

# **INVITATION FOR BID**

## **REPLACEMENT OF HVAC UNITS TO PREVENT SPREAD OF INFECTIOUS AEROSOLS**

**City of North Little Rock, AR**

**BID NO. 22-3784**



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# REPLACEMENT OF HVAC UNITS TO PREVENT SPREAD OF INFECTIOUS AEROSOLS

BID NO. 22- 3784

Patrick Henry Hays Senior Center  
401 West Pershing Boulevard  
City of North Little Rock, Arkansas

July 24, 2022

## SECTION 1 – PURPOSE, GOALS & OBJECTIVES, AND GENERAL REQUIREMENTS

### 1.0 Purpose

The Department of Housing and Urban Development (“HUD”) is permitting the use of Community Development Block Grant (“CDBG”) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the Coronavirus Disease 2019 (COVID-19).

According to the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE): “Transmission of SARS-CoV-2 through the air is sufficiently likely that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning systems, can reduce airborne exposures.” Further, ASHRAE stated: “Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air.” Some diseases are known to spread by infectious aerosols.” Many of the HVAC systems in public buildings serving City of North Little Rock residents within the mission parameters of the CDBG program may be in need of repair or replacement in order to prevent the spread of infectious diseases such as COVID-19. With the funding available from CDBG funds, the City of North Little Rock wants to use such funds to replace certain HVAC units at the Patrick Henry Hays Senior Center, to reduce the risks of infectious aerosol dissemination thereby providing more efficient air purification systems.

This Invitation for Bid (“BID”) for Equipment Replacement and controls of HVAC units in one (1) public building issued by the City of North Little Rock, Arkansas Community Development Agency (City). The purpose and intent of this BID is to secure, on a competitive basis, a contract with a qualified company or individual to replace HVAC equipment and controls, to improve the air quality and to prevent and respond to the spread of infectious diseases such as the COVID-19.

Copies of the BID and all other solicitation-related documents will be made available on the City’s website. Copies of the BID, including all related documents, can be obtained by visiting the City’s website at <http://www.nlr.ar.gov>. Go to the tab “Business,” click on “Bids and Vendors” and then click on “Current Bids.”

Contractors, Vendors, Offerors submitting a Bid to this BID certify that they meet all of the requirements to perform the services required by this BID and will enter into a contract with the City.

**1.1 The City will prioritize the scope of the project depending on the bids and the amount of funds available.**

Because this project is being funded by federal funds, the Contractor must meet all the CDBG conditions for professional services outlined SECTION 3 of this BID.

**Goals and Objectives**

- The purpose and intent of this BID is to secure, on a competitive basis, sealed bids to establish a contract with a qualified firm, contractor or individual to replace HVAC equipment and controls, to improve the air quality and to prevent and respond to the spread of infectious diseases such as COVID-19.
- To allow all qualified firms, companies, and individuals interested in providing the stated services an equal opportunity to bid on this project.

**1.2 General Information/Requirements**

The City has selected one (1) public building that meets the criteria prescribed by HUD:

**Patrick Henry Hays Senior Center (Hays Center) located at 401 West Pershing Boulevard, North Little Rock, Arkansas.**

Copies of the BID and all other solicitation-related documents will be made available on the City's website and can be obtained by visiting the City's website at <http://www.nlr.ar.gov>. Go to the tab "Business", click on "Bids and Vendors" and then click on "Current Bids". Any addendums will be inserted at this site.

The Contractor will be:

- A licensed and certified HVAC professional, with at least five (5) years' experience, and knowledge and training in mitigation of airborne transmission of infectious disease.

**1.3 Mandatory Site Visit**

A mandatory site visit to the Hays Center is scheduled for Wednesday, August 3<sup>rd</sup>, at 10:00 a.m., beginning at the Hays Center entrance at 401 West Pershing Boulevard, North Little Rock, AR. Attachment "B" will be signed and given to each bidder at the completion of the site visit at the Patrick Henry Hays Senior Center. Potential bidders **must** attend the mandatory visit in order to bid on this project.

Before submitting a bid, the bidder shall examine the site of the work and ascertain for him/herself all of the physical conditions in relation thereto. Failure to take this precaution

will not release the successful bidder from entering into a contract nor excuse him/her from performing the work in strict accordance with the terms of the contract.

If more time is needed for inspecting the HVAC system, contact Steven Carr at 501-906-6266 to schedule another visit.

#### **1.4 No Contact Policy**

Any contact with any City representatives, related officials, or representatives other than those outlined in the BID is prohibited. Such unauthorized contact may disqualify the Contractor from this procurement.

#### **1.5 Conflict of Interest**

Respondent, by responding to this BID, certifies that to the best of his/her knowledge or belief, no elected/appointed official or employee of the City is financially interested, directly or indirectly, in the services specified in this BID.

The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the respondent's proposal. The City's determination regarding any questions of conflict of interest is final.

#### **1.6 Firm Pricing for City Acceptance**

Bid Price must be firm for the City's acceptance for a minimum of sixty (60) days from bid opening date. See Pricing Sheet Attachment "A".

#### **1.7 Authority to Bind Firm in Contract**

Bids MUST give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid should show TITLE or AUTHORITY TO BIND THE FIRM IN AN AGREEMENT. Firm name and authorized signature must appear on cover page of bid.

#### **1.8 Late Bids**

LATE bids will not be OPENED.

#### **1.9 Basis for Award**

The award(s) will be made to the lowest responsive, qualified and responsible bidder(s) based upon the prices and meeting the specifications in each Category.

- a) The City reserves the right to cancel invitations for bids or requests for proposals without penalty when it is in the best interest of the City. Notice of cancellation shall be addressed on the City's website under current Bids.

- b) The City reserves the right to reject any and all bids, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to award the bid to bidder deemed to be the most advantageous to the City. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color, handicap, sex, national origin or religious creed.
- c) Any bid not conforming to the specifications or requirements set forth in the bid request may be rejected.
- d) Bids may also be rejected if they are made by a bidder that is deemed unresponsive due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

#### **1.10 Debarment**

By submitting a bid, the bidder is certifying that bidder is not currently debarred by the City, or in a procurement involving federal funds, by the Federal Government.

#### **1.11 W-9 Form Required**

Each bidder shall submit a completed W-9 form with their bid.

#### **1.12 City Business/Privilege License**

Contractor must hold a current Business/Privilege License with the City of North Little Rock or with any City within the State of Arkansas and a copy of the business/privilege license must be provided with the bid.

#### **1.13 State License**

Bidder must have a state license certifying they are licensed to work on HVAC units.

#### **1.14 Acknowledgement of Contract**

Respondents acknowledge and understand that upon award of the winning bid, the selected bidder will be required to review and sign a contract with the City of North Little Rock prior to providing any services to the City.

#### **1.15 Performance Bond**

A Performance Bond equaling the total amount of any bid exceeding \$50,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Arkansas Code Annotated Section 22-9-203).

#### **1.16 Subcontracts**

The Contractor is fully responsible for all work performed under this Contract even if some of the work is performed by subcontractors.

No subcontract, which the Contractor entered into with respect to performance under this Contract, shall in any way relieve the Contractor of any responsibility for performance of its duties. Contractor must notify the City if he/she intends to use a subcontractor and get City's approval of the subcontractor.

## **SECTION 2 – SCOPE OF WORK**

The scope of work shall include all shipping, unloading, materials, equipment, labor costs, removal of all materials from site, and taxes, to provide a complete, professional, and turn-key equipment replacement service from demolition through equipment factory start-up.

### **2.0 Packaged System Scope of Work**

#### **2.1 Remove existing packaged unit.**

- I. Recover refrigerant accordance with EPA Clean Air Act Section 608 requirements for servicing prior to equipment disposal.
- II. Provide a weatherproof seal for the existing curb or ductwork opening(s) until replacement unit is installed.
- III. Dispose of removed equipment.

#### **2.2 Install high-efficiency packaged unit.**

- I. Efficiencies should be at minimum 14-SEER and 80% AFUE where possible. Meet or exceed the more stringent minimum efficiency requirements between the list below and those set for the corresponding equipment type and capacity as outlined in ASHRAE 90.1-2019.
  1. <65,000 Btu/h: 14 SEER / 80% AFUE.
  2. >65,000 Btu/h, <135,000 BTU/h: 11.2 EER & 12.9 IEER / 80% AFUE.
- II. Include capability for control-system actuated outside air ventilation and associated dampers for demand control ventilation on new equipment.
- III. Integration to existing air distribution.
  1. Roof curbs: For rooftop units, install sloped roof curb-adapters fitted to the new rooftop unit and existing roof curb to minimize supply and return airflow resistance.
  2. Ground Pads: For ground-mounted units, center new equipment on the existing curb or install new plastic or concrete curbs where none exist.
  3. Ductwork: Tie into existing ductwork, installing concentric transitions and radius elbows, angles, or offsets to minimize supply and return airflow resistance.
  4. A minimum of MERV-8 filters should be installed with new equipment.
- IV. Tie-In to existing utilities.

1. Tie equipment to existing control wiring.
  2. Tie equipment to existing electrical disconnect box.
  3. Tie equipment to existing gas piping at piping shut-off.
  4. Clean out and reconnect or install new connections to tie into existing condensate drain lines.
- V. Installation shall include all mounting, sealing, sensors, dampers, actuators, electrical components, and any other required materials or labor to ensure proper functionality of the newly installed systems.
- VI. Labeling of equipment.
1. All labeling must be clearly visible and done in a manner to prevent degradation over time.
  2. Label all equipment with permanent equipment labels. Labels must be UV resistant (i.e. engraved or embossed plaques, mailbox numbers, etc.).
- VII. Provide Test & Balance on new equipment to ensure proper outside air ventilation and total supply air rates for each supply air register in the zone.

2.3 All work should be professional, complete, and turn-key.

- I. Include equipment manuals and warranties.
- II. Follow all applicable manufacturer's installation guidelines to maintain applicable manufacturer's equipment warranties.
- III. Repair any damage related to new equipment installation to meet or exceed as-found existing conditions.
- IV. Work areas should be cleaned daily, and the job site will be free of debris associated with equipment installation upon completion.

**Existing Equipment List:**

Equipment ID	Equipment Type	Equipment Location	Make	Model	Serial	Year
AHU-1	Rooftop Unit	Upper Roof	AAON	RM-018-3-0-AB02-000	200702-AMCN04341	2007
AHU-2	Rooftop Unit	Upper Roof	AAON	RM-025-3-0-AB02-000	200702-AMCR04170	2007
MUA-1	Makeup Air Unit	Lower Roof	AAON	RK-25-3-E0-332	200202-AKGP33691	2002
RTU-1	Rooftop Unit	Lower Roof	Carrier	48HGD014AA-601AB	1602F47613	2002
RTU-10	Rooftop Unit	Lower Roof	Carrier	48HGD016A-601AB	1602F47607	2002
RTU-1A	Rooftop Unit	Lower Roof	Carrier	48HGD014AA-601AB	1602F47607	2002
RTU-2	Rooftop Unit	Lower Roof	Carrier	48HGD024AB	n/a	2002
RTU-3	Rooftop Unit	Lower Roof	Carrier	48HJE004-641CA	1202G30343	2002
RTU-4	Rooftop Unit	Lower Roof	Carrier	48HJD005-651CA	1102G40284	2002
RTU-5	Rooftop Unit	Lower Roof	Carrier	48HGD014AA-601AB	1602F47606	2002
RTU-6	Rooftop Unit	Lower Roof	Carrier	48HJF006-641CA	1202G30229	2002
RTU-8	Rooftop Unit	Lower Roof	Carrier	48HJE009-641CA	1102G40418	2002
RTU-9	Rooftop Unit	Lower Roof	Carrier	48HGD014AA-601AB	1602F47607	2002

The Contractor's inspection of the units shall not be limited to the specific items listed above but Contractor is expected to fully inspect each unit in accordance with the stated purpose for the inspection and its professional training and expertise.

***The City of North Little Rock has hired a licensed Engineer to inspect the work as it is being completed to make sure it is in compliance with the scope of work and regulations.***



## SECTION 3 – BID PREPARATION AND SUBMISSION INSTRUCTIONS

### A. General Instructions

1. Submission of Bids: Before submitting a bid, read the ENTIRE solicitation. Failure to read any part of this solicitation will not relieve a bidder of the obligations. The Bidder is responsible for being familiar with all conditions, instructions, and documents governing this project and bid. Failure to make such investigation and preparations shall not excuse the Bidder from performance of the duties and obligations imposed under the terms of this bid. . On the front of the envelope when submitting a bid, include Bid number and project title: **Replacement of HVAC Units – Bid Number 22-3784**. Bids must be received by the Commerce Department BEFORE the hour specified on the opening date. Bids may be either mailed or hand delivered to:

Mary Beth Bowman  
Director of Commerce  
City of North Little Rock  
120 Main Street  
North Little Rock, AR 72114

Submit one (1) original paper copy of bid and any additional information required.

Hours of operation 8:00 AM to 4:30 PM Monday – Friday.

No other distribution of the proposals shall be made by the Vendor.

Questions related to the Replacement of HVAC Units To Prevent Spread of Infectious Aerosols should be directed to:

Bailey Noland  
Community Development Director  
Telephone: 501-340-5342  
Email: [bnoland@nlr.ar.gov](mailto:bnoland@nlr.ar.gov)

Questions related to this BID and the Contractor selection process should be directed to:

Mary Beth Bowman  
Director of Commerce  
Telephone: (501) 975-8881  
Email: [mbowman@nlr.ar.gov](mailto:mbowman@nlr.ar.gov)

All questions must be submitted in writing via email. Responses to relevant questions will be posted on the Commerce web page at [www.nlr.ar.gov](http://www.nlr.ar.gov) , click on the tab “Business”, click on “Bids and Vendors” and then click on “Current Bids”.

## 2. Bid Preparation

- a. Bids shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the City requiring prompt submission of missing information. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. All Bids must be in a sealed envelope or box and clearly marked on the outside: **“Sealed BID 22-3784 HVAC REPLACEMENT BID”**. Bids shall clearly indicate the name and address of the offeror (company, firm, partnership, individual). All expenses for preparing bids to the City shall be borne by the offeror. **All Bids shall be received by August 15, 2022, 10:00 A.M.** Bids may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means. Bidders assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. Any Bidder’s failure to submit its bid prior to the deadline will cause the bid to be rejected. Late bids or amendments will not be opened.

### c. Definitions

Bidder, Vendor or Contractor – Means the same as Offeror.

City – Wherever the word “City” appears, it shall be understood to mean the City of North Little Rock, Arkansas.

Offeror – Wherever the word “offeror” appears, it shall be understood to mean the firm or individual submitting the bid in regards to the BID.

Owner – Whenever the word “owner” appears, it shall be understood to mean the City of North Little Rock.

- d. Offerors are responsible for familiarizing themselves with the requirements for this BID, and terms and conditions of this procurement.
- e. Ownership of all data, materials, and documentation originated and prepared for the City of North Little Rock pursuant to the BID shall belong exclusively to the City and be subject to public inspection in accordance with Arkansas’s Freedom of Information Act.

## **B. Specific Proposal Instructions**

Proposals should be as thorough and detailed as possible so that the City of North Little Rock may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. Sign the BID Certification of Authorized Representative sheet in BID document and all addenda acknowledgements, if any, signed and filled out as required.
2. Bidders must have attended one of the mandatory visits to the building being bided on in this BID.
3. The Scope of Work and all the Requirements listed in the BID are required to be met.
4. See Attachment "A" for Pricing Sheet. Only insert a price on the building after you have inspected, attended the mandatory site visit and are bidding on it.

## **GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR**

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Department of Commerce.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Department of Commerce..
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are:

1. Submitted after the bid's opening time.
  2. Submitted electronically or faxed (unless authorized by Purchasing Agent).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
- A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
  - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
  - C. A Performance Bond equaling the total amount of any bid exceeding \$50,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Arkansas Code Annotated Section 22-9-203).
19. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
23. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
24. Additional information or bid forms may be obtained from:  
COMMERCE DEPARTMENT, 120 Main Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501)975-8881  
[www.nlr.ar.gov](http://www.nlr.ar.gov)

**Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:**

**Mary Beth Bowman  
Director of Commerce  
120 Main Street (P.O. Box 5757)  
North Little Rock, AR 72119**

**Certification of Authorized Representative**

I certify that I have reviewed the BID and have a complete understanding of the specifications. I am authorized as a responsible representative to sign for the Proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address of Contact: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**PRICING SHEET****HVAC Replacement Pricing List:**

The scope of work associated with each line item is described in the following "Scope of Work" section. Details of existing equipment to be replaced are provided in the Equipment List on subsequent pages. Prices below include equipment and labor plus all other costs associated with the bid.

**1. Equipment: \$\_\_\_\_\_DOLLARS****A. (2) Rooftop Units (Direct Expansion, Electric Heat)**

- I. (1) 25-ton
- II. (1) 20-ton

**B. (10) Rooftop Units (Direct Expansion, Natural Gas Furnaces)**

- I. (1) 18-ton
- II. (1) 15-ton
- III. (4) 13-ton
- IV. (1) 8.5-ton
- V. (1) 5-ton
- VI. (1) 4-ton
- VII. (1) 3-ton

**C. (1) Natural gas heat rooftop Make-up Air Unit**

- I. (1) 25-ton

**2. Controls: \$\_\_\_\_\_DOLLARS**

The controls scope is to upgrade existing controls with a new control system that includes 43 thermostats capable of web-enabled control, temperature set point and ventilation scheduling, air-side economizer control of equipment, and demand control ventilation with new CO2

**Site Visit Report**  
**Patrick Henry Hays Senior Center**

(Must be signed by Bailey Noland or a City Employee at the site, at the time of the visit, and returned with proposal)

Person making the Site Visit for the Contractor: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Approval of Attending Mandatory Site Visit

\_\_\_\_\_  
Signature of City Employee

\_\_\_\_\_  
Date