

November 18, 2013

INVITATION TO BID

Sealed bids to provide RTU Condenser Coil Cleaning Services will be received by Ozarks Technical Community College, Springfield, Missouri until 10:00 a.m., local time, on Monday, December 16, 2013 in the College Facilities Office located at 933 E. Central Avenue, Springfield, Missouri and publicly opened and read.

BID SPECIFICATIONS

Bids will be accepted to provide RTU Condenser Coil Cleaning Services on roof top units. Successful bidder must supply cleaner and a hose to complete the job. Successful bidder must also provide all plastic protective coverings and supplies to successfully complete the job. Ozarks Technical Community College Campus located in Springfield, Missouri.

Bids must be submitted upon the standard forms furnished by Ozarks Technical Community College. No bids may be withdrawn for a period of ninety (90) days after the posted closing time for the receipt of bids. A sealed envelope must be delivered to the College Facilities Office or mailed, addressed to:

Ozarks Technical Community College
Facilities Office
1001 E. Chestnut Expressway
Springfield MO, 65802

Envelope must be plainly marked on the outside as follows:

COMPANY NAME
BID: RTU Condenser Coil Cleaning
OPENING: 10:00 a.m., local time
DATE: Monday, December 16, 2013

The College reserves the right to select the lowest responsible bid that serves the best interest of the college and to award a contract or to reject any and/or all bids. The College may also waive any informality in bids received. In the event of a tie the winning bid will be determined by the time bids were submitted. Any bids over \$9,999.99 will require additional information upon request. Bids submitted must be good for ninety (90) days after opened by Ozarks Technical Community College.

Ozarks Technical Community College believes fully in equal opportunity in the provision of supplies, equipment, construction, and services. Positive steps should be taken to assure that small businesses, minority businesses, and women's businesses are given ample opportunity to provide the above-mentioned services when economically feasible.

The successful bidder shall, at all times during the term of this Agreement and any extension(s), at Contractor's sole cost and expense, obtain and **maintain the following policies of insurance, naming the Owner Parties as "additional insured's"** using Insurance Services Office, Inc.'s additional insured form CG 20 26 11 85, or its equivalent, which shall provide the Owner Parties are additional insured's with respect to liability arising out of Contractor's ongoing and completed operations and providing that no such insurance be cancelled, non-renewed or materially changed without at least thirty (30) days written notice to Owner by certified mail to Owner's notice address specified herein. All policies of insurance required of Contractor under this Agreement shall be obtained from reputable insurers licensed to do business in the State of Missouri and have an A.M. Best rating of at least A-VIII. A legally enforceable Certificate of Insurance on all insurance policies required of Contractor under this Agreement, shall be deposited with Owner promptly on or before the commencement of the term of this Agreement.

Commercial General Liability – with a limit of not less than \$2,000,000 (\$5,000,000 if any portion of the services to be performed by Contractor hereunder involves or affects in any way the roof of any building) for each occurrence and a \$2,000,000 (\$5,000,000 if any portion of the services to be performed by Contractor hereunder involves or affects in any way the roof of any building) general aggregate limit.

- a) An endorsement that includes property damage coverage for property in the care, custody or control of the Contractor.
- b) In the instances where Contractor's services include the use of "pollutants" as defined by the General Liability policy, the policy must include an endorsement removing the absolute pollution exclusion and adding broadened pollution coverage for bodily injury and property damage resulting from the discharge, dispersal, seepage, migration, release or escape of "pollutants", and providing coverage on behalf of the "additional insured" including ongoing and completed operations.

Commercial Automobile Liability – in the amount of \$1,000,000 combined single limit for bodily injury and property damage, covering all owned, non-owned, or hired automobiles used in the course of the Contractor's business.

Workers' Compensation – in compliance with any and all statutes requiring such coverage in the State of Missouri.

Employer's Liability – in a minimum amount of \$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 policy aggregate.

Such other insurance as may be required from time to time by Owner.

Waiver of lien contractor, for himself and for all subcontractors, mechanics, journeymen, laborers, materialmen and suppliers, does hereby waive the right to hold, claim, assert, file or enforce any mechanic's lien or materialmen's lien or any lien rights whatsoever against Owner, any building, improvement, or real estate owned by Owner, nor cause, suffer or permit any mechanic's lien, materialmen's lien or any lien rights whatsoever to be filed against the Owner. Contractor shall indemnify and hold Owner and any real estate, buildings and improvements owned by Owner harmless from and against any such liens for labor and materials. Neither contractor nor any subcontractor, mechanic, journeyman, laborer, materialman, supplier or any person, firm or corporation, for any cause whatsoever, shall have any right to hold, claim, assert, file or enforce any mechanic's lien, materialmen's lien, or any lien rights whatsoever against the Owner for any services, labor, materials, or equipment furnished therein.

The successful bidder shall require certificates of insurance from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the contractor. These certificates shall evidence waivers of subrogation in favor of the contractor and the College, and shall be made available to the College upon request. Questions concerning insurance coverage may be directed to J'Neal McCoy, at (417) 447-4851.

The successful bidder must possess or obtain City, State and Local license appropriate to conduct business as required.

E-Verify: At the Bid Opening, Bidder shall furnish an affidavit affirming their company is enrolled in and participates in the Department of Homeland Security (DHS) E-Verify Program for Employment Verification and stating the business does not knowingly employ illegal aliens. At the award of Bid and at the Contract Execution, the successful Bidder shall provide the E-Verify Memorandum of Understanding (MOU) and the Company Profile Page.

The successful bidder will note that the College pays by invoice on each Friday of the month. If you have any questions concerning billing, contact our accounts payable office at (417) 447-4829.

PRE-BID

PRE-BID MEETINGS & SITE VISITS

Mandatory for first time bidders.

Pre-bid/site meeting to answer questions regarding bids will be held in the OTC Facilities Office located at 933 E. Central, Springfield, Missouri 65802.

Springfield Main Campus Wednesday, December 4, 2013 at 10:00 am – 11:00 am

If you have any questions concerning this bid or site visits contact Lesley Cash at (417) 447-4801.

GENERAL SPECIFICATIONS

QUALITY ASSURANCE

- Reviews will be conducted by the Lead HVAC Technician with the assistance of the College Director of Facilities or the Assistant to the College Director of Facilities. This inspection process will be used to determine quality of service.

BIDDER'S STATEMENT OF QUALIFICATIONS

In addition to completing the Bidder Qualification Form below, the apparent low bidder must also:

- Upon request provide a Certificate of Insurance Document evidencing your insurance coverage and policy expiration date within five working days or less.

BIDDER QUALIFICATION FORM

(Firm must prepare this statement in the form shown)

The undersigned bidder certifies that the information herein is true, correct, complete and accurate. (Elaboration on the following information or additional information deemed to be useful for evaluation of bidder's capabilities or to prevent misleading representations may be attached to this form.)

Date: _____

Bidder: _____

(Legal Name of Firm)

State of Missouri current registration or license number: _____

Federal ID No. _____

Address: _____

Phone Number: _____ /FAX Number _____

E-Mail Address _____

President: _____ (or Managing Partner, etc.)

Dun and Bradstreet No.(if any) _____

Years in business under present name: _____

List all other names under which your business has operated in last 10 years:

Insurance Company:

Insurance Agent: _____ Phone:

Total staff employed by firm: _____ (Break down by Managers and Trades.)

Contracting Specialty (indicate trades in which bidder performs.)

Union affiliations: Local _____ National

Years performing work specialty:

% work performed by Firm's own forces:

Is Bidder in compliance with all applicable EEO requirements?

Yes ___ No ___ (If the answer is no, please attach summary of details on a separate sheet.)

Bank references:

Address:

Contact name:

Contact phone #:

Has firm or predecessor firm been involved in a bankruptcy or reorganization?

Yes ___ No ___ (If the answer is yes, please attach summary of details on a separate sheet.)

Bidder should have successfully completed (substantially on-schedule, on-budget) at least three projects of similar size and nature for which they are submitting qualifications. (List projects on a separate sheet with the following information on each and attach hereto.)

List below any/all Contract(s) awarded to Bidder which it has failed to complete: (If applicable, attach separate sheet.)

Project: (Name & Location)

Contract w/:

Brief explanation of cause & resolution:

List on a sheet attached hereto all judgments, claims, arbitration proceedings, or suits pending or outstanding against bidder over the last five (5) years with amount of claim and brief description.

List on a sheet attached hereto all lawsuits or requested arbitration with regard to construction contracts which bidder has initiated within the last five (5) years and brief explanation of claim and outcome.

E-VERIFY AFFIDAVIT

State of Missouri

County of Greene

Project Name: RTU Condenser Coil Cleaning
Ozarks Technical Community College
Springfield, Missouri

Contractor

_____, being first
duly sworn, deposes and says that he/she is _____ of
_____ (sole owner, a partner, president, secretary, etc) the
party making the foregoing Bid is a participating Employer in the Department of Homeland Security (DHS)
E-Verify program for Employment Verification . The Bidder has full understanding of the requirements set
forth in the E-Verify Memorandum of Understanding (MOU), and the Bidder does not knowingly employ
illegal aliens. Upon award of Bid and at the Contract Execution, the successful Bidder shall provide
Ozarks Technical Community College with the following documentation:

- 1. E-Verify Memorandum of Understanding (MOU)
- 2. E-Verify Company Profile Page

Signed:

Contractor

Title

Address

Company ID Number

Subscribed and sworn to before me this ____ day of _____, 20__

Notary Public

Attach to this form Bidder's current Financial Statement (Assets/Liabilities), preferably audited.

Signature:

Name:

(Officer or Partner)

Title:

Date:

Please Include Three (3) References When Your Bid Is Submitted.

(This completed form (with all attachments) and statement must be certified true and correct by affidavit sworn before a Notary Public in form as follows.)

Return Form to: Ozarks Technical Community College
Facilities Office
1001 E. Chestnut Expressway
Springfield MO, 65802

SUMMARY OF THE WORK:

- Project Description
 - a) Provide: Cleaning of condenser coils in roof top units applying a coil cleaning agent and washing down with a water rinse. At the OTC campus location in Springfield, Missouri.
 - b) Company must be a licensed HVAC contractor.

SUMMARY OF ROOF TOP UNITS

Commercial Package RTU	
Graff Hall	4
Lincoln Hall	8
ICW	10
IC	4
ICE	2
ITTC	2
NKM	3
ECEC	4
Bookstore	4
HR	1
RPM	2
Total	44

Rooftop Mounted Split System Condenser	
Lincoln Hall	1
ICE	2
ECEC	6
HR	1
CEC	1
CSB	2
CWD	6
Total	19

CONTRACTOR USE OF PREMISES

- General: Limit use of the premises to immediate area being serviced; allow for owner occupancy and use by the public.
 - a) Premises will be available for cleaning services during College operating hours, weekdays 7:00 a.m. to 4:00 p.m. Begin work April 1, 2014 but must be completed by April 30, 2014.
 - b) Contractor shall coordinate with Owner for location of specific areas for parking, material storage, loading areas.

SMOKING AND TABACCO POLICY

Smoking or the use of tobacco products in any form will not be allowed on any of the Ozarks Technical Community College owned properties.

IDENTIFICATION:

Each employee of the contractor assigned to perform work at any of the Ozarks Technical Community College locations must display a form of identification (I.D.) at all time. The I.D. must be displayed at all times. Photo identification must include a minimum of the following:

- Company name
- Employee photo
- First and last name

BILLING:

A Statement shall be submitted after completion of inspections and required repairs. Individual statements are required for each college location. Ozarks Technical Community College will pay by said statement.

Send to:

Ozarks Technical Community College
Facilities Office
1001 E. Chestnut Expressway
Springfield MO, 65802

BID PROPOSAL #1

TO: OZARKS TECHNICAL COMMUNITY COLLEGE (Main campus in Springfield, MO)

We, the undersigned propose to furnish the service listed below and guarantee that if we are awarded the bid, we will furnish this service in accordance with the attached specifications, unless otherwise indicated below:

**Provide: condenser coil cleaning of roof top units at various locations
OTC main campus 1001 East Chestnut Expressway, Springfield, Missouri 65802**

Total Bid \$_____ PRICE

- NO MINIMUM CHARGES
- NO FUEL SURCHARGES
- NO MISCELLANEOUS CHARGES ON BILLING THAT HAVE NOT BEEN PRE AUTHORIZED BY SIGNATURE OF THE DEPARTMENTAL SUPERVISOR

SATISFACTION OF SERVICE IS REQUIRED TO MAINTAIN CONTRACT; THIRTY DAY (30) NOTICE IS REQUIRED FOR CANCELLATION OF CONTRACT BY EITHER PARTY.

IF THE SUCCESSFUL BIDDER DOES NOT MAINTAIN THE REQUIRED QUALIFICATIONS AS SPECIFIED FOR THE TERM OF THIS CONTRACT OR FAILS TO PROVIDE A SATISFACTORY LEVEL OF SERVICE, THE CONTRACT MAY BE CANCELLED WITH NO PENALTIES ASSESSED AGAINST THE COLLEGE AFTER A **THIRTY (30) DAY** WRITTEN NOTICE.

PLEASE INCLUDE THREE (3) REFERENCES WHEN YOUR BID IS SUBMITTED.

NAME OF FIRM

ADDRESS

AUTHORIZED SIGNATURE

PHONE/FAX NO.