



## Request for Proposals for Purchase and Installation of Six (6) Efficient Forced Air Heating Systems for the Pacific Grove Museum of Natural History

<b>RFP Issue Date</b>	Monday, March 9, 2020
<b>RFP Closing Date &amp; Time</b>	Friday, March 27, 2020
<b>Project Location</b>	Pacific Grove Museum of Natural History 165 Forest Avenue Pacific Grove, CA 93950
<b>Optional Pre-Bid Meeting</b>	<b>Monday, March 16, 2020</b> An optional pre-bid meeting will be held on March 16, 2020 at 10:00 am at the Pacific Grove Museum of Natural History, 165 Forest Ave, Pacific Grove CA 93950.

### PROJECT DESCRIPTION

The Pacific Grove Museum of Natural History aims to inspire discovery, wonder and stewardship of our natural world. The museum is operated by a board of directors, while the building is owned and maintained by the City of Pacific Grove.

The building currently has six (6) forced air furnaces, installed over 30 years ago, that are in need of replacement with more efficient heating systems. The City is looking to replace the existing forced air furnaces with 96% Bryant 915SA efficient forced air furnaces in the following rooms:

- Mechanical Room (behind the elevator)
- Main Gallery & Education Room
- Main Gallery
- Offices above the Education Room

*Please see Figure A for a floor plan labeling the above referenced room.*

### SCOPE OF WORK

The scope of work for this project includes providing all labor and materials to complete the work outlined below for the removal, purchase, and replacement of six (6) heating systems in the Pacific Grove Museum of Natural History:

- **Mechanical Room (second floor)**

- Remove and recycle the three (3) existing 80% efficient forced air furnaces
- Install three (3) new 96% Bryant 915SA efficient forced air furnaces
- Reconfigure outside air intake and return air ducts
- Connect to existing supply air ducts
- Install 3 new PVC flues
- Install 3 condensate lines
- Install one (1) Bryant ductless mini split system with high sidewall air handler for office next to elevator.
- Replace screen on large louver in mechanical room
- Remove grille on ventilation duct in staircase and cut access for outside air

- **Education Room**

- Remove existing forced air furnace and recycle
- Remove and dispose of existing duct work
- Install new 96% Bryant 915SA forced air furnace
- Install new supply air ducts to existing locations
- Add one supply duct to special exhibits gallery floor
- Add new floor return air with walkable grill
- Install new PVC flue
- Install condensate line
- Connect to existing gas and electrical

- **Main Gallery**

- Remove existing forced air furnace and recycle
- Remove and dispose of existing duct work
- Install new 96% Bryant 915SA forced air furnace
- Install new supply air ducts to existing locations
- Add new floor return air with walkable grille
- Install new digital thermostat
- Install PVC flue
- Install condensation line
- Connect to existing gas and electric

- **Offices Above Education Room (Second floor)**

- Remove and recycle existing forced air furnace
- Install new 96% efficient Bryant 915SA forced air furnace
- Connect to existing supply and return ducts
- Add more return air
- Install new digital thermostat
- Install PVC flue

- Install condensate line

### **Optional Pre- Bid Meeting**

Please note the City will hold an optional pre-bid meeting on March 16, 2020 at 10:00 am at the Pacific Grove Museum of Natural History, 165 Forest Avenue, Pacific Grove, CA 93950. This meeting will allow bidders to walk through the site with the City's Buildings and Grounds Supervisor to view the specific locations of existing heating units.

### **Submittal Requirements**

All submissions shall include:

- A completed Project Bid Form(Attachment A)
- Department of Industrial Relations (DIR) contractor registration information. Registration should include the legal name of the business, registration number, county, city, registration date, and expiration date.
- Three references (Attachment B)

Proposals should be submitted no later than 2:00 pm on Friday, March 27, 2020 to the following in a sealed envelope labeled " PURCHASE AND INSTALLATION OF SIX (6) EFFICIENT FORCED AIR HEATING SYSTEMS FOR THE PACIFIC GROVE MUSEUM OF NATURAL HISTORY" to:

Office of the City Clerk  
City of Pacific Grove  
300 Forest Avenue  
Pacific Grove CA 93950

The City will date and time stamp all envelopes or boxes when they are received. Envelope(s) shall show the proposer's name and address in the upper left-hand corner. Submittals will be opened immediately following the submittal closing time at the location mentioned above.

### **Point of Contact for Project Questions**

The contact for questions concerning project details, general project information, or the bid process should be directed to Joyce Halabi, Deputy Public Works Director at (831) 648-5722, ext. 4201.

### **ADDITIONAL RFP INFORMATION**

#### **Lowest Bidder**

The contract will be awarded to the lowest responsible bidder (as defined in the City purchasing regulations) whose work, in the opinion of the Council, will best meet the requirements of the City of Pacific Grove. It is clearly understood by all bidders that said

Council reserves the right to reject any and all proposals and to waive informalities in said proposals.

### **Prevailing Wage**

The Contractor must meet all Department of Industrial Relations Requirements. No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

For all new projects awarded on or after April 1, 2015, the contractors and subcontractors must furnish electronic certified payroll records to the Labor Commissioner.

No contractor or subcontractor may work on a public works project unless registered with DIR.

Contractors are required to provide their DIR public works contractor registration information as part of their bid packet. Registration should include the legal name, registration number, county, city, registration date, and expiration date.

### **Contract**

The contracted firm will be required to sign a contract with the City relating to the work to be performed. A draft contract can be viewed at:[https://www.cityofpacificgrove.org/sites/default/files/forms/public-works/sample\\_contract\\_city-pacific-grove.pdf](https://www.cityofpacificgrove.org/sites/default/files/forms/public-works/sample_contract_city-pacific-grove.pdf)

### **Response Material Ownership**

The material submitted in response to the RFP becomes the property of the City of Pacific Grove and will only be returned to the contracted firm at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a Contractor does not eliminate this right.

### **Acceptance of Proposal Content**

The contents of the proposal of the successful Contractor may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful Contractor to accept these obligations in

a contract may result in cancellation of the award and such Contractor may be removed from future solicitations.

### **General Conditions of RFP**

- a) The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- b) The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 60 days from the deadline for submission of proposals.
- c) The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.
- d) The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- e) The Contractor shall be unbiased and vendor-neutral.
- f) The City intends to recommend award of a contract to the City Council for the requested services within one (1) month of receipt of the proposals. The Contractor shall be prepared to commence work immediately upon execution of a contract with the City.
- g) Unless otherwise stated, invoices are to be submitted to the Public Works Department division upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- h) Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- i) This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- j) Unless otherwise specified all costs listed are firm for the term of the contract.

k) Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.

l) Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.

m) Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposer's, bidders, or any person or firm responding to a Request for Information.

n) All contracts entered into by the City of Pacific Grove shall be governed by the Laws of the State of California. Any disputes shall be resolved within the venue of the State of California.

**ATTACHMENT A**

**Project Bid Form**

<b>Item</b>	<b>Cost</b>
Mechanical Room behind the elevator	
Main Floor Classroom & Collection Room	
Main Museum Area	
Offices Above Classroom	

**Attachment B  
Reference List**

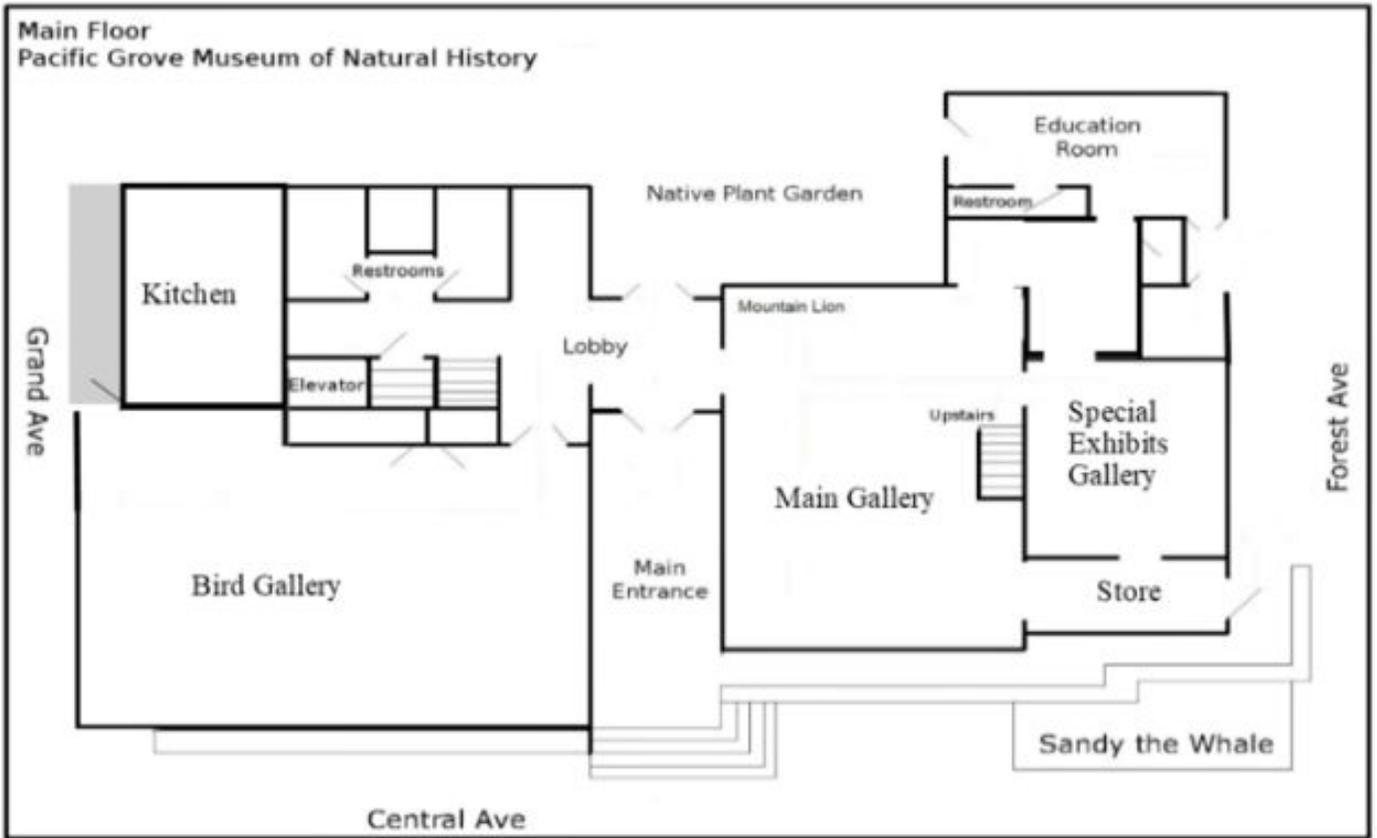
Please include 3 references for which you have performed work similar to the work described in this request for proposals.

<b>Reference 1</b>	
Business/Company	
Point of Contact	
Description of Work Performed	
Phone Number	
Email	

<b>Reference 2</b>	
Business/Company	
Point of Contact	
Description of Work Performed	
Phone Number	
Email	

<b>Reference 3</b>	
Business/Company	
Point of Contact	
Description of Work Performed	
Phone Number	
Email	

**FIGURE A- Floor Plan (Main Floor)**



*\*Please note there is no available floor plan for the second story*