

## NOTICE TO BIDDERS

### **HVAC Rooftop Unit Condenser Coils Replacement at Worcester County Health Department and Recreation Center in Snow Hill Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for replacement of the existing HVAC rooftop unit condenser coils at the Worcester County Health Department facility and the Worcester County Recreation Center located respectively at 6040 and 6030 Public Landing Road, Snow Hill, Maryland 21863. Bid specification packages and bid forms are available from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested bidders are encouraged to attend a **pre-bid inspection meeting to be held at 10:00 AM on Tuesday, February 16, 2016**, starting at the Health Department facility at 6040 Public Landing Road, Snow Hill, Maryland 21863. **Sealed bids will be accepted until 1:00 PM, Monday, February 22, 2016** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Snow Hill Health & Recreation Center - Condenser Coil Replacement Project**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Ken Whited, Maintenance Superintendent, 410-632-3766 (phone), or [kenwhited@co.worcester.md.us](mailto:kenwhited@co.worcester.md.us) (Email). Email correspondence is encouraged and will be binding.

## INSTRUCTIONS TO BIDDERS

1. **BIDS**

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner “**Snow Hill Health & Recreation Center– Condenser Coil Replacement Project**”

2. **LATE BIDS**

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before **1:00 p.m., Monday February 22, 2016**. Bids received after the appointed time will not be considered.

3. **TAXES**

- A. The County is **NOT** exempt from federal and state taxes on this project. Your prices should reflect included taxes.
- B. To clarify the County’s tax status, the County is exempt from all Federal and States taxes for direct purchase of supplies and materials. However, the County’s tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete the job. Therefore, bidders’ prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials for this project.

4. **PRE-BID INSPECTION**

A pre-bid meeting will be held at 10:00 AM on Tuesday February 16, 2016 starting at the Health facility and Bidders are encouraged to attend. Verification of equipment nameplate data shall be available at that time for all Bidders to obtain for their equipment pricing. The Worcester County Health Facility and Recreation Center are located in one complex at 6030 & 6040 Public Landing Road, Snow Hill, MD 21863. Further inquires will be directed to Ken Whited during normal work days between the hours of 7:30 a.m. and 4:00 p.m. at (410) 632-3766 or by electronic mail to kenwhited@co.worcester.md.us.

5. **SCOPE OF SUPPLY**

Remove and replace existing condenser coils with direct replacement products that meet the original performance as specified by the manufacturer. Equipment manufacturer and model numbers are included below.

**SNOW HILL HEALTH DEPARTMENT**

**EQUIPMENT MODELS:**

<b>YORK</b>	<b>RTU-1</b>	<b>RTU-2</b>	<b>RTU-3</b>
<b>SUBMITTAL MODEL NO.</b>	Z22AC02Q1KDOB E	Z22AC02Q1KDOB E	Z24AC02Q4KDDB E
<b>FIELD VERIFICATION</b>	Z22AC02Q1KDOB E	Z22AC02Q1KDOB E	Z24AC02Q4KDDB E



**RECREATION CENTER**

**EQUIPMENT MODELS:**

<b>AAON</b>
<b>RTU-1</b>
<b>MODEL NO. - FIELD VERIFICATION</b>
55942
<b>RN-050-3-0-AB04-7A2: HBFFM0BGFS0BARG0BDN0000A000000B</b>

<b>AAON</b>
<b>RTU-2</b>
<b>MODEL NO. - FIELD VERIFICATION</b>
55940
<b>RN-040-3-0-AB04-7A2: HBFFM0BGEH0BARG0BDN0000A000000B</b>

**NOTE:** The above equipment information is for reference only and shall not be the basis for Bidders to provide a Bid Price. All Bidders shall confirm/verify all equipment nameplate data and RTU designation as it exists in the facility locations. The County will not be responsible for any errors made by the Bidder or Contractor that hasn't verified the equipment designations.

- Work Included:

- .1 Contractor shall provide all supervision, labor, materials, tools and equipment to remove and replace the existing condenser coils in their entirety as described in the Bid Documents to the satisfaction of the County, governing inspection agencies and manufacturer. Contractor is responsible to lock out and tag out the equipment as required to perform the work and to provide all electrical and controls technicians to perform the shutdown and startup of the equipment. Contractor shall return the equipment to a fully functional status at the completion of the work. Contractor will be responsible for adjusting refrigerant gas pressures (adding or removing) after the initial re-charge of the refrigerant circuits. This may require multiple trips to the site as the ambient temperatures rise and building loads increase following completion of the work. The Contractor shall provide 24 hours of advance notice to the Owner or their designee prior to making the gas pressure adjustments. Adjustments shall not be made without the Owner or their representatives present to witness and assist as needed with any changes to the operational condition of the RTU's.
- .2 Contractor shall verify current operating conditions of the equipment and note any and all abnormalities that may affect the performance of the new coils. The County will provide ATC assistance for this verification. This verification shall be presented to the Owner or his/her representative in writing and shall be written in a technical format. Contractor shall notify the County in writing of any potential conflicts observed with performance of the work.
- .3 Contractor shall provide daily clean-up and removal, plus disposal off-site (in an approved licensed waste disposal site) of all trash and debris generated by the work. Furthermore, Contractor shall recover all refrigerants, oils, solvents used to complete the work and in accordance of all regulatory agency rules, laws and codes that govern recovery and disposal of this type of equipment.
- .4 Contractor shall be required to locate stored materials in an area(s) designated by the County. Contractor further acknowledges the need to store some of the product off site. This may be at the Contractor's facilities or at the manufacturer's factory warehouse and if the Contractor is invoicing for stored materials then the Contractor shall provide insurance for the stored materials.
- .5 Contractor shall provide any vertical hoisting and horizontal transportation required by this scope.
- .6 Contractor to provide protective barriers and barricades as required protecting the staff and patrons of the building from any harm arising from performance of the work.
- .7 Contractor shall repair at its own expense any and all damage associated with the performance of this work.

6. **SPECIFICATIONS**

- A. All products shall be new.
- B. The Bidder/Contractor shall verify all equipment nameplate data prior to ordering replacement components. Replacement components shall only be ordered upon receipt of an approved product submittal.
- C. The Contractor and Manufacturer shall certify that all materials intended to be used in the work are acceptable and compatible for their intended end use.
- D. The supplied products shall be installed only by a qualified contraction firm, which has been installing the specified product for not less than 5 years and is approved (licensed where applicable) by the material/equipment manufacturer.
- E. All material/equipment selections, installation methods and fastening systems shall meet all applicable codes by the agency having jurisdiction for the work.
- F. Bidders shall include all fees, taxes, permits, electrical power for the work, compressed air for pneumatic tools, debris removal, clean up and inspections.
- G. Bidders/Contractors shall furnish all manufacturers warranties and include manufacturer's statements as applicable.
- H. Bidder shall provide full product submittals to accompany the Bid Form.
- I. The Contractor shall provide a project schedule that includes duration for the repairs and the project schedule shall be approved by the County prior to performance of the work. All work shall be performed in an expeditious manner to return the equipment to operational status without delay and any delays shall be reported to the County representative immediately for consideration. This project may require multiple mobilizations with some evening, weekend or holiday work. All pricing shall reflect work that cannot be performed while the buildings are occupied.
- J. The Bidder shall provide copies of their current State of Maryland – DLLR HVACR license and business license. All licenses shall accompany the Bid Form.

**BID FORM**

**County Commissioners of Worcester County Maryland  
"Snow Hill Health & Recreation Center- Condenser Coil Replacement Project"**

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

**HEALTH FACILITY TOTAL BID PRICE:**     \$ \_\_\_\_\_, \_\_\_\_\_ .00

**RECREATION CENTER TOTAL BID PRICE:** \$ \_\_\_\_\_, \_\_\_\_\_ .00

The Owner may request additional work or the Contractor may identify work that is required to complete the project but was not included in the Scope of Supply in the Bid Documents. All Bidders shall list their rates for additional work below.

**INFORMATIONAL PRICING**

Supervision...Additional Labor...per man hour.....ADD	\$ _____
Journeyman/Tech/Mechanic...Additional Labor...per man hour...ADD	\$ _____
Apprentice/Laborer...Additional Labor...per man hour.....ADD	\$ _____
Material Mark Up.....% ADD	

**BID MUST BE SIGNED TO BE CONSIDERED**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_

**Addendum 1 – Pre-Bid Conference Meeting Notes And Clarifications**  
Worcester County Snow Hill Health & Recreation Center  
Condenser Coil Replacement Project  
6030 & 6040 Public Landing Road, Snow Hill, MD 21863

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**Prebid Meeting Notes**

**February 16, 2016 at 10:00 a.m.**

Notes and Clarifications:

The general scope of the project was reviewed regarding the request for Contractor services. Worcester County attendees were as follows:

- Kenneth J. Whited, Superintendent of Public Works Maintenance Division
- Michael N. Hutchinson, Supervisor of Public Works Maintenance Division

The Prebid Meeting Agenda contained below was reviewed and the below listing of attached handouts were provided to the meeting attendees.

**Pre Bid Meeting Agenda**

Project Highlights & Requirements

- Project Description/Scope of Supply
  - Remove and Replace RTU condenser coils on the units identified at the Snow Hill Health & Recreation Center facilities per the bid specifications.
- Requests for Information due **no later than February 18, 2016**
- Bid Due Date: **Until 1:00 PM, Monday February 22, 2016**
- Bid Title: Snow Hill Health & Recreation Center – Condenser Coil Replacement Project
- Bids shall be mailed or hand-carried to be received in the Office of the County Commissioners – One West Market Street, Rm. 1103, Snow Hill, MD 21863.
- Taxes...the County is NOT tax exempt for this project.
- Bid Form: As supplied in the Bid Specifications.
- Bid Bond: Is not required.
- Project Timeline
  - Submittals/Material Verification...Contractor to coordinate with the County with approval by the County's designee.
  - Contractor's work schedule to be submitted to the County for approval prior to the start of the work and all work shall be based on verified delivery schedules for the replacement condenser coils. See attached email message from Toni Giordano of United Products, Inc. for York equipment...Mickey Jarboe of Havtech is checking availability of AAON products.
  - SubContractors: A SubContractor List shall be provided to the County for approval prior to the start of the work.
  - Completion Date...as listed in the executed contract with the County.

**Addendum 1 – Pre-Bid Conference Meeting Notes And Clarifications**  
Worcester County Snow Hill Health & Recreation Center  
Condenser Coil Replacement Project  
6030 & 6040 Public Landing Road, Snow Hill, MD 21863

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Notes and Clarifications:...continued

Pre Bid Meeting Handouts:

1. York Condenser Coil Delivery Schedule...Email Message from Toni Giordano of United Products, Inc.
2. AAON Condenser Coil Delivery Schedule...Email Message from Mickey Jarboe of HACTECH
3. Aerial Views of Snow Hill Health & Recreation Center – Identification of RTU's

Clarifications:

**Q.** If a crane is required to make the equipment lifts then what requirements does the County have for use of a crane at site?

**A.** The County will require the awarded Contractor to provide a written certified lift plan to the County for approval in advance of the lift being made. The Contractor shall provide the name of the company that will be providing the crane for the lift. Furthermore, the Contractor shall provide a current insurance certificate from the company providing the crane and the insurance certificate shall name the **County Commissioners of Worcester County Maryland** as additional insured and the certificate shall have an endorsement if applicable dependent on insurance carrier's contract language as contained in the policy.



**Addendum 1 – Pre-Bid Conference Meeting Notes And Clarifications**  
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Clarifications:...continued

**Q.** Will the County allow all of the equipment to be worked on simultaneously or will the Contractor only be able to shut one unit down at a time?

**A.** The County understands the need for the awarded Contractor to work on all of the units at one time so the Contractor can keep their mobilizations to a minimum and to be productive while on site. The County will not tell the Contractor in what manner to perform the work but will require the Contractor to keep abreast of ambient conditions and the need for the Contractor to keep the facilities interior spaces at a reasonable temperature so building services are maintained. This may require operating the units with supply fans and outdoor air with all based on ambient conditions. Therefore, there may be requirements to work on only one unit at a time or there may be additional nighttime or weekend work required to return the RTU's to service to provide cooling of building interior spaces. All indications are that the work will be performed in early April when ambient conditions are moderate and allow for use of outdoor air for cooling.

**Q.** Has the County considered protecting the coils with an anti-corrosion coating?

**A.** The County has considered this and opted to have the awarded Bidder field-apply a coating in lieu of having the coating installed by the manufacturer as the factory-applied coatings cannot be verified and may delay receipt of the coils. Bidders shall provide the following. The protective coating, be it field applied or installed by the manufacturer, shall be offered to the County as an Add Alternate to accompany the Bid Form. The Add Alternate shall be provided on the Bidder's company letterhead and the alternate shall be permanently affixed to the Bidder's Bid Form to prevent loss of documents.

***END OF ADDENDUM #1***  
***Kjw 2-16-2016***

## **YORK CONDENSER COIL DELIVERY SCHEDULE**

*PER EMAIL MESSAGE FROM TONI GIORDANO DATED 2/12/2016*

Ken, Please see below;

s1-3732729000 - projected date of availability 4/1/16  
s1-37327291000 - projected date of availability 4/1/16

s1-37327372000 - projected date of availability 3/11/16  
s1-37327298000 - in stock

s1-37327290000 - projected date of availability 4/1/16  
s1-37327291000 - projected date of availability 4/1/16

Thank you,

***Toni Giordano***

United Products Inc.

410-749-6800 ext. 1105

[t.giordano@updinc.com](mailto:t.giordano@updinc.com)

RECREATION CENTER CONDENSER COIL DELIVERY: AAON EMAIL RESPONSE ON

Good morning Ken,

It looks like the lead time for these coils right now is 4 weeks. Please let me know if you have any further questions. Thanks!

Regards,

Mickey Jarboe  
Sales Engineer  
**HAVTECH**  
9505 Berger Road  
Columbia, MD 21046  
Baltimore: 410-724-3703  
Washington: 301-206-9225  
Fax: 301-497-9610  
Direct: 443-832-1731  
Mobile: 904-233-2343  
[MickeyJarboe@havtech.com](mailto:MickeyJarboe@havtech.com)  
[www.havtech.com](http://www.havtech.com)

**From:** Ken Whited [<mailto:kenwhited@co.worcester.md.us>]  
**Sent:** Monday, February 15, 2016 12:39 PM  
**To:** Kristen Ash <[KristenAsh@havtech.com](mailto:KristenAsh@havtech.com)>  
**Cc:** Mickey Jarboe <[MickeyJarboe@havtech.com](mailto:MickeyJarboe@havtech.com)>  
**Subject:** Re: Worcester County Recreation Center - Replacement Condenser Coil Project

Thanks for letting me know you received my request. I await your reply.

Sent from my iPhone

On Feb 15, 2016, at 12:36 PM, Kristen Ash <[KristenAsh@havtech.com](mailto:KristenAsh@havtech.com)> wrote:

Ken,

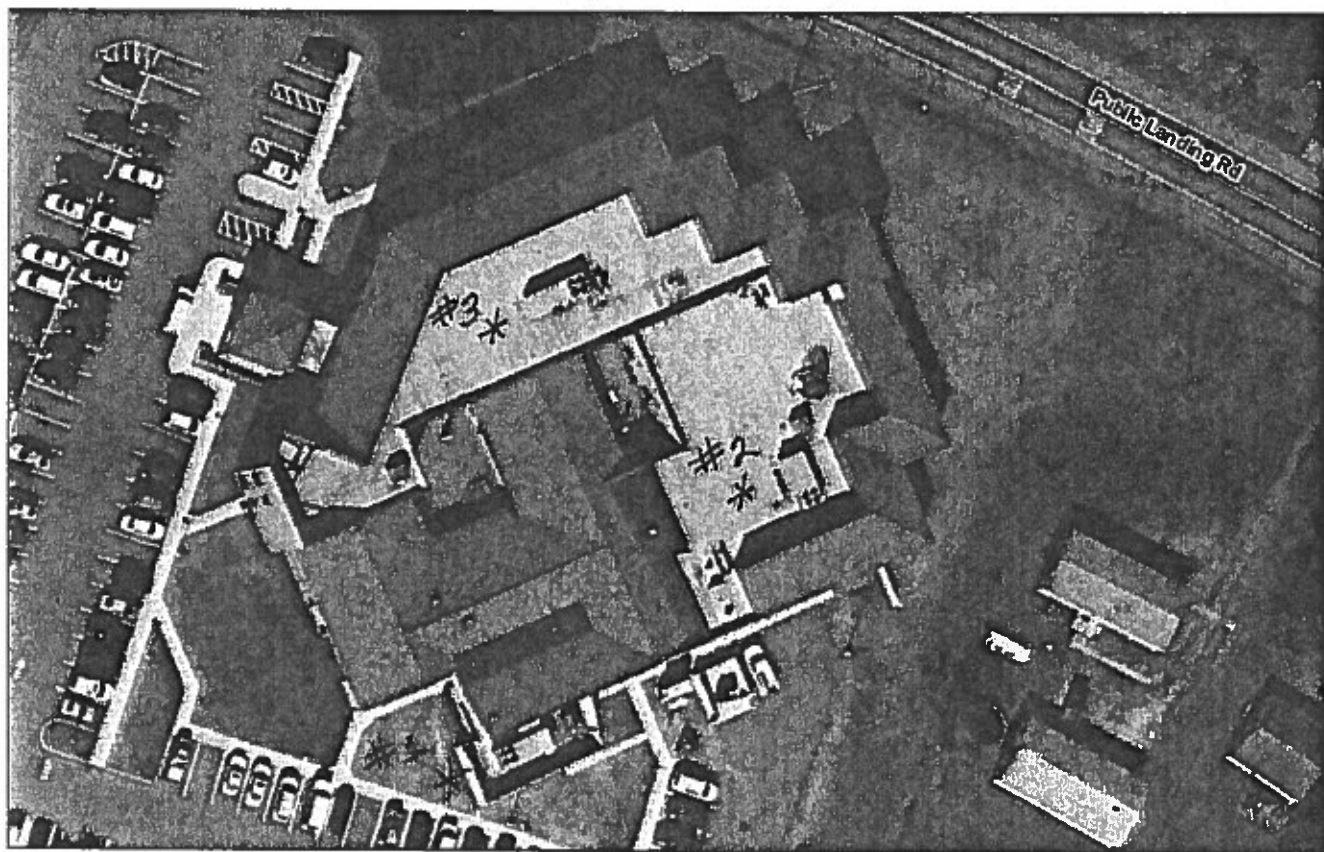
I have copied Mickey Jarboe on this response. He is the job captain for this project so you can contact him with any important information moving forward.

Mickey – please see below from Ken.

Thank you,

**Kristen Ash**  
Marketing Analyst  
**HAVTECH**  
9505 Berger Road  
Columbia, MD 21046  
Baltimore: 410-724-3703  
Washington: 301-206-9225  
Direct: 443-283-8851  
Fax: 301-497-9610  
[KristenAsh@havtech.com](mailto:KristenAsh@havtech.com)  
[www.HAVTECH.com](http://www.HAVTECH.com)

Snow Hill Health Department—2013 Aerials



Worcester County Recreation Center —2010 Aerials



PRE-BID MEETING SIGN IN LOG  
FEBRUARY 16, 2016

CT.	NAME (print)	REPRESENTING	EMAIL	FAX	SIGNATURE
1	FARRELL LYNCH	EASTERN SHORE HEATING AND AIR.	443-497-5508 FLYNCH@PRECISE-COMBUST.COM		
2	Bill Harrison	Wilfre Co.	billsr@wilfre.net	410-548-7974	
3	Rob Schiffer	Wilfre Co.	rob@wilfre.net	410-548-7974	
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