



Town of Pagosa Springs
551 Hot Springs Boulevard
Post Office Box 1859
Pagosa Springs, CO 81147
Phone: 970.264.4152

**Invitation to Bid 2024-PW-03
Community Center RTU Replacement 2024
Town of Pagosa Springs**

Responses Due By 4:00 P.M. January 31, 2024

Emailed bids for this invitation will be received by the Town of Pagosa Springs (herein called the "Owner"), PO Box 1859 551 Hot Springs Boulevard, Pagosa Springs, CO 81147 **until January 31st, 2024, at 4:00 local time**. Bids received after this time will not be accepted.

All bids that have been duly received will be opened publicly and read aloud at 550 Pirate Drive if bidders are in attendance. All interested parties are invited to attend. The work to be performed generally includes all labor, materials, equipment, and provisions necessary to complete the **2024 Community Center RTU Replacement** project.

This bid will not require bonding. The Bidder to whom a Contract is awarded will be required to furnish a 2-year warranty guaranteeing faithful performance.

No Bids may be withdrawn within a period of sixty (60) days after the date Bids are opened.

The Owner reserves the right to reject any and all bids and to waive irregularities or informalities in any bid.

I. SCOPE OF WORK

The Town of Pagosa Springs Public Works Department, Facilities Division, is planning to replace two (2) Carrier roof top units in 2024. The RTUs to be replaced are one (1) each: 48TFF006-501EY and 48TFF008-501EY. The project includes the decommissioning, removal, and disposal of the two (2) existing units and the installation, commissioning, and integration into the building HVAC system. Units will be required to have hail guards installed. All costs to perform the work in accordance with all applicable laws and regulations shall be included in the bid.

Acceptable equipment:

Updated replacement of the existing Carrier 48 models, Trane YSJ, comparable York, or Daikin units.

Additional Information

Pagosa Springs Project and Professional References form, attached.

Site visits will be available January 8-12th. Contact ceisenbarth@pagosasprings.co.gov to schedule.

Completion Date

The Owner intends to have construction complete by 7/1/24.

II. INSTRUCTIONS TO BIDDERS

Emailed bids will be received by the Town of Pagosa Springs at Town Hall 551 Hot Springs Boulevard, PO Box 1859, Pagosa Springs, Colorado 81147 **until January 31st, 2024, at 5:00 local time** and opened and read aloud.

Each bid must be submitted to ceisenbarth@pagosasprings.co.gov to be considered. Bids must detail their costs based on conditions listed under the scope of work and will include the Pagosa Springs Project and Professional References form. The email's subject line needs to be **"2024 Community Center RTU replacement"**.

With prior approval, hard copies may be sent to Town of Pagosa Springs 551 Hot Springs Boulevard, PO Box 1859, Pagosa Springs, CO 81147.

All questions about the meaning or intent of the contract documents are to be submitted to the Owner in writing. Replies will be issued only by Addenda. Questions received less than five (5) days prior to the date of opening of bids will not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Addenda will be mailed or delivered to all parties recorded by the Owner as having received the contract documents. No Addenda will be issued later than two (2) days prior to the date for receipt of bids except an Addendum, if necessary, postponing the date for receipt of bids or withdrawing the request for bids. All Addenda to the contract documents shall be properly acknowledged in the space provided on the Bid.

All requested bid prices must be provided for each category and the bid must be complete and executed fully when submitted. ***All bids must be accompanied by the requested information and signed upon submission.***

Additional information can be attached to the bid. Additional information should include:

- 1) Bidder's approach to the described project.
- 2) Proposed method of providing the work.
- 3) Bidder's experience and capability related to the described project.
- 4) Bidder's personnel to be assigned to project and their qualifications.
- 5) Information on all anticipated subcontractors.
- 6) Budget – proposed firm total cost, broken down by project task, staff assigned and expenses.
- 7) Project deliverables/milestones timetable.

Any Bid may be withdrawn prior to the above scheduled time for the opening of Bids or authorized postponement thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Owner and the Bidder. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

III. EVALUATION OF BIDS

In evaluating the bids, Owner shall consider the qualifications of the Bidders and whether the bids comply with the prescribed requirements and alternates (if any are accepted) in the order in which they are listed, but the Owner may accept alternates in any order or combination.

Owner may consider the qualifications and experience of subcontractors and other persons and organizations proposed by the Bidder to provide services or work as identified in the bid. Operating costs, maintenance considerations, performance data and guarantees of materials and equipment may also be considered by Owner.

Owner may consider references including prior experience with Town projects.

Owner may conduct such investigations as it deems necessary to establish the responsibility, qualifications and financial ability of the Bidder, the proposed subcontractors and other persons and organizations to do the work in accordance with the contract documents.

Owner may make such investigations as it deems necessary to assist in the evaluation of any bid and to determine the qualifications and ability of the Bidder and subcontractors to perform the work, and the Bidder shall furnish to the Owner all such information and data as the Owner requests. The Owner reserves the right to reject any Bid for any reason not in violation of any State, Federal or Local law. Owner reserves the right to reject the bid of any Bidder who does not pass any evaluation to Owner's satisfaction within the prescribed time.

A nonconforming, non-responsive, conditional, or qualified Bid will not be accepted.

Award will be to the Bidder whose proposal is found to be the most advantageous to the Town, taking into consideration the evaluation factors set forth herein. The Owner is not obligated to select the lowest Bidder.

A local Bidder preference of 10% will be utilized for this project. The 10% price discount will be applied to the lowest qualified local bid and used to compare the costs to non-local bids. A "local Bidder" is defined as a person, partnership, limited liability company, corporation or association who has been doing business and maintained a residence or principal place of business within the Town limits or in the County of Archuleta, Colorado.

Award of contract will be based on the following criteria.

- A) Past experience with the Town.
- B) Knowledge of the Town and region.
- C) Philosophy regarding the nature of the project.
- D) Availability of time.
- E) Quality of project, service, material, maintenance and/or warranties.
- F) Use of local labor and purchase of local materials.
- G) Price.
- H) Other criteria as provided in the invitation to bid.

Each Bid **must** include a List of Subcontractors that will be assisting in the project. The Notice of Award shall be accompanied by the necessary Agreement. In case the Bidder fails to execute the Agreement, the Owner reserves the right to exercise its option to consider the other Bidders.

Owner reserves the right to reject any and all bids, to waive any and all formalities and to negotiate contract terms with the successful Bidder.

IV. CONTRACT AWARD

If the Contract is to be awarded, Owner will give the successful Bidder a Notice of Award within sixty (60) days after the date of the bid opening. The Notice of Award will specify the Categories that have been awarded. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Owner and the successful Bidder.

The Owner shall provide to Bidders prior to bidding, all information that is pertinent to, and delineates and describes, the land owned and heavy equipment access points if applicable.

Information obtained from an officer, agent, or employee of the Owner or any other person shall not affect the risks or obligations assumed by the Contractor or relieve him from fulfilling any of the conditions of the contract.

No oral interpretation will be made to any Bidder as to the meaning of the Scope of Work or any part thereof. Every request for such an interpretation shall be made in writing to the Owner. Any inquiry received seven or more days prior to the date fixed for opening of Bids will be given consideration. Every interpretation made to a Bidder will be in the form of an Addendum to the Scope of Work, and when issued, will be on file in the office of the Owner at least five days before Bids are opened.

In addition, all Addenda will be sent to each person, but it shall be the Bidder's responsibility to make inquiry as to the Addenda issued. All such Addenda shall become part of the Scope of Work and all Bidders shall be bound by such Addenda.

V. WARRANTY

The Contractor shall guarantee all work performed for a period of two (2) years from the date of final payment. The contractor warrants and guarantees for a period of two (2) years from the date of final payment that the work is free from all defects due to faulty workmanship and material and the contractor shall promptly make such corrections as may be necessary by reason of such defects including the repairs of any damage to other parts of the system resulting from such defects. The owner will give notice of observable defects with reasonable promptness. If the Contractor fails to repair such defect, the owner may do so and charge the contractor the cost incurred. Disagreements over warranty work will be resolved through mediation, then arbitration if necessary.

VI. AGREEMENT AND NOTICE TO PROCEED

Within 10 days of receipt of proof of insurance, Town of Pagosa Springs business license, W-9, and Agreement signed by the party to whom the Agreement was awarded, the Owner shall sign the Agreement and return to such party an executed duplicate of the Agreement. Should the Owner not execute the Agreement within such period, the Bidder may, by written notice, withdraw his signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by the Owner.

Award will be to the Bidder whose proposal is found to be the most advantageous to the Town, taking into consideration the evaluation factors set forth herein. The Owner is not obligated to select the lowest Bidder. The most advantageous bid will be determined by the total of the base bid, less items not awarded plus additive or alternate items awarded, as determined appropriate for the project by the Owner. The Owner may also consider qualifications, experience, and ability to perform the Scope of Work in determining the most advantageous proposal. A local Bidder preference for this project will be utilized, which is described above.

The Owner has a set budget for the project which may require scope adjustment by revising project quantities and award amounts.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the performance of the project shall apply to the contract throughout. This paragraph does not limit the standards to which the Bidder will be held to perform, and the Bidder may be required to comply with codes not legally or officially adopted within the jurisdiction.

Each Bidder is responsible for inspecting the site and for reading and being thoroughly familiar with the Contract documents. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to his Bid.

VII. BID SUBMISSION

Bids shall be emailed to ceisenbarth@pagosasprings.co.gov with the subject line.

“2024 Community Center RTU replacement”. Each bid shall be accompanied by other required information.

Bids shall be emailed and/or delivered by the date for receipt of bids indicated in the Invitation to Bid, or the modified time and date indicated by addendum. Bids received after the time and date for receipt of bids will be returned unopened. Bidder shall assume full responsibility for timely delivery at the location designated for receipt of bids.

Oral, handwritten, or telephone bids are invalid and will not receive consideration. No Bidder may submit more than one bid. Multiple bids under different names will not be accepted from one firm or association.

Project and Professional References

Please complete the following information if you have completed any projects with the Town of Pagosa Springs.

Project Name:	
Original Bid Cost:	
Number of Change Orders Requested:	
Final Project Cost:	
Was this project completed on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please check reason for delay below <input type="checkbox"/> Change in Scope <input type="checkbox"/> Weather <input type="checkbox"/> Other _____

Project Name:	
Original Bid Cost:	
Number of Change Orders Requested:	
Final Project Cost:	
Was this project completed on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please check reason for delay below <input type="checkbox"/> Change in Scope <input type="checkbox"/> Weather <input type="checkbox"/> Other _____

Project Name:	
Original Bid Cost:	
Number of Change Orders Requested:	
Final Project Cost:	
Was this project completed on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please check reason for delay below <input type="checkbox"/> Change in Scope <input type="checkbox"/> Weather <input type="checkbox"/> Other _____

Professional References *(reflective of your overall experience)*

Company Name and Contact	Professional Relationship and/or Services Provided	Contact Information (Phone and Email)