



LEGAL NOTICE

INVITATION FOR FORMAL BID

IFB 19-154

For

Dispatch and Alarm HVAC Unit Replacements Re-Bid

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Dispatch and Alarm HVAC Unit Replacements Re-Bid**. The vendor must guarantee the quoted prices for a period of Ninety (90) days. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies. All bid prices submitted must be guaranteed for ninety (90) days.

BID INSTRUCTIONS

One [1] signed original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked with the name, date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

Bid opening will be on 11/20/2019 at 10:00 AM , in **Room 534** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by going to our St Charles County Government website @ <http://www.sccmo.org/Bids.aspx> click on “**show Closed/Awarded/Cancelled bids**”, **select bid and click on “related documents”**. **No phone calls please**. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Pam Luesse
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
pluesse@sccmo.org

For questions or inquiries concerning the specifications please contact:

Mike Eilers, Project Manager
Facilities Management Department
St Charles County Government
300 North Second St, Room 101
St. Charles, Missouri 63301
Fax: (636)949-3014
meilers@sccmo.org

A pre-bid meeting may be scheduled by contacting the project manager.

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **3:00 PM** on **11/14/2019**. Any question received after this deadline may not be answered. An RFI log will be posted by 11/18/2019

Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Bid Inquiries", concerning this request is prohibited PRIOR TO BID OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to Bid Opening may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- Vendor agrees to have all employees working on the site fingerprinted for background checks. St Charles County Police Department will perform the background check at 101 Sheriff Dierker Ct O'Fallon, MO 63366. There will be zero tolerance on workers on site that have not had a background check.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.

- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public agency within St. Charles County Government for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered including geographic location. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.
- MISSOURI PREVAILING HOURLY WAGE RATES

The proposal for this Contract shall be based upon the required payment by the Bidder for wages for each craft or type of workmen required to execute the Contract as determined by the Department of Labor and Industrial Relations of Missouri, pursuant to Sections 290.210 to 290.340, RSMo. For those projects with a total cost of more than \$75,000.00, a schedule of such prevailing hourly rate of wages as determined by the Department of Labor and Industrial Relations of Missouri, pursuant to said statutory provisions and made a part of this Contract, Annual Wage Order #26, as of June 26, 2019.

Effective August 28, 2018, the provisions of sections 290.210 to 290.340 shall not apply to the construction of public works for which either the engineer’s estimate or the bid accepted by the County for the total project is in the amount of \$75,000.00 or less. For any awarded bid in the amount of \$75,000.00 or less that becomes subject to a contract amendment that increases the total project cost in excess of \$75,000.00, the provisions of 290.210 to 290.340 shall apply only to that portion of the project that is in excess of \$75,000.00.

➤ **INSURANCE:**

The successful bidder must agree to provide and maintain during the life of the Contract the insurance(s) listed below, in the minimum amounts specified, with an insurance company licensed to do business in the State of Missouri. All policies must name the County as an additional insured and provide for thirty (30) days written notice prior to any material changes or cancellation. Successful bidder will be awarded contract once a Certificate of Insurance is provided.

Workers Compensation: Statutory limits as required by the statutes of the State of Missouri and Employer's Liability with limits no less than \$500,000.

Comprehensive General Liability (including automobile): Limits of no less than \$1,000,000/3,000,000/1,000,000 per occurrence or \$3,000,000CSL.

Professional Liability: A minimum of \$1,000,000 per claim, \$3,000,000 aggregate for the rendering or failure to render appropriate emergency health care services by licensed physicians, nurses, paramedics, emergency medical technicians and ambulance personnel. If written on a claims made basis, a mutually agreed upon extended reporting period will be negotiated.

➤ **BONDS:**

Bid Bond- A 5% deposit of the bid total, presented in the form of a cashier's check, Certified check, or bid bond, made payable to St. Charles County

Performance Bond- A 100% Performance and Payment Bond in favor of the Owner. The Security Co. representing Contractor must be authorized to do business in the State of Missouri and be approved by Owner. Performance and Payment bond will be required if project is \$50,000.00 or greater

Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer’s hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

Open Records

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

Veteran Friendly Employment Policy

"Indicate whether you have developed a veteran friendly employment policy and, if so, attach a copy of such policy to your response as a point of information."

_____ "YES" our company has a veteran friendly employment policy.

_____ "NO" our company does not have a veteran friendly employment policy.

Please include a copy of your veteran friendly employment policy with your submission.

DISPATCH AND ALARM HVAC UNIT REPLACEMENTS RE-BID

St. Charles County Government Facilities Management Department is seeking bids for the procurement and installation of 4 split units and 2 package units for the Dispatch and Alarm building. The equipment being replaced is specified below. The Contractor shall also be responsible for applying for any available rebates from Ameren with assistance from the County.

General Conditions:

- The Contractor must comply with all Federal and State Employment / Labor regulations including those from the U.S. "Occupational Safety and Health Administration".
- The Contractor must provide all applicable Insurance Certificates to the County upon the award of the bid.
- The Contractor must specifically claim and include any exclusions or deviations from the bid specifications with the proposal submitted.
- The Contractor shall hold a State of Missouri license and be capable of providing a fully operational replacement system that meets the criteria set forth by the County in the scope of work.
- The Contractor shall agree to have all employees working at the site to have a fingerprint background check performed by the County. Only employees who have a passed a fingerprint background check shall be allowed on the site. The fingerprinting is done at the St Charles County Police Department located at 101 Sheriff Dierker Court, O'Fallon, MO 63366. There will be zero tolerance on this.
- The Contractor shall perform the responsibility of General Contractor, hiring and coordinating with all subcontractors to provide a complete and fully functioning system. The Contractor shall be responsible for verification of all subcontractor's liability and workers compensation insurance as well as any required licenses.
- The Contractor shall be responsible for any crane and operator needed for the installation of equipment.
- The County will provide a permit at no cost to Contractor and the Contractor shall **NOT** include any permit fees in their proposal. Contractor shall have all required licenses registered with the County. Contractor shall supply all sub-contractors to be included on building permit and must also schedule all required inspections.
- The Contractor shall complete Appendix A and must submit 5 references of clients who had rooftop and split package units replaced. The Contractor authorizes the County to verify these references.
- The Contractor shall complete Appendix B stating manufacturer and model of equipment.
- The Contractor shall install the system to the County adopted 2015 International Codes and 2014 National Electrical Code with amendments.
- The building electrical service is 120/240 single phase 800-amp electrical panelboard. The Contractor shall have their electrician verify capacity is available on existing electrical equipment.
- The Contractor shall notify the project manager of any deficiencies in existing duct or building materials that may impact project cost.
- The Contractor shall perform work during normal County employee work hours of 7:30 am to 4:30 pm. Accommodations can be made to work outside of these hours with a minimum 48-hour notice to the project manager. Any weekend work shall be communicated not less than one week in advance.
- There shall be no smoking or use of tobacco products inside the facility, or on the roof of the facility. Contractor shall be liable for roof cigarette burns. No smoking shall be permitted within 20 feet of all building entrances. This also applies to electronic smoking devices.
- The Contractor shall provide a cost for any deficiencies that may increase the cost of the project. The Contractor is to not proceed with work unless a notice to proceed is issued from

the County. Should the Contractor proceed without proper documentation, Contractor will be performing work at risk and payment for said work will not be provided.

- The Contractor shall notify the County of no less than 2 days in advance and get permission before proceeding with disruptive operations.
- The Contractor shall be responsible to submit for all rebates with Ameren and Spire with assistance from the County.
- The Contractor shall assign a project manager that will be the key contact for the duration of the project.
- These specifications are what the County is requesting, if these requests should cause a conflict with a properly operating systems, or cause problems in the future, Contractor shall notify County of potential issues with requested specifications. The County will then notify the Contractor how to proceed with bidding specifications.
- The Contractor shall be responsible for providing all equipment, installation labor and parts for a complete operating and code compliant system.

Current Equipment:

- **Furnace/Condenser 1 (F-1/CU-1)**
 - York air handler with condensing furnace Model: P3URB12N07501C
 - Guardian condenser with 407C refrigerant Model: GAW14L36C22SA
 - Serves offices
- **Furnace/Condenser 2 (F-2/CU-2)**
 - York air handler with no heat Model: P3URD20N13001C
 - Coleman condenser unit Model: TCGD60S2152A
 - Serves dispatch floor
- **Furnace/Condenser 3 (F-3/CU-3)**
 - York air handler with no heat Model: P3DHD20N11201A
 - Thermal Zone condensing unit Model: T2AA-360-2C757
 - Currently serves no space, equipment to be removed and not replaced
- **Furnace/Condenser 4 (F-4/CU-4)**
 - Ameristar air handler Model: M951P120DU60AAB
 - Coleman condenser Model: TCGD60S2152A
 - This air handler is to be reused with the installation of a filter media cabinet and re-piping of the PVC flue piping
 - The condenser is to be reused with new UV and tear resistant insulation installed on the suction refrigerant line
- **Furnace/Condenser 5 (F-5/CU-5)**
 - York air handler with condensing heat Model: P3DHD20N11201A
 - Thermal Zone condensing unit Model: TZAA-360-2A757
 - This air handler and condenser is no longer needed and is to be removed and not replaced
- **Furnace/Condenser 6 (F-6/CU-6)**
 - Carrier air handler Model: 58MXA080-16 SERIES 121
 - Carrier condensing unit Model: 38CKB048300
 - This unit serves the common hallways, bathrooms, kitchenette, and locker room
- **Furnace/Condenser 7 (F-7/CU-7)**
 - Carrier air handler Model: 58MXA100-20 SERIES 121

- Carrier condensing unit Model: 38CKB060300
- This unit serves a conference room, closet, and small kitchenette
- This unit shall be adjusted to be properly sized for the space it serves

- **Rooftop Unit 1**
 - Carrier 48TMD006Z-301HV
 - This unit serves offices, and a kitchenette

- **Rooftop Unit 2**
 - Carrier Model: 48TMD006Z-301HV
 - This unit serves a former dispatch floor

- **Rooftop Unit 3**
 - Carrier Model: 48TMD006Z-301HV
 - This unit serves a former dispatch floor, this unit will be removed, and a galvanized sheet metal cap shall be installed on roof curb. The supply and return ducting shall be reconfigured to be supplied by rooftop unit 2. This shall be done in a manner that reinstalling a rooftop unit will be able to be done should the future need arise.

Scope of Work:

- The Contractor shall perform an HVAC load calculation and evaluate existing equipment and verify equipment is properly sized on unit 7.
- Unit 3 and 5 shall be removed and not replaced. All ducting, piping, and wiring for these units shall be removed as part of this bid.
- The Contractor shall provide and install high efficiency natural gas split package units in proposal that are a minimum of two stage heat with 95% Annual Fuel Utilization Efficiency, referred to as AFUE going forward. The air handler shall have a variable speed blower and the compressor shall be a minimum SEER 14 rating.
- The Contractor shall provide split package equipment as follows:
 - Trane model S9X2 two stage condensing gas fired furnace
 - Trane model 4TTR single stage condenser with spine-fin coil
 - Trane 4TXCA cased aluminum coil with thermal expansion valve refrigerant control
 - Contractor may submit comparable model with cut sheets of comparable units in bid packet.
- The Contractor shall provide package unit equipment as follows:
 - Trane 4YCY4 with economizer utilizing enthalpy control, two stage natural gas heat, and single stage dx cooling with thermal expansion valve refrigerant control.
 - Contractor may submit comparable model with cut sheets of comparable units in bid packet.
- The Contractor shall elect the available option of 0-100% Economizer with barometric relief on package rooftop unit. The minimum economizer outside air flow setting shall be 10%.
- The Contractor shall install unit so that the outside air intake is pulling fresh air into facility and is installed at a safe distance away from carbon monoxide exhaust vents as well as plumbing vents and other roof exhaust vents on roof.
- The Contractor shall provide package units that have hinged access panels.
- The Contractor shall provide equipment that has local parts and support available.
- The Contractor is to remove and dispose of all existing rooftop equipment and materials that are being replaced.
- Contractor shall be responsible for any curb alterations and providing curb adapters required for new systems. The curb adapter shall not raise unit any higher than 18" above current curb height.

- The Contractor shall provide new NEMA 3R non-fused electrical disconnect switch on roof for each unit if unit does not come with a disconnect from the factory. The disconnect shall be a switch in which a downward motion of the disconnect lever disconnects power to the unit. Plug style disconnect switches shall not be permitted.
- The electrical disconnect shall be mounted in a way in which all access panels can be removed without needing to remove disconnect. If unit prohibits the mounting of disconnect on removable panel, contractor shall be responsible for other mounting options. Disconnect shall also not be mounted over top of equipment manufacture labels.
- Contractor shall provide unit with 120V 20-amp GFCI service outlet at each unit for future service. If there is currently a rooftop outlet at the unit, the circuit may be re-used for this purpose. A new box, in-use cover and GFCI shall be installed if re-using circuit. If there is not an outlet at one of the two units, one shall be added. This may be a factory option if the above specified ampacity is provided.
- The Contractor shall only use weather tight metal electrical boxes, fittings, and conduit. Liquid tight Flexible Metallic Conduit may be used. No PVC boxes, conduit, non-metallic liquid tight conduit shall not be permitted. All low voltage wiring must be in conduit.
- New units shall be ordered from the factory with condenser coil hail guard option installed.
- The Contractor shall be responsible and coordinate any needed roofing work and repairs for project.
- The Contractor shall be responsible for supporting refrigerant line sets, new and existing, while maintaining insulation of line with pipe clamps.
- The Contractor shall provide and install new smoke detector on supply plenum in the rooftop package units. New smoke detector to be installed and wired to all current codes adopted by the County and connected to rooftop unit. A remote monitoring station shall be mounted in the ceiling tile.
- The Contractor shall be responsible for providing a licensed electrician to provide electrical connections for new unit and addition of service outlets. This contractor will be added to the building permit and must be current on registration with the County.
- The Contractor shall include in their cost to have **ALL** natural gas lines on the roof painted with a rust neutralizer and 2 coats of bright yellow paint. Preparation of any existing gas line can include wire brushing to remove rust or applying a rust remediation agent prior to 2 coats of yellow paint. Care shall be taken so no paint is accidentally spilled on roof. Bidding contractor can self-perform, or contract work out.
- The Contractor shall submit all unit cut sheets as a submittal to project manager prior to ordering equipment. Submittals will be reviewed to verify compliance with bid specs. The County will only review submittals and will not approve cuts sheets and is in no way responsible for any issues that may arise with units.
- The Contractor shall notify the County if any of the specifications set forth in this bid will cause operation, compatibility, or efficiency issues.
- The Contractor shall provide and install new smoke detectors on supply duct in the rooftop unit. New smoke detector to be installed will be stand alone to each unit and shall be wired to all current codes.
- The Contractor shall provide units with stainless steel drain pan. The Contractor shall install proper P trap per manufacturer specifications. Condensate drain shall be run at least (6) six feet away from unit.
- The Contractor shall provide rooftop units that have at least 1-year parts and labor, 5-year compressor, 10-year heat exchanger, and 1-year parts and labor on control system warranties. This documentation shall be submitted with closeout documents.
- The Contractor shall set new units with a minimum 2" filter media box. Units shall rest on vibration blocks, and supply and return duct shall have vibration isolation collar on plenum duct.
- The Contractor shall remove unit F-3, F-5, CU-3, and CU-5 and all materials associated with these units including support material, duct work, electrical, line sets, gas piping, and

thermostats. All conduits to be removed to nearest junction box, piping removed to nearest tee, and flue vents shall be capped on the roof.

- The Contractor shall seal up any holes in walls from duct work removal with 24-gauge sheet metal panels.
- The Contractor shall connect all flue piping to existing concentric vents and follow manufacturer recommended methods of piping.
- The Contractor shall run all condensate piping to a floor or roof drain using schedule 40 PVC. The condensate piping shall be installed in accordance with manufactures installation instructions and include a tee with a cap for line cleaning and any future clog removal.
- The Contractor shall provide and install a single stage condenser that utilizes 410A refrigerant
- The Contractor shall flush refrigerant line sets per manufacturer's instructions
- The Contractor shall re-insulate all exterior refrigerant suction lines from block wall to unit king valve, and from new evaporator to the point where current insulation is intact. This insulation shall be UV, tear, and weather resistant. All refrigerant lines, new and existing shall reinsulated outside the building. Any insulation removed on the interior shall be replaced with armor flex or similar product.
- The Contractor shall plug all holes from condenser unit being removed including line sets and electrical box openings.
- The Contractor shall clearly label all equipment with 3" tall vinyl letters and numbers.
- The Contractor shall have plastic engraved labels made to label electrical disconnect switches with name of panel supplying power, circuit breaker number, voltage supplied and amperage. These labels shall be self-adhesive that is rated for outdoor weather.
- The Contractor shall be responsible to coordinate and perform startup of equipment. This cost shall be included in the proposal. Start-up shall include:
 - Verify static pressure meets manufacturer spec.
 - Verify gas pressure is properly set
 - Verify subcooling is at manufacturer spec
 - Document readings of voltage, amperage, static pressure, gas pressure, subcooling, outside temp, as well as supply temp during start-up.
- The Contractor shall provide rooftop units that have a factory warranty of 1-year parts and labor, 5-year compressor, 5-year heat exchanger. This documentation shall be submitted with closeout documents.

CLOSEOUT

- Provide on-site walk through of equipment and walk County technicians through the O&M process of the units.
- Two sets of manufacturer documents including Operation & Maintenance manuals
- Required warranty documents including effective start date and expiration date of warranties.

Debris Removal and Site Restoration:

- The Contractor must leave the work site in the same condition as found upon the initial arrival of the Contractor.
- The Contractor shall be responsible for clean up and removal of all screws and other waste generated by them or their subcontractors.
- The Contractor shall be liable for any roof leaks and interior building damage by roof leaks caused by screws or debris puncturing roof membrane during installation.
- The Contractor must remove and dispose of all debris, installation materials, refrigerants, oils, and adhesives according to all Local, State, and Federal regulations.
- The Contractor must provide an appropriate certificate of disposal for the subject debris upon request of the County.

Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

Exclusions or deviations claimed by Contractor (if any) must be explained on the **Exception Sheet** included in the bid packet.

Authorized signature

Date _____

BID FORM

IFB 19-154

Dispatch and Alarm HVAC Unit Replacements Re-Bid

(Bidder name)

Submits the following bid for this project:

Item	Lump Sum
Cost for 4 split units and 2 package units as specified above	\$
Bonds: Additional cost to provide Performance and Payment bond if the award exceeds \$50,000	\$
Total cost for this project	\$
Contractor Current Experience Modification Rate (EMR)	

Authorized Signature: _____
(signature indicates acceptance of all bid terms and conditions)

Appendix A – Customer References

Client: _____
Type of System: _____
Point of Contact: _____
Contact Phone Number: _____

Client: _____
Type of System: _____
Point of Contact: _____
Contact Phone Number: _____

Client: _____
Type of System: _____
Point of Contact: _____
Contact Phone Number: _____

Client: _____
Type of System: _____
Point of Contact: _____
Contact Phone Number: _____

Client: _____
Type of System: _____
Point of Contact: _____
Contact Phone Number: _____

Appendix B- Manufacturer and Model of Equipment

Please provide the manufacturer and model of proposed system.

Item	Manufacturer	Model
Unit 1		
Unit 2		
Unit 6		
Unit 7		
RTU 1		
RTU 2		

Appendix C- Estimated Annual Energy Usage

Please provide the estimated annual energy usage for each specified unit

Item	14-SEER	16-SEER
Unit 1		
Unit 3		
Unit 6		
Unit 8		
Unit 9		
Unit 10		
Unit 11		

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all bid terms and conditions)

Date: _____

AFFIDAVIT OF WORK AUTHORIZATION

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the County for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

EXHIBIT A

**ST. CHARLES COUNTY
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

Section A – All Products Are Manufactured or Produced In U.S.

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

If Section A is completed, do not complete Section B.

Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

Section C – Products May Qualify Because of Qualifying Treaty

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

SECTION C

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME