

# City of Mt. Pleasant



## Request for Proposal

2012 Borden Building/City Hall  
Steam Humidifier Design/Build Project

Issued July 9, 2012

**DEADLINE—1:30 PM TUESDAY, AUGUST 14, 2012**

CONTACT: Brian Kench, Building Official  
320 West Broadway Street  
Mt. Pleasant, MI 48858  
Phone (989) 779-5301 Fax (989) 773-6791  
Email: [bkench@mt-pleasant.org](mailto:bkench@mt-pleasant.org)

City of Mt. Pleasant, Michigan  
**BID PROPOSAL**

**2012 Borden Building/City Hall  
Steam Humidifier Design/Build Project**

**TO:** Office of the City Clerk  
City Hall  
320 W. Broadway Street  
Mt. Pleasant, MI 48858

**BID DATE:** August 14, 2012  
**TIME:** 1:30 p.m.

The City of Mt. Pleasant is soliciting bids to update the Heating Ventilating and Air Conditioning (HVAC) system in the Borden Building/City Hall facility with a steam humidifier system. Bidders will be responsible for providing the City with a design for the system that incorporates the existing HVAC equipment and system controls. Bidders will need to demonstrate that the system is designed specifically for the facility to ensure that proper humidity levels can be maintained in accordance with American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) standards.

The design of the system shall also take into consideration clearance requirements within the Air-Handlers to access belts, motors, filters, grease-zerks, etc. A detailed maintenance schedule for new equipment, and equipment affected by the updates shall be provided to ensure that units are compliant with manufacturer's warranty prerequisites.

All bids shall be submitted in a sealed envelope, plainly marked "2012 Borden Building/City Hall-Steam Humidifier design/build project" – August 14, 2012."

**EXISTING HVAC EQUIPMENT:**

	<b>BOILER</b>	<b>AIR-HANDLER</b>	<b>CONTROLS</b>
<b>1st Floor</b>	<b>Lochinvar</b> Model #CHN-2071 Rated 2,070,000btu	<b>Carrier</b> Model #39MN30c01BBL12XGS Size-30 Ton	<b>Carrier</b> (proprietary)
<b>2nd Floor</b>	<b>Lochinvar</b> Model #CHN-2071 Rated 2,070,000btu	<b>Carrier</b> Model #39MN40C010BBM22XGS Size - 40 Ton	<b>Carrier</b> (proprietary)

**LAYOUT, ELECTRICAL and PLUMBING:**

All work on the project shall comply with the applicable code under permit/s issued through the Isabella County Permits office, prior to work on the system.

Water supply and electrical service panels are located within 30 feet of both Air-Handlers, to provide water and electrical feed to the new equipment.

**INSURANCE REQUIREMENTS:**

Successful bidder shall not begin any work under any contract until they have obtained the required insurance, and the City of Mt. Pleasant has approved such insurance. The successful bidder shall not allow any sub contractor to commence work under the contract until all similar insurance required of the bidder has been so obtained and approved. Insurance requirements include:

- Workers Compensation Insurance, including Employers Liability Coverage, shall be provided in accordance with all applicable statutes of the State of Michigan.
- Commercial General Liability Insurance on an *"occurrence basis"* with limits of liability not less than \$3,000,000 per occurrence and or aggregate combined single limit, personal injury, bodily injury and property damage.
- Professional Liability Insurance for the life of the contract with limits of liability not less than \$5,000,000 per occurrence and/or aggregate combined single limits, and errors and omission.

**SUPPLEMENTARY INFORMATION ATTACHED:**

Floor Plan of Mechanical Room  
AHU Specs  
Document Library: [www.mt-pleasant.org](http://www.mt-pleasant.org)

**DELIVERABLES:**

At the close of the project, the contractor shall provide as-built drawings of the new system in an electronic format, specification on the new equipment, warranty information and a detailed maintenance schedule for equipment and effected equipment.

**SUBMITTAL INSTRUCTIONS:**

Three (3) copies of the completed proposal must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS -2012 Borden Building/City Hall -Steam Humidifier Design/Build Project and received by 1:30 p.m. on August 14, 2012 by mail or hand delivery to:

City Clerk's Office  
City of Mt. Pleasant  
320 W. Broadway  
Mt. Pleasant, MI 48858

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the City Clerk before the stated proposal opening time. Questions regarding the proposal may be directed by email to:

Brian Kench, Building Official  
Department of Building Safety

City of Mt. Pleasant  
Email: [bkench@mt-pleasant.org](mailto:bkench@mt-pleasant.org)

Questions must be received by August 8, 2012. Answers will be posted as they are received on the City's website at [www.mt-pleasant.org](http://www.mt-pleasant.org) for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

**AGREEMENT:**

The undersigned, as Bidder, hereby declares that this bid is made in good faith without fraud or collusion with any person or persons bidding of the same Contract; that the Contractor, or their representative, has made such a personal investigation of the site as is necessary to determine the character and difficulties attending the execution of the proposed work; and the Contractor proposes and agrees that if accepted, the Contractor will contract with the Owner in the form of the Contract hereto annexed, to provide necessary machinery, tools, apparatus and other means of construction, including utility and transportation services, necessary to do all the work and furnish all the materials and equipment specified or referred to in the Contract Documents in the manner and time therein prescribed, and according to the requirements of the Owner as therein set forth to furnish Contractor Bonds and Insurance required of the Contractor by the Contract Documents, and that he will take in full payment therefore the unit prices set forth in the following Proposal.

The Bidder agrees that their bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving the bids.

Upon receipt of a written Notice of Award of the Bid, the Bidder shall execute the formal Contract Agreement attached hereto within ten (10) days and shall deliver to the Owner a Surety Bond or Bonds required. In the event the Contract and Bond are not executed within the time above set forth, the Bid Deposit attached in the sum of five percent (5%) of the Bid Proposal shall become the property of the Owner as liquidated damages for the delay and additional expense to the Owner caused thereby.

The Bidder hereby agrees to commence work under this Contract on/or before September 30, 2012 following a written *Notice to Proceed* executed by the Owner and to fully complete the project by October 30, 2012. The Bidder further agrees to pay as liquidated damages the sum of \$300.00 for each consecutive calendar day thereafter, until substantial completion, that is when all work items in the proposal are complete and notification of substantial completion of work items and final quantities given to the Director of Building Safety by the contractor.

**RESERVATIONS:**

The City reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing bidders for expenses incurred in responding to this Request for Proposals.

**BID PROPOSAL**

The unit prices listed below shall include all labor, materials, overhead, profit, insurance, etc., to cover the finished work specified, and the Bidder agrees to perform all of the work described in the specifications and/or shown on the plans for the following unit prices:

Item No.	Description	QTY	Unit	Unit Cost	TOTAL
1	Project Design	1			
2	Steam Humidifier System and/or Systems				
3	Install Electrical Wiring	Lump Sum			
4.	Install Plumbing	Lump Sum			
5.	System Control/Setup	Lump Sum			

\_\_\_\_\_ and \_\_\_/100 Dollars (written).

**RESPECTFULLY SUBMITTED:**

COMPANY NAME:		
Address:		
City:	State:	Zip Code:
Phone:	Mobile Phone:	Fax No:
Email:		
Authorized Signature:		
Print or Type Name and Title:		

**EXPERIENCE QUESTIONNAIRE  
CITY OF MOUNT PLEASANT, MICHIGAN**

The signatory of this proposal guarantees the truth and accuracy of all statements and of all answers hereinafter made.

1. How many years have you been in business as a contractor under your present name?

\_\_\_\_\_

2. How many years have you been a principal officer or a firm under a different name?

\_\_\_\_\_

Name of Firm \_\_\_\_\_

3. What projects of a similar nature has your organization contracted for within the past five years?  
(NOTE: Fill out each blank completely.)

Name of Owner:		
Address:		
City:	State:	Zip Code:
Contact Person:	Phone Number:	
Type of Work:	Value of Work: \$	
Date of Completion:    /    /	Comments:	

Name of Owner:		
Address:		
City:	State:	Zip Code:
Contact Person:	Phone Number:	
Type of Work:	Value of Work: \$	
Date of Completion:    /    /	Comments:	

Name of Owner:		
Address:		
City:	State:	Zip Code:
Contact Person:	Phone Number:	
Type of Work:	Value of Work: \$	