

INSTRUCTIONS TO BIDDERS

OWNER

Sweetwater County School District Number One
3550 Foothill Blvd.

Rock Springs, Wyoming 82901

PROJECT: Lowell HVAC

1. OBTAINING DOCUMENTS

- A. Bidders may obtain Drawings and Specifications from Owner.

2. EXAMINATION OF DOCUMENTS AND SITE

Bidders shall carefully examine the Documents and the Construction Site to obtain first-hand knowledge of existing and local conditions. Contractor will not be given extra payments for conditions which can be determined by examining the site and documents.

3. RESOLUTION OF DISCREPANCY

- A. Submit all questions about the Drawings and Specifications to the Owner, in writing. Replies will be issued to all prime bidders of record as Addenda to the Drawings and Specifications and will become part of the Contract. The Owner will not be responsible for oral clarification. Questions received less than 72 hours before the bid opening cannot be answered.
- B. Should conflict occur in or between Drawings and Specifications and no interpretation is requested, Bidder is deemed to have estimated to more expensive way of doing work and the Owner will decide which stipulation will provide the best installation.

4. SUBSTITUTIONS OF MATERIALS AND/OR METHODS

- A. Materials, Products, Equipment or Services specified by manufacturer, brand or trade name, or catalog reference shall be the basis for the Contractor's Proposal. It is not the intent to limit competition. Materials, Products, Equipment or Services other than those specified will be permitted if they have been approved in writing by the Owner prior to the bid opening. Approval for substitutions must be secured prior to bid opening.
- B. To obtain approval to use unspecified Materials, Products, Equipment or Services, bidders (prime contractors, subcontractors, suppliers, manufacturers, etc.) shall submit written requests prior to the time of bid opening. Requests received after this time will not be considered. Requests shall clearly describe the product for which approval is asked, including all data and/or samples necessary to demonstrate acceptability.
- C. Failure to secure written approval for substitutions or unspecified materials, products, equipment or services will result in disqualification of your bid.
- D. Request shall show in detail the Paragraphs and/or Drawing details from which the proposed construction and/or function varies from the items specified, and shall provide complete data showing and explaining in detail all such changes or variations the Bidder proposes to make from the Owners Drawings and Specifications. If no variances or changes are noted, the substituted items shall meet the specifications in every way.
- E. On request of the Owner, the Bidder at his own expense, shall furnish information or data concerning the materials, apparatus, equipment, or process offered by him as equal to, and as a substitute for, that indicated or specified by name: the Bidder at his own expense to have said material, apparatus, equipment or process tested under the direction of the Owner, as to its quality characteristics, its durability, finish and/or efficiency by an approved testing laboratory.
- F. If the Owner accepts such substitutions, he will do so for design concept only and will so advise plan holders in an Addendum issued to all prime bidders on record.
- G. If the Bidder does not offer any substitute in the manner required in this Section, or, if a substitute so offered is not deemed by the Owner to be equal and/or acceptable to that indicated or specified, then the Contractor shall furnish, erect, or install the materials, apparatus, equipment or process indicated or specified by name.
- H. The acceptance, if any, or substitutes after the Contract has been signed will be handled, **AT THE DISCRETION OF THE OWNER**, by Change Order.

5. BASIS OF PROPOSALS

- A. TYPES OF BIDS: The Owner invites lump sum bids as follows and as hereinafter described:

Lump sum bid for providing all labor, materials, equipment And services necessary to perform all work for the complete Project as intended by the Contract Documents.

- B. BIDDING PROCEDURE:

1. Proposals for the construction of the entire project will be received up to but no later than the time hereinafter noted. At the time will be publicly opened and read aloud.

TIME: 2:00 P.M. local time

DATE: Tuesday, June ^{26th}, 2025

PLACE: Central Administration Building, P.O. Box 1089, 3550 Foothill Blvd., Rock Springs, Wyoming 82901

2. Base Bid shall include all labor, materials, equipment and services necessary to construct all work as shown on the Drawings and outlined in the Specifications for the complete project.

6. PREPARATION OF PROPOSALS

- A. To be entitled to consideration, proposals must be in accordance with the following instructions: Proposals shall be in the form which is bound with the Specifications and all blank spaces in the form shall be filled. Numbers shall be stated both in words and in figures; in case of discrepancy, the amount shown in words shall govern; the signature shall be in longhand; and the complete form shall be without interlineations, alteration or erasures.
- B. Bids MUST give full firm name, address, and telephone number of bidder. Failure to manually sign bid will disqualify it. Person signing bid shall show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT.
- C. Failure to use and properly fill out the proposal form bound with the specifications may result, at the discretion of the owner, in disqualification of bid.

7. OPENING OF PROPOSALS

Proposals will be opened as stated in the Invitation to Bid and in the preceding paragraphs. Proposals received prior to the time of opening will be securely kept, unopened. The officer whose duty it is to open them will decide when the time specified has arrived, and no proposal received thereafter will be considered.

A bid bond must be presented at the time of the bid opening.

8. AWARD OF CONTRACT

The Sweetwater County School District Number One further reserves the right to accept or reject alternates in any order or combination: to accept or reject any bid or any section or all sections as stated in the Specifications, to waive any irregularities or informalities and to award contracts in the best interest of the Sweetwater County School District Number One.

9. POST BID INFORMATION

A. The Contractor shall, at the time of bid, submit the following:

1. A statement of costs (schedule of values) for each major item or work included in the bid.
2. A designation of the work to be performed by the bidder with his own forces.
3. A list of names of the Sub-contractors or other persons or organization proposed for the principal portions of the work. Prior to the award of the Contract, the Owner will notify the bidder in writing if the Owner has reasonable and substantial objection of any person or organization on such list. If the Owner has a reasonable and substantial objection to any person or organization on such list, and refuses in writing to accept such person or organization, the bidder may, at his option, withdraw his bid without forfeiture of bid security. If the bidder submits any

acceptable substitute with an increase in his bid price to cover the differences in cost occasioned by such substitution, the Owner may, at his discretion, accept the increased bid price or he may disqualify the bidder.

- B. Subcontractor and other persons and organizations proposed by the bidder and accepted by the Owner must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the Owner.

10. DRUG/TOBACCO POLICY

The contractor shall take the necessary steps to prevent the use of drugs and/or tobacco on School District properties.

11. The pwner will allow up to 48 hours tp produce Certificate of Residency and a statement of insurance

Scope of work

1. 2-Upflow or horizontal, 90% efficient 120,000 BTU gas furnaces with 5" filter racks to replace the gym heating system
2. 1-control thermostat for item #1 furnaces
3. 1 upflow furnace 80% efficient 60,000 BTU gas furnace with 5" filter rack to replace existing mechanical room furnace
4. 1-control thermostat for item #3 furnace
5. 2- cassette style heads in each classroom room 221 and 219 (total of 4 heads) with heat and AC capapbility 3 ton in size total for each room. Condensor units to be mounted outside at ground level.
6. Instal ducting into the hallway room 220 from item 3 furnace. Include 2x2 lay in supply register and return.
7. Verify all ducting from item #3 furnace only serves the upstairs and cap additional duct as needed.
8. All systems to include control wiring, venting, condensate pumps and drains.
9. Start up and initial operation of all systems with a school representative shall be included.

10. Removal of old units and dispose of, clean up all construction debris.
11. All questions should be referred to Ken Caudell at (307)350-6103

All Line voltage wiring to be provided by the building owner.