



INVITATION FOR BIDS

The Housing Authority of the City of Lakeland (LHA) will accept sealed bids from licensed and qualified contractors for the **replacement of the existing HVAC system at its Administration Building** located at 430 Hartsell Avenue, Lakeland, Florida. Any contractor desiring to submit a bid for this project must have, at least, five (5) years' experience in providing and installing HVAC systems in commercial structures to be considered for this bid.

The complete Bid Package may be obtained by emailing your request to ***Procurement@LakelandHousing.org***. All bids must be submitted by **10:00 a.m.**, Eastern Time, on **June 17, 2015** at which time, bids will be publicly opened and read aloud. Any bid received after the closing time will not be considered.

Minority and Woman Business Enterprises (MBE/WBE) and Section 3 firms are strongly encouraged to respond to this and all LHA projects, programs, and services.

INVITATION FOR BIDS

REPLACEMENT OF THE EXISTING HVAC SYSTEM AT THE ADMINISTRATION BUILDING

I. SCOPE OF REQUIRED SERVICES

General:

The Housing Authority of the City of Lakeland, hereinafter referred to as "LHA," will receive bids that include all necessary labor, materials, tools, equipment, fuel, transportation, and supervision necessary to replace of the existing HVAC system at its Administration Building located at 430 Hartsell Avenue, Lakeland. Currently, the system consists of two Trane TWA090A300 condensing units and one Trane TWE240B300 air handler. From the name tags, it appears that the units were installed in the late 1990's.

Each potential bidder assumes the responsibility to visit the site and familiarize itself with the conditions of the work. The bidder is held responsible for conducting its own field observations to determine the amount and type of necessary: equipment, tools, materials, labor, fuel, transportation, and supervision required. Inspections of the site are allowed during normal business hours, Monday through Thursday, by appointment **only**. Arrangements to access the property must be made, at least, 24 hours in advance by contacting **Tom Hornack**, Facilities Manager, at (863) 687.2911 x228 or at ***Procurement@LakelandHousing.org***.

Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.

The successful bidder:

- Must possess the appropriate active licenses issued by the State of Florida as well as any other applicable governmental jurisdiction
- Shall use only new materials in this work that are of first quality and without defects
- Shall execute the work so that the finished project complies with all of the latest governmental codes and regulations. The anticipated costs of any required upgrades must be included in the total bid price(s) indicated on the bidder's submitted Bid Form.
- Shall clean work area of job-related debris upon completion of project as well as load and haul-off job-related debris
- Will provide all customary and necessary services whether or not indicated herein

- Will provide, at least, a one-year general warranty on labor and materials upon the acceptance of the project by LHA. This warranty will hold that the contractor shall remedy any defect due to faulty materials or workmanship and pay for all damage to other work resulting therefrom. Further, the contractor shall furnish the LHA with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.

Statement of Work:

The successful respondent, in a professional manner and per the manufacturer's specifications, will provide the following as well as any other tasks and materials necessary for and incidental to the following work:

- Remove the two existing Trane 7.5 ton condensing units and the existing Trane 20 ton air handler
- Provide and install two new 7.5 ton condensing units *equal to or better than* a Trane TTA090A3* condensing unit on the existing 54" x 180" concrete pad
- Provide and install a new 20 ton air handler *equal to or better than* a Trane TWE240B3* air handler
- Install equipment that meets or exceeds the U.S. Department of Energy's January 01, 2015 federal minimums— 14 SEER and 8.2 HSPF
- Disconnect electric power and reconnect
- Reconnect to existing refrigerant piping
- Flush system for R-410A
- Flush existing condensate drain pipe before reconnecting to units
- Connect newly installed equipment to existing duct work
- Remove and haul-away any discarded equipment and materials
- Perform leak testing
- Test and balance the entire HVAC system
- At the completion of the work, the site shall be restored to the same or better condition than prior to the work.
- All work to comply with regulations of the City of Lakeland and the latest Florida Building Code.
- Warranty--as of date of equipment start-up: at, least, one year on parts and labor

The work excludes:

- Duct cleaning
- Auxiliary heat unit in the air handler
- Replacement of existing thermostat

Prior to bid submittal, it is the responsibility of the potential bidder to advise LHA if the **Statement of Work** provided above is faulty or deficient in any manner.

***NOTE: The bidder may offer a substitute product which *meets or exceeds* the specifications of the brand name product specified. If a substitute is offered, the bidder must submit, with its submitted Bid Form, a copy of factory-issued specifications of the offered substitute product. Since the evaluators of this bid are not HVAC experts, the bidder must provide a matrix similar to that**

provided in Attachment "A-1" in sufficient detail as to enable LHA to perform a fair comparison between the named product and the substitute product being offered.

II. OTHER CONDITIONS

The other conditions that will apply to the bidder who is awarded a contract.

- A. Insurance**—To the satisfaction of LHA, the successful bidder will be required to provide LHA with a current certificate(s) of:
- *General Liability* insurance and *Automotive Liability* insurance with LHA named as an *additional insured* on each type of liability insurance. The General Liability insurance must contain a minimum of \$1,000,000 coverage per occurrence.
 - *Workers' Compensation* coverage for all of the bidder's staff employed on the site of this project. The Workers' Compensation coverage must be, at least, the State of Florida required minimum.

The successful bidder shall maintain the above insurances in-force during the term of the contract.

- B. Permits, Fee and Licenses**--The successful bidder shall secure, maintain, and pay all permits, fees, and licenses necessary for the proper execution and completion of work. Copies of the above documents must be provided to **Tom Hornack**, LHA Facilities Manager, **prior to** commencement of the work. Failure to provide the above documents prior to the beginning the work may result in a start delay or a stop-work order.

- C. Modifications**—In its best interest, LHA reserves the right to modify this Invitation for Bids. Modifications may include, but are not limited to, increasing or deleting any items contained in this Invitation for Bid.

Any such modification or amendment will be made available via the email address provided by the potential bidder. It is the responsibility of the potential bidder to access any such modifications or amendments.

- D. Section 3**—If **applicable**, the successful bidder will comply with the requirements of the HUD Act of 1968, Section 3, attached to this Invitation for Bids as well as *LHA's Section 3 and Minority and Woman Business Enterprise Policy*, which can be accessed at: <http://uploads.lakelandhousing.org/MWBE-Section-3-Policy.pdf>

- E. Non-Discrimination**--The successful bidder must ensure that employees and applicants for employment are not discriminated against because of race, color, religion, disability, gender, or national origin.

- F. Security and Safety**--The successful bidder shall protect and secure its materials, vehicles, and equipment, and shall assume full responsibility for loss, theft, vandalism, and any other damage for the duration of the contract. LHA will not assume responsibility for vandalism, theft, fire, and/or personal injury claims arising

from or relating to the work to be performed. The successful bidder must exercise extreme caution and safety at all times to protect the work area and to eliminate accidents occurring at the work site. The successful bidder must also protect structures, utilities, sidewalks, pavements, and other facilities from damage caused by the contracted work.

Note:

- Work on this project may occur between 7:00 a.m. and 5:00 p.m.—Monday through Friday except for legal holidays
- As an alternate bid, LHA would prefer that the work occur over a weekend. That is from 5:00 p.m. on Friday until 7:00 a.m. on Monday.

G. Review and Inspection--LHA may at its sole discretion and from time-to-time review and inspect the services provided including but not be limited to: site observations, review of time records, daily and other logs and records of activities, and supervisors' reports.

H. Payment--Payment shall be made within thirty (30) calendar days after submission of an invoice acceptable to LHA for the satisfactory performance of the contracted work as determined by LHA.

Note: LHA reserves the right to process only those invoices submitted with corresponding weekly certified payroll(s). (A copy of the certified payroll form, WH-347, is attached for reference.) LHA will not process any invoice lacking the appropriate certified payroll(s) until the relevant certified payroll(s) is received and approved by LHA. Also, LHA is required by HUD to conduct on-site wage interviews with the small sample of the successful bidder's staff using the attached Form HUD-11. This form is used to confirm certain information contained in the submitted certified payroll form.

I. Term--In order to encourage as many potential bidders to respond to this Invitation for Bids, LHA did not specify *start* and *end dates* in this Invitation for Bids. Rather, LHA is requesting that the bidder indicate on its submitted Bid Form its earliest anticipated *start* and *end dates* if awarded the project. LHA reserves the right to award the bid to that bidder whose bid proposal is most favorable in all respects to LHA.

J. Liquidated Damages--Unless provided otherwise in writing by LHA: if the successful contractor fails to complete the work within the time specified in its contract with LHA, the successful contractor shall pay liquidated damages to LHA in the amount of **\$75.00** for each calendar day of delay until the work is completed by the contractor and accepted by LHA.

K. Federal Labor Standards Provisions--Due to the nature of the funding to be used by LHA for this project, certain Federal requirements apply such as the **Federal Labor Standards Provisions** which include the Davis-Bacon Act, the Copeland Act, and Contract Works Hours and Safety Standards Act. This document as well as the document **Making Davis-Bacon Work, A Contractor's Guide to Prevailing Wage**

Requirements may be accessed electronically on the LHA web site, <http://lakelandhousing.org/Procurement/#>. For your convenience, a copy of the current Davis Bacon **wage determination** sheets for *building* projects in Polk County--General Decision Number: FL150035, Mod #3, 05/08/2015 is attached to this Bid Package. To comply with Federal guidelines, the successful bidder will be required to post the attached **wage determination** sheets on the work site in a conspicuous place during the project.

- L. Communications**--In order to maintain a fair and impartial competitive process, LHA shall avoid private communication concerning this procurement with prospective proposers during the entire procurement process. Please respect this policy and do not attempt to query LHA or West Lake Management personnel regarding this Invitation for Bids.

Ex parte communication regarding this solicitation is prohibited between a potential or current proposer and any LHA Board of Commissioners member, LHA or West Lake Management staff, or any other person serving as an evaluator during this procurement process. A respondent directly contacting any LHA Board of Commissioners member, LHA staff, West Lake Management staff, or evaluators regarding this solicitation risks the elimination of its bid from consideration. Email correspondence with **Tom Hornack**, LHA's Facilities Manager, does not constitute *ex parte* communication. Oral instructions or information concerning the specifications of this procurement given out by any LHA Board of Commissioners member, LHA or West Lake Management employee, or agent to a prospective respondent shall not bind LHA.

In the event that a potential respondent has questions that he/she would like to have addressed, the potential respondent should email questions to Procurement@LakelandHousing.org prior to 9:00 a.m., Eastern Time, on **June 09, 2015**. Receipt of request will be acknowledged. Prior to 6:00 p.m., Eastern Time, on **June 09, 2015**, the responses to the submitted questions will be sent by email to all potential respondents who received this Invitation for Bids directly from LHA. It is the potential respondent's responsibility to monitor his/her email for any additional information related to this procurement.

III. SUBMISSION OF BIDS

A. Original Bid

An **original bid** shall be delivered by mail or hand-delivered addressed to:

Tom Hornack
re: **Replacement of the existing HVAC system at the Administration Building**
Lakeland Housing Authority
430 Hartsell Avenue
Lakeland, Florida 33815

The outside of the envelope must indicate the name and address of the firm submitting the bid as well as the title of the bid being submitted.

Any bid transmitted by facsimile, electronic mail, or not in compliance with the above instructions will not be considered. All bids and accompanying material will become the property of LHA and will not be returned to the bidder.

The bidder will only submit its bid on the Bid Form provided with this Invitation for Bids. Bids submitted in another format may be rejected as non-responsive. At a minimum, the contract awarded under this Invitation for Bids will contain with the following HUD forms: 5369-C and 5370-EZ. (Copies are attached for reference.)

- B. Validity**--Bids may be held by LHA for a period not to exceed thirty (30) calendar days from the date of opening for the purpose of reviewing them and investigating the qualifications of the respondent prior to awarding the work.
- C. Withdrawals**--No bid shall be withdrawn subsequent to the stated opening of the bids without the written consent of LHA. LHA reserves the right to accept or reject any and all bids or any part of any bid and to waive any informalities or irregularities in the bid or in the procurement process.
- D. Conflict of Interest**--No LHA Board member, officer, employee of LHA or West Lake Management or member of the City of Lakeland City Commission shall, during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- E. Award of Contract**--
1. The Lakeland Housing Authority reserves the right: to accept or reject any and all bids or any part of any bid and to waive informalities and minor irregularities and technicalities as determined by its sole discretion.
 2. The Lakeland Housing Authority also reserves the right to award any bid if deemed to be in the best interest of LHA if that bid is consistent with LHA's policies and/or the laws governing the U.S. Department of Housing and Urban Development (HUD) and/or the State of Florida programs.
 3. The bid award will be made to that fully-qualified, *responsive**, and *responsible** bidder(s) whose offer conforms to this Invitation for Bids and is in the best interest of LHA.
**(as defined by HUD.)*
- F. Disputes**
In case of any doubt or differences of opinions as to the items or service to be furnished hereunder or the interpretation of the provisions of the Bid Package, the decision of LHA shall be final and binding upon all parties.

BID FORM
REPLACEMENT OF THE EXISTING HVAC SYSTEM AT THE
ADMINISTRATION BUILDING

From: (Name of Business) _____, a(n) *(circle one of the following)* corporation/partnership/individual hereinafter referred to as the "Bidder."

To: The Housing Authority of the City of Lakeland hereinafter referred to as "LHA."

The Bidder, having examined the Invitation for Bid for the above referenced project, and being familiar with all of the conditions surrounding the proposed project, proposes to furnish the necessary labor, supervision, equipment, materials, and supplies to perform the work in accordance with the Bid Package at the price(s) stated below.

The Bidder acknowledges receipt of the following addendums, if any: _____

The Bidder offers to replace the existing HVAC system at the Administration Building as described in the Bid Package for the total price of: \$ _____

As an Alternate Bid*, the Bidder offers to perform the above work over a weekend

as defined in item II.F. of the Invitation for Bid for the total price of: \$ _____

**Note: The submittal of an optional Alternate Bid is not required.*

If awarded this bid, prior to June 30, 2015, the Bidder anticipates that it will begin the contracted work on/before *(date)* _____ and complete the contract work on/before *(date)* _____.

With check marks, the Bidder is indicating below that the following required items/information/forms are being submitted as part of the Bidder's response:

- This required BID FORM: _____
- Specifications of *better than or equal to* equipment being offered (*Please see Attachment "A"*): _____ Applicable or _____ Non-applicable
 - If applicable, Attachment "A-1" (a side-by-side comparison matrix): _____
- Copy of the Bidder's current professional license: _____
- Proof of existing workers' compensation coverage and general and automobile liability insurances: _____

- A list--*including* contact information **and completion dates**--of, at least, five past similar *commercial* projects that received similar services from the Bidder prior to June 2010: _____
- That the Bidder completed, signed, and enclosed:
 - Non-collusion Certification form*: _____
 - Public Entity Crime Statement*: _____
 - HUD-50070, Certification for a Drug-Free Workplace*: _____
 - HUD Form 5369-C, Representations, Certifications and Other Statements of Bidders*: _____
 - Section 3 Business certification*: _____
 *(A blank copy is provided with this Bid Package.)

Failure to provide *any* of the above items/information/forms may render the submitted bid as *non-responsive* and may cause the bid to be rejected.

In submitting this bid, I hereby certified that I checked my email after **6:00 p.m.**, Eastern Time, on **June 09, 2015** to obtain any modifications or updates to this Invitation for Bids.

Submitted By: _____ Title: _____

Signature: _____

Business Address: _____

Business Phone Number: _____

Email address of above signer: _____

EXHIBIT "A"

NOTE

The Bidder may request consideration of substitute materials or products which *meet* or *exceed* the specifications of the brand name materials or products specified in this Bid Package. If this option is exercised, the Bidder must submit:

- A printed side-by-side comparison of the individual specifications of the corresponding brand name materials or products *identified* in the Bid Package with the *substitute* materials or products offered by the Bidder (please see Exhibit "A-1".)
- Written documentation of manufacturer's specifications for the corresponding brand name materials or products *identified* in the Bid Package
- Written documentation of manufacturer's specifications for the *substitute* materials or products

Failure to provide *any* of the above information may render the submitted bid as *non-responsive* and may cause the bid to be rejected.

EXHIBIT "A-1"

COMPARISON MATRIX (Sample Only)

| CHARACTERISTIC | SPECIFIED UNIT | ALTERNATE UNIT OFFERED BY BIDDER |
|---------------------------|-----------------------|---|
| Manufacturer: | TRANE | |
| Model: | | |
| Warranty— Parts/Labor: | | |
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**Please use as many additional lines to indicate the various specifications for comparison purposes*

DAVIS-BACON PREVAILING WAGE RATES

GENERAL DECISION NUMBER: FL150035, Mod #3, 05/08/2015

ATTACHED FORMS

NON-COLLUSION CERTIFICATION

REPLACEMENT OF THE EXISTING HVAC SYSTEM AT THE ADMINISTRATION BUILDING

The undersigned states that he/she is fully authorized by the entity indicated below to certify that:

- That this proposal is made without collusion or fraud with any other person, firm, or corporation making a proposal for the same purpose.
- That no officer or employee or person whose salary is paid, in whole or in part, from the Housing Authority of the City of Lakeland is, shall be, or will become interested, directly or indirectly, surety or otherwise: in this proposal; in the performance of the contract; in the supplies, materials, equipment, and services or labor to which they relate; or in any portion of the profits thereof.

By signing this form, the undersigned affirms that said proposal is, in all respects, fair and without collusion or fraud.

Name of Entity: _____

Authorized Signature/Date: _____

Printed Name of Signer: _____

Title of Signer: _____

Corporate Seal, *if appropriate*

Note: Failure to complete and submit this statement as presented may result in the proposal being rejected.

PUBLIC ENTITY CRIMES STATEMENT

REPLACEMENT OF THE EXISTING HVAC SYSTEM AT THE ADMINISTRATION BUILDING

By signing this form, the Respondent certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs in accordance with: Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35; HUD regulations, 24 CFR 24; or by other federal agencies.

The Respondent also certifies that it is in compliance with Section 287.133, Florida Statutes, as it relates to Public Entity crimes. More specifically, the Respondent certifies that it acknowledges and it is in compliance with the following:

A person or an affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section [287.017](#), F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Name of Entity: _____

Authorized Signature/Date: _____

Printed Name of Signer: _____

Title of Signer: _____

Corporate Seal, *if appropriate*

Note: Failure to complete and submit this statement as presented may result in the proposal being rejected.