



St. Clair County School District

PREPARING TOMORROW'S LEADERS TODAY



410 Roy Drive
Ashville, Alabama 35953
(205) 594-7131

Jenny Seals
SUPERINTENDENT

Scott Suttle
PRESIDENT

INVITATION TO BID #16/17-09BOE

HVAC Supplies/Equipment
January 23, 2017

The St. Clair County Board of Education invites you to bid on HVAC Supplies/Equipment for the school system. Sealed proposals will be received by the St. Clair Board of Education at 410 Roy Drive, Ashville, Alabama 35953 until Friday, February 10, 2017 at 10:00 a.m. at which time they will be publicly opened and read aloud.

Bidders are to contact Jeremy Mitchell, maintenance supervisor, at 205-629-6277 for questions regarding the bid.

The contract will *begin March 1, 2017*. This contract is renewable for up to four additional years. Renewal will require signatures of both parties.

- The St. Clair County Board of Education maintains the right to terminate this agreement if the successful bidder breaches any material term or condition of this agreement and fails to cure such breach in a reasonable amount of time.
- The St. Clair County Board of Education reserves the right to reject any and/or all bids.
- Bid Results will be posted at www.sccboe.org/district/departments/Facilities and Purchasing
- Units must be a minimum of 14 SEER with 410-A Refrigerant
- Ductless Mini-Splits must be a minimum of 16 SEER with 410-A Refrigerant

Disqualification of Bids

Bids may be disqualified before the awarding of the contract for any of the following:

- Failure to mark envelop as required.
- Failure to sign the bid document.
- Failure to include requested information or other details of bid.
- Excessive errors.
- Failure to have an original signature on the bid form. A faxed copy is not acceptable.
- Failure to include signed Non-Collusion Affidavit

Directions for Submitting Bids and Bid Opening

- The opening of bids will be at 10:00 a.m., Friday, February 10, 2017 at the St. Clair County Board of Education Central Office at 410 Roy Drive, Ashville, Alabama 35953.

- Bids are to be submitted in a sealed envelope with “**SCC#16/17-09BOE**” clearly marked on the outside of the envelope.
- Sealed bids must be submitted by 10:00 a.m. (by the owner’s mobile device) on Friday, Feb. 10, 2017.
- All bids shall be typewritten or in ink on the forms contained in the bid packet. Bids prepared in pencil will not be accepted.
- All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Any bid submitted without being signed may be automatically rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign bids. If there are discrepancies between unit prices quoted and the extension price, the unit price will prevail.
- Any bid received after the designated time and date may not be considered and may be returned to the bidder unopened.
- Any bid may be withdrawn prior to the deadline listed; however, after a bid has been opened it may not be withdrawn.
- All prices and other terms of the bid shall be firm for a period of sixty (60) days from the date of the bid opening.
- All bids must be submitted on forms provided.

Method of Award

- The award will be made to the lowest responsible bidder meeting specifications. It is not the policy of the St. Clair County Board of Education to award or make purchases based exclusively on the low bid.
- Quality, conformity to specifications, purpose for which required, terms of delivery, past service and experience are among the factors that may be considered in determining the responsible bidder.
- A post bid conference may be required to ensure compliance and capability of responsible bidder to complete requirements of the bid.
- In the event the low bidder refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder.
- The winning bidder will be determined for each site based upon bid submission for all specified services.
- Award of bid will be made to the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the St. Clair County Board of Education.
- Bid awards are not official until approved by the St. Clair County Board of Education.
- In the event that only one bid is submitted, thus creating a non-competitive bid situation, the bid may be rejected, negotiated or extended by the bidding agent in such manner as to obtain additional bids.
- The St. Clair County Board of Education reserves the right to reject any and/or all bids.

Termination

- The St. Clair County Board of Education maintains the right to terminate this agreement if the successful bidder breaches any material term or condition of this agreement and fails to cure such breach in a reasonable amount of time.
- The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or part whenever the Superintendent or designee shall deem that termination is in the best interest of the School System. Such determination shall be in the sole discretion of the Superintendent or designee. In such event, the School System shall be liable only for payment in accordance with the payment provision of the contract for work or services performed or furnished prior to the effective date of termination.
- Termination shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

Cash Allowances

This agreement contains no provision for cash allowance or advances.

Payments

- Invoices for supplies shall be presented to the purchasing office at 175 College Street, Odenville, Alabama, 35120 after each order or on a monthly basis.
- Invoices are generally paid within a week of receipt.

Sales Tax

The St. Clair County Board of Education is a tax-exempt entity.

Contractor's Responsibilities

- Licenses: The contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the contractor.
- Safety Standards: The contractor shall comply with all current applicable Occupational Safety and Health Standards.
- Performance Interference: The contractor shall notify the Coordinator of Facilities immediately of any occurrence of conditions that interfere with the full performance of the contract, and confirm it in writing within twenty-four (24) hours.

Non-discrimination

The St. Clair County Board of Education provides equal opportunities for all business and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, gender, or disability in consideration for an award.

Contact

Bidders are encouraged to contact Joe Goble, Coordinator of Facilities by email at joe.goble@sccboe.org or by phone. Office: 205-594-2056 or Cell: 205-365-4003.

Sealed bids may be mailed or delivered to the attention of:

Joe Goble
Coordinator of Facilities
BID SCC#16/17-09BOE
410 Roy Drive
Ashville, AL 35953

Each bidder must include the following items with the bid:

- Bid Quote Page**

The successful bidder must provide the following within two weeks of being awarded the bid:

- E-Verify Memorandum of Understanding**
- W-9**
- Sign a contract with the conditions set forth in the bid.**

BID QUOTE PAGE

Bid # 16/17-09BOE

HVAC Supplies/Equipment

Bid Opening Date: February 10, 2017 at 10:00 a.m.

Location: St. Clair County Board of Education

A. THROUGH WALL UNIT	2017-2018 Bid Amount
Air /Electric Heat (20 Amp and 30 Amp)	\$
Wall Case	\$
Exterior Grille	\$
B. GAS PACK-SINGLE PHASE	2017-2018 Bid Amount
3-Ton	\$
3.5 - Ton	\$
4 -Ton	\$
5 - Ton	\$
C. GAS PACK 3 PHASE (208/230)	2017-2018 Bid Amount
3-Ton	\$
3.5 - Ton	\$
4 -Ton	\$
5 - Ton	\$
7.5 - Ton	\$
10 - Ton	\$
D. GAS PACK 3 PHASE (460)	2017-2018 Bid Amount
3-Ton	\$
4 -Ton	\$
5 - Ton	\$
7.5 - Ton	\$
10 - Ton	\$
E. PACKAGE HEATPUMP SINGLE PHASE	2017-2018 Bid Amount
3-Ton	\$
3.5 -Ton	\$
4 - Ton	\$
5 - Ton	\$

F. PACKAGE HEATPUMP 3 PHASE (208/230)	2017-2018 Bid Amount
3-Ton	\$
4 -Ton	\$
5 - Ton	\$
7.5 - Ton	\$
10 - Ton	\$
G. PACKAGE HEATPUMP 3 PHASE (460)	2017-2018 Bid Amount
3-Ton	\$
4 -Ton	\$
5 - Ton	\$
7.5 - Ton	\$
10 - Ton	\$
H. HEATPUMP C/U SINGLE PHASE	2017-2018 Bid Amount
3-Ton	\$
3.5 -Ton	\$
4 - Ton	\$
5 - Ton	\$
I. HEATPUMP C/U 3 Phase (208/230)	2017-2018 Bid Amount
3-Ton	\$
3.5 - Ton	\$
4 -Ton	\$
5 - Ton	\$
7.5 - Ton	\$
10 - Ton	\$
J. HEATPUMP C/U 3 PHASE (460)	2017-2018 Bid Amount
3-Ton	\$
4 -Ton	\$
5 - Ton	\$
7.5 - Ton	\$
10 - Ton	\$

K. HEATPUMP AIRHANDLER SINGLE PHASE		2017-2018 Bid Amount
3-Ton	\$	
4 -Ton	\$	
5 - Ton	\$	
L. HEATPUMP AIRHANDLER 3 PHASE (208/230)		2017-2018 Bid Amount
3-Ton	\$	
4 -Ton	\$	
5 - Ton	\$	
7.5 - Ton	\$	
10 - Ton	\$	
M. HEATPUMP AIRHANDLER 3 PHASE (460)		2017-2018 Bid Amount
3-Ton	\$	
4 -Ton	\$	
5 - Ton	\$	
7.5 - Ton	\$	
10 - Ton	\$	
N. INFRA-RED HEATER 120 VOLT NAT. GAS		2017-2018 Bid Amount
60,000	\$	
100,000	\$	
120,000	\$	
O. Ductless Mini Split Heat pump		2017-2018 Bid Amount
12,000BTU	\$	
18,000BTU	\$	
24,000BTU	\$	
36,000BTU	\$	

SIGNATURE OF COMPANY OFFICIAL

DATE