials

- A. Storage of materials at the site will be permitted; however, the location of the storage facilities will be subject to the owner's approval. The contractor shall be responsible for the protections of materials that might be damaged by weather. Vandalism of materials is the responsibility of the contractor.

XI. Completion

- A. The contractor shall and does hereby agree that all work as called for in the specifications shall be completed on an agreed upon date with the District.

XII. Payment

- A. Payment in full will be made to the contractor by the owner within thirty (30) days after completion of the work and/or submission of a written statement by the contractor.
- B. Upon request and verification of need by the Hazelwood School District, the District will pay MBE/WBE contractors every two weeks for labor cost upon presentation of required documentation.

XIII. Wage Rates

- A. Prevailing wage rates for the St. Louis area shall apply to this work project. Prevailing wage rates will be supplied to the successful bidder. The successful bidder will have to comply in full with all requirements of the Prevailing Wage Law.
- B. Copies of the contractor's payroll may have to be furnished to the owner.
- C. The contractor will have to supply the necessary affidavit of compliance prior to receiving payment.
- D. The contractor will forfeit as a penalty to Hazelwood School District, ten dollar (\$10) for each worker employed, for each calendar day, or portion thereof, such worker is paid less than the said stipulated rates for any work done under a said contract, by the contractor or by any subcontractor under them.
- E. All contractor's bonds will include such provision as will guarantee the faithful performance of the prevailing wage clauses as provided by contract.

XIV. Special Notice

- A. Board seeks to ensure that the highest quality workmanship will be performed on its projects and to do so encourages bidders to use workmen on the project, whenever possible, who have satisfactorily completed apprenticeship programs developed and operated in accordance with the policy recommendation, dated January 28, 1992, of the Federal Committee on Apprenticeship, U.S. Department of Labor, Employment and Training Administration, Office of Work-Based Learning, Bureau of Apprenticeship and Training ("Policy Recommendation"). All bidders are required to certify in their bids the percentage of their workmen for the project, which have satisfactorily completed such a program for the type of work they will be performing. Bidders who do not indicate a percentage will be reported as zero percent.
- B. The Board seeks to ensure a ready and adequate supply of highly trained and skilled craft persons, the establishment of reasonable working conditions for construction projects, the provision of negotiated commitments between employers and employees that are legally enforceable, and the assurance of labor stability and labor peace over the life of the project. Accordingly, bidders are encouraged to enter in collective bargaining agreement for the Project with the St. Louis Building and Construction Trades Council, AFL-CIO, and its affiliates in the construction of the project. All bidders are required to certify in their bids whether they are already bound by such an agreement or are willing to enter into such an agreement for this Project.

**Hazelwood School District  
15955 New Halls Ferry Road  
Florissant, MO 63031**

**BID FORM**

Name \_\_\_\_\_ Title \_\_\_\_\_

The undersigned hereby certifies to the Board that \_\_\_\_\_% of its workmen and \_\_\_\_\_% of the workmen of all of its contractors for the Project have satisfactorily completed an apprenticeship program developed and operated in accordance with the Policy Recommendation, as that term is defined in the Specifications. Inaccurate certifications shall constitute cause for termination of any contract; indemnifications for any costs incurred by the Board in connection with the termination.

The undersigned hereby certifies to the Board that it **(is) (is not)** already bound by a collective bargaining agreement with the St. Louis Building and Construction Trades Council, AFL-CIO, and its affiliated Local Unions. If not already bound, the undersigned hereby certifies that it **(will) (will not)** enter into such an agreement for this Project. Inaccurate certifications shall constitute cause for termination of any contract with the Board and the Board may then require, whether or not included in the contract, indemnification for any costs incurred by the Board in connection with the termination.

The undersigned hereby proposes to complete the work shown and specified and delivered to the Board no later than the agreed upon schedule. In addition to the information requested herein, attach a current and complete form, the American Institute of Architects, Contractor's Qualification Statement, AIA Document A305, and a copy of the bidding contractor's current Business License. The Board, in the interest of a standardization and ultimate economy reserves the right to require a substitution for Subcontractors, materials and equipment proposed by the bidder.

**One of the following must be checked:**

- ( ) The undersigned **is** bound by an agreement.  
If bound, please indicate what union your agreement is with:  
If not bound:
- ( ) The undersigned **will** enter into an agreement for this project.
- ( ) The undersigned **will not** enter into an agreement for this project.

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bidder Name & Title: \_\_\_\_\_

Company Name: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Official Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Corporate Seal: \_\_\_\_\_

## SUPPLIER DIVERSITY

The Hazelwood School District has established a Supplier Diversity Program to provide opportunities for the meaningful participation of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) in purchases made by the District. To this end the District has set goals for participation on all construction projects of 25% for MBEs and 5% for WBEs. The Supplier Diversity Program also encourages its business partners to strive for a workforce goal of twenty-five percent (25%) minority and five percent (5%) women. The District may reject any and all bids that do not meet its program goals. Upon request and verification of need by the Hazelwood School District, the District will pay MBE/WBE contractors every two weeks for labor cost upon presentation of required documentation.

The Hazelwood School District Supplier Diversity Program can be downloaded from the district's website at [www.hazelwoodschools.org](http://www.hazelwoodschools.org); on the left side of the home page click on "Bids and Proposals," then go to the section labeled "Documentation." The entire program including **forms A and B** are located within the Supplier Diversity document.

A supplier of professional services or consultant, who has achieved the participation goals for MBE/WBES, as defined herein, will be in compliance with the requirements of the specification. A supplier of professional services or consultant who cannot achieve the goals for MBE/WBE participation must be able to demonstrate that the required positive efforts were initiated prior to submittal of the proposal. If the business partner cannot demonstrate the required positive efforts, the proposal will be rejected as non-responsive.

The District will accept, as prospective MBE/WBE participants for these projects, only those MBE/WBE firms which have been certified by one or more of the following agencies on or before the date of the bid opening:

1. City of St. Louis (St. Louis Development Corporation/Airport Authority)
2. St. Louis Minority Supplier Development Council (SLMSDC)
3. Missouri Regional Certification Committee (MRCC)
4. State Certifications, e.g., the State of Missouri and other states
5. National Minority Supplier Development Council (NMSDC)
6. Women Business Enterprise National Council (WBENC) and its affiliates

In the case of a manufacturer, the District will also accept MBE/WBE certification by any state division of purchasing or the National Minority Supplier Development Council and its affiliates.

The School District reserves the right to reject any and all Bids, to waive informalities therein to determine the lowest and best bid, and to approve the Bond. No Bid may be withdrawn for a period of 60 days subsequent to the specified time for receipt of bids. A Bid Bond or Certified Cashier's Check made payable to the Owner, in the amount of 5% of the Base Bid shall accompany the Bid Packages as a guarantee that the Bidder, if awarded Contract, will furnish a satisfactory Performance and Payment Bond; execute the Contract; and proceed with the Work. Upon failure to do so, the Contractor shall forfeit the deposit or amount of the Bid Bond as liquidated damages, and no mistakes or errors on the part of the Bidder shall excuse the Bidder or entitle him to a return of the deposit or Bid Bond.



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Work or Trade to be Subcontracted	MBE/WBE Firm Name or Joint Venture	Subcontract Amount	
		(MBE)	(WBE)
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
SUBTOTALS:		\$	\$
MBE/WBE SUBCONTRACTS TOTAL		\$	

**TOTAL BID:** \_\_\_\_\_ **TOTAL MBE %** \_\_\_\_\_ **TOTAL WBE %** \_\_\_\_\_

**HAZELWOOD SCHOOL DISTRICT**

## Supplier Diversity Program

## HSD Form B

## MBE/WBE SUBCONTRACTOR SOLICITATION REPORT

**Project Name:**

**Prime Contractor:**

I have contacted the following minority and women business enterprises and will not subcontract with them due to the reasons cited below: (Attach additional pages as necessary)

[illegible]

**E-Verify** Pursuant to Missouri Revised Statute 285.530, all Bidders awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the Bidder must affirm the same through sworn affidavit and provisions of documentation, and sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your, company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” work authorization program of the United States, and are participating in E-Verify with respect to you employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri revised Statue 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_(Signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_(Company Name)



**BID PROPOSAL PRICE SHEET**

**PROPOSED COST: \$** \_\_\_\_\_

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City/Zip**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Fax**

\_\_\_\_\_  
**Federal Tax ID**

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature: Authorized Company Official**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**E-mail Address (Please clearly print or type)**



## **BIDDERS CHECKLIST**

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### **Bid Submittals**

- 1. Bid Form – Pg. 7**
- 2. Supplier Diversity Form A – Pg. 9**
- 3. Supplier Diversity Form B – Pg. 10**
- 4. E-Verify – Signed – Pg. 11**
- 5. Bid Response Sheet – Pg. 12**