



## **POCATELLO/CHUBBUCK SCHOOL DISTRICT 25**

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**LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW**

**Administration Offices  
3115 Pole Line Road  
Pocatello, Idaho**

### **INVITATION TO BID**

#### **SPECIFICATIONS FOR**

**CHILLER REPLACEMENT (120 TON) AT:**

**CENTURY HIGH SCHOOL  
7801 Diamond Back Way  
Pocatello, ID 83204**

**BIDS WITH CONDITIONS WILL NOT BE ACCEPTED**

#### **BID OPENING**

**April 2, 2025  
9:00 A.M.**



## POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

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### LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

#### POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25 INVITATION TO BID

Sealed bids will be received at the Pocatello/Chubbuck School District No. 25 Business Office, Bannock County, Idaho at 3115 Pole Line Road, Pocatello, Idaho, 83201, until **9:00 AM, on April 2, 2025** for the following:

#### **2025 Chiller Replacement**

A **mandatory pre-bid conference** and walk-thru to review the projects will be held on site at Century High School, 7801 Diamond Back Way, Pocatello, Idaho, on **March 19, 2025 at 10:00 AM**.

Specifications or additional details, (including bid forms), may be secured at the Business Office, 3115 Pole Line Road, Pocatello, Idaho, 83201 or by calling (208) 235-3270. All bids must be on the forms furnished, all blank spaces filled, and signed with the name and address of the Bidder. No unqualified bids will be read. All bids shall be in a sealed envelope and clearly marked:

#### **2025 Chiller Replacement:**

To be opened at 9:00 AM MST on April 2, 2025

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 Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho. This surety shall be forfeited by the bidder in the event of failure to enter into a contract. Personal or company checks will not be accepted. Compliance with Idaho Public Works Law is required.

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 Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Rena Johnson, Clerk  
Pocatello/Chubbuck School District No. 25

Publish dates:

March 7, 2025  
March 14, 2025

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 Pocatello/Chubbuck School District No. 25 Business Office, Bannock County, Idaho at 3115 Pole Line Road, Pocatello, Idaho. The following shall be written on the exterior of the envelope:

**“BIDS FOR 2025 CHILLER REPLACEMENT AT CENTURY HIGH SCHOOL  
TO BE OPENED AT 9:00 AM MST on APRIL 2, 2025”**

Bids not delivered by contractors at time of bid opening must be received in mail no later than 4:00 PM on April 1, 2025, the day before the bid opening.

### **EXAMINATION OF THE SITE AND DOCUMENTS: *Pre-Bid Walk through.***

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

A **mandatory pre-bid conference and walk-thru** to review projects will be held at Century High School, 7801 Diamond Back Way, Pocatello, Idaho, on March 19, 2025 at 10:00 am.

The purpose of the pre-bid conferences is to:

1. Carefully examine the specifications.
2. Visit the worksite.
3. Be fully informed of existing conditions and limitations.
4. Include in the bid sums sufficient to cover all items required by the contract, which shall rely entirely upon your own examinations in making this proposal.
5. All area dimensions are approximate and not intended to be precise. In order to reduce or eliminate change orders, it will be necessary for the bidder to complete field verification of site and dimensions.

### **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. 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, 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 Owner. NO PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED.

**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).

**EVIDENCE OF QUALIFICATIONS:**

Upon request of 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.

**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 delivery and storing 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 Pocatello/Chubbuck School District No. 25 Maintenance Department.

### **INSPECTION OF WORK:**

The representative of the 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.

### **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...."

### **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.

### **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
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Auto Liability	\$1,000,000 per occurrence
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Workers Compensation Statutory

### **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 tax release from State of Idaho.

**OWNER/CONTRACTOR AGREEMENT:**

The Agreement for the work will be written on a District provided Form of Agreement between Owner and Contractor where the basis of payment is a stipulated sum.

**LIQUIDATED DAMAGES:**

Contractor shall be required to pay Owner as liquidated damages the sum of \$500 for each day, after the scheduled completion date, that the project is unfinished.

**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.

**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.

**WARRANTY:**

Manufacturer shall warrant products, projects under normal use to be free from defects in materials and workmanship for a period of one year from date of installation and completion of project.

Warranty shall cover repair or replacement of areas determined defective upon 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. At no time shall the School District Dumpsters be used to remove the Contractor's waste or garbage scraps.

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

**BIDDER CERTIFICATION FORM:** All bidders must complete and submit the Bidder Certification Form included with this bid request.

**PAYMENTS:**

Prices must remain firm as quoted by supplier until quantity awarded is received. Application for payment dated on or before the 25th of the month, shall be paid by the 15th of the following month. Application for payment dated after the 25th of the month, shall be paid within 30 days. Invoices must break down work by school and other District buildings, then totaled.

Delivery may be accepted any time, however, payment for the 2025-2026 fiscal year cannot be made until after July 1, 2025 when those funds have been released.

**BID:**

The following specifications are being used as a guideline. Alternate bids for equal carpet material will be considered upon District approval two weeks prior to the bid due date. Substitutions or major alterations 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 in providing quality materials, installation and service of work with current customers or past performance with Pocatello/Chubbuck School District 25. (Please list all jobs/contracts greater than \$50,000 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.

The contract will be awarded to the lowest responsive and responsible bidder or bid/offer most advantageous to the District with price and other factors considered.

**BASIS OF PAYMENT**

The accepted quantity of this item will be paid for at the contract price per unit completed as called for on the

proposal sheet, which price shall be full compensation for the furnishing of all materials, labor, equipment, tools, or any other work necessary to complete this item in conformance with the plans and these specifications or as directed by the School Plant Facilities Coordinator.

**DELIVERY AND START OF WORK:**

Work can begin as soon as possible after June 5, 2025 and be completed no later than August 8, 2025.

**REQUIREMENTS FOR REPLACEMENT OF CHILLER AT CENTURY HIGH SCHOOL**

**CENTURY HIGH SCHOOL** – This work is to replace a Dunham Bush Chiller shall include the following:

- A. Removal and disposal of existing chiller and components.
- B. Installation of new chiller sized for 120-ton capacity and 375 GPM.
- C. Chiller to be installed according to manufactures specifications.
- D. Reconnection of inlet and outlet piping.
- E. Reconnection to existing high voltage electrical.
- F. Provide all components for fully functional chiller system
- G. Repair of building areas affected by project to original condition.
- H. Cost for all permits and inspections.
- I. Reconnection of DDC controls and programming will be done by owner.

**Existing Chiller is:**

**Dunham Bush**

Model Number: HRSC135DQ

Serial Number: 1205741A99D



**GENERAL NOTES THAT APPLY TO ALL OF THE ABOVE BID ITEMS:**

1. Contractor will submit equipment, materials and/or design submittals to the District for approval prior to ordering equipment.
2. 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. 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 work once the installation is complete.
3. 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 unless directed differently in individual item descriptions.
4. 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.
5. Contractor will provide industry standard warrantee for this application.
6. Contractor will provide operation and maintenance training of O&M personnel once the installation is complete. Completed operation & maintenance manuals are to be turned into the District Maintenance Department.

## BID PROPOSAL

### 2025 CHILLER REPLACEMENT AT CENTURY HIGH SCHOOL

Board of Trustees  
Pocatello/Chubbuck School District No. 25  
3115 Pole Line Road  
Pocatello, ID 83201-6119

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

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

We, the undersigned Bidder agrees, if this bid is accepted, to enter into an agreement with Owner to furnish all labor, materials, tools, and equipment to complete work called for by these specifications in connection with the 2025 Chiller Replacement at Century High School under the supervision of the School Plant Facilities Coordinator.

The District will award the Chiller Replacement bid to the vendor with the lowest responsible bid.

We further acknowledge Addendum(s) received, if applicable. No. \_\_\_\_\_, dated \_\_\_\_\_.

#### PROJECT

#### AMOUNT

Century High School Chiller Replacement

\$ \_\_\_\_\_

Work can begin **June 2, 2025** and must be completed no later than **August 8, 2025**.

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 Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Respectfully submitted,

- Attached, if applicable, is a listing of subcontractors' names and addresses for this project.
- Attached is our Affidavit of Alcohol and Drug-Free Worksite, as pursuant to Idaho Code 72-1717.
- Attached is Bidder Certification Form.

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

\_\_\_\_\_  
Authorized Signature / Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Public Works License Number

\_\_\_\_\_  
Phone / Fax Number

\_\_\_\_\_  
Worker's Comp & Liability Insurance Exp. Date

\_\_\_\_\_  
Email, if applicable

CONTRACTOR'S AFFIDAVIT  
CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that named contractor is in compliance with the provisions of Idaho Code section 72-1717; that named contractor provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that named contractor shall subcontract work only to subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature / Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Commission expires:

\_\_\_\_\_  
NOTARY PUBLIC, residing at

\_\_\_\_\_

**BIDDER CERTIFICATION FORM**

1. **Debarment and Suspension** – In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
2. **Anti-Collusion** – In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
3. **Anti-Lobbying** – In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
4. **National Sexual Offender Registry** – In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

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

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_