



# City of Republic - Invitation for Bid

## Police & Fire Facilities – HVAC Replacement II

**SEALED BIDS MUST BE PHYSICALLY RECEIVED AT REPUBLIC CITY HALL PRIOR TO 2:00 p.m. on Wednesday, August 3<sup>rd</sup>, 2022.** Bids will be opened by the City Clerk at City Hall on August 3<sup>rd</sup>, 2022 at @2:00 p.m.

BIDS SHOULD BE ADDRESSED AS FOLLOWS:

**City of Republic  
c/o City Clerk, Laura Burbridge  
213 N. Main Avenue  
Republic, MO 65738**

Bids must be submitted on the forms provided and must be manually signed by the individual authorized to legally bind the bidder.

- Bids shall be submitted with the Invitation for Bid (IFB) project name **(Police & Fire Facilities – HVAC Replacement II)** clearly indicated on the outside of the mailing envelope.
- Bids received after the opening date and time will be rejected. FAXED/EMAILED BIDS WILL NOT BE ACCEPTED.
- The attached Terms and Conditions shall be part of any purchase order resulting from this bid.
- You are invited to submit your bid to furnish the materials and/or services described herein. Please submit your prices/fees net of all discounts.
- Bids will be taken to City Council for approval on August 16, 2022. Notice to proceed shall follow immediately upon and following approval granted by City Council.

### DESCRIPTION

This Invitation for Bid (IFB) is for the proposed removal and replacement of the majority of the existing HVAC units at the Republic Police Department facility and at Republic Fire Stations #1 and #2. Vendor shall provide and install new HVAC units/systems of the same type, same output and equipped the same as the existing units at the locations as listed below. The existing line sets are to be cleaned and reused. Cooling units must be a minimum of 14 SEER. Gas furnaces to be a minimum of 95% efficient.

### INQUIRIES

All inquiries for information should be directed to:

**Wayne Hawkins**

(417) 732-3567

[whawkins@republicmo.com](mailto:whawkins@republicmo.com)

*It is the City's intent that this Invitation for Bid promotes competitive bidding. To the extent any language, requirements, terms and/or requests contained within this Invitation for Bid results in the elimination of all but one source for bidding, such restriction and/or limitation is merely an unintentional error. In the event of such error, the Vendor(s) must notify the City of the error, in writing, no later than three (3) days prior to the bid opening day. Upon receipt of any such notice from the Vendor(s), the City will take reasonable efforts to correct the error and resubmit the Invitation for Bid once corrected. Such notification must be submitted in writing and must be received by the City contact listed above not later than three (3) days prior to the bid opening day.*

## INSTRUCTION TO BIDDERS

01. **Opening Location:** Bids submitted in response to this Invitation for Bid (“IFB”) will be opened at Republic City Hall, located at 213 N. Main Avenue, on **Wednesday, August 3<sup>rd</sup>, 2022, at 2:00 p.m.** All bidders and/or their authorized representative(s) are invited to attend the opening of the Bids.
02. **IFB Delivery Requirements:** Any Bids received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have their Bid delivered to Republic City Hall for receipt on or before the due date and time indicated.
- If a Bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to Republic City Hall.
  - Bids delayed by mail shall not be considered, shall not be opened, and shall be rejected.
  - Arrangements may be made for their return at the bidder’s request and expense.
  - Bids may be mailed to Republic City Hall and accepted if the signed bid form and required information was mailed and received prior to the due date and time.
  - Bids sent by email will not be accepted.

**Sealed and Marked:** If sent by mail, one original signed Bid shall be submitted in one sealed package, clearly marked on the outside of the package with the **IFB project name clearly indicated on the outside of the mailing envelope and addressed to:**

**City of Republic  
C/O City Clerk, Laura Burbridge  
213 N. Main  
Republic MO 65738**

03. **Legal Name and Signature:** Bids shall clearly indicate the legal name, address, and telephone number of the bidder (company, firm, corporation, partnership, or individual).
- Bids shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page.
  - The signer shall have the authority to bind the bidder to the submitted Bid.
  - Failure to properly sign the Bid form shall invalidate same, and it shall not be considered forward.
04. **Corrections:** No erasures are permitted.
- If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it.
  - Corrections must be initialed by the person signing the Bid.
05. **Clarification and Addenda:** Each bidder is expected to examine all documents attached to and/or provided by the City with this IFB, and prior to submitting any bid in response to this IFB, make any necessary and/or reasonable inquiries of the City to ensure all such bidders understand the entirety of the documents.
- Any inquiries or suggestions concerning interpretation, clarification, or other additional information pertaining to the IFB shall be made through the listed City contact in writing (email is permitted).
  - The City of Republic shall not be responsible for verbal interpretations or other information given by any individual purporting to be employed by or otherwise representing the City.
  - The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given.
  - It shall be the responsibility of each bidder, prior to submitting their Bid, to direct any inquiries to the listed City contact.
06. **IFB Expenses:** There is no expressed or implied obligation for the City of Republic to reimburse responding bidders and the City will not reimburse for any expenses incurred in preparing responses to this IFB.
07. **Irrevocable Offer:** Any Bid may be withdrawn up until the due date and time set for opening of the IFB. Any Bid not so withdrawn shall, upon opening, constitute an irrevocable offer for a minimum period of ninety (90)

days to provide to the City the goods or services set forth in the IFB, until one or more of the Bids have been duly accepted by the City.

08. **Responsive and Responsible Bidder:** To be responsive, a bidder shall submit a Bid which conforms in all material respects to the requirements set forth in the IFB. To be a responsible bidder, the bidder shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faith performance. The lowest responsible bidder shall mean the bidder who makes the lowest Bid to sell goods or services of a quality which conforms closest to the quality of goods or services set forth in the specifications or otherwise required by the City and who is known to be fit and capable to perform the Bid as made.
09. **Reserved Rights:** The City reserves the right to make such investigations as it deems necessary to make the determination of the bidder's responsiveness and responsibility. Such information may include, but shall not be limited to: current financial statement, verification of availability of equipment and personnel, and past performance records.
10. **The Right to Audit:** The bidder agrees to furnish supporting detail as may be required by the City to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase, and to make appropriate adjustments in the event discrepancies are found.
  - a. The City shall have the right to audit the bidder's records pertaining to the work/product for a period of three (3) years after final payment.
  - b. The cost of any audit conducted pursuant to this term will be paid by the City.
11. **Applicable Law:** All applicable laws and regulations of the State of Missouri and the City including the City Procurement Regulations and Procedures will apply to any resulting agreement, contract, or purchase order entered into under the terms of this IFB. Any involvement with the City Procurement shall be in accordance with the Procurement Regulations and Procedures.
12. **Right to Protest:** Appeals and remedies are provided for in the City Procurement Regulations.
  - a. Protestors shall seek resolution of their complaints initially with the City Purchasing Agent.
  - b. Any protest shall state the basis upon which the solicitation or award is contested and shall be submitted within ten (10) calendar days after such aggrieved person knew or could have reasonably been expected to know of the facts giving rise thereto.
13. **Ethical Standards Applicable:** With respect to this IFB, if any bidder violates or is a party to a violation of the general ethical standards of the City Procurement Code or the State of Missouri Statutes, such bidder will be disqualified from furnishing the goods or services for which the Bid is submitted and shall be further disqualified from submitting any future Bids.
14. **Collusion Absolutely Prohibited:** All bidders offering a submission in response to this IFB hereby expressly acknowledge and certify that they have not divulged, discussed, or compared their bid to the bids of any other bidder(s), and further that they have not colluded or conspired with any other bidder or parties to this IFB, to violate the terms and conditions governing submission of responses to this IFB whatsoever. All bidders offering a submission in response to this IFB additionally promise that:
  - a. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.
  - b. Any prices and/or cost data submitted have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.
  - c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
  - d. The only person or persons interested in this Bid, principal or principals are named therein and that no

person other than therein mentioned has any interest in this Bid or in any contract awarded under this IFB. No person or agency has been employed or retained to solicit or secure the contract awarded under this IFB upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

15. **Contract Forms:** Any agreement, contract, or purchase order resulting from the acceptance of a Bid shall be on forms either supplied by or approved by the City.
16. **Liability and Indemnity:**
  - a. In no event shall the City be liable to the successful bidder for special, indirect, liquidated, incidental, or consequential damages, except those caused by the City's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of any agreement or contract under the terms of this IFB. The maximum liability of the City shall be limited to the amount of money to be paid or received by the City under any agreement or contract awarded under the terms of this IFB.
  - b. The successful bidder shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays, expenses, and claims, caused or allegedly caused by, or arising out of or related in any way whatsoever to (1) any agreement or contract awarded under this IFB, or (2) the work performed pursuant to such contract or agreement or any subcontract thereunder (the successful bidder expressly acknowledging and assuming full responsibility for its subcontractors), including, but not limited to, claims for personal injuries, death, property damage, or for any other alleged damages.
  - c. The successful bidder shall indemnify and hold the City harmless from all wages or overtime compensation due any employees in rendering services pursuant to this agreement or any subcontract, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act, the Missouri Prevailing Wage Law or any other federal or state law.
17. **IFB Forms, Variances, and Alternates:** Bids must be submitted on the forms attached to this IFB as provided by the City; however, additional information may be attached. Bidders must indicate any variances from the City requested specifications and/or terms and conditions, on the IFB Affidavit of Compliance. Otherwise, bidders must fully comply with the City requested specifications and terms and conditions. Alternate Bids may or may not be considered at the sole discretion of the City Purchasing Agent.
18. **Bid Form:** All blank spaces must be completed with the appropriate response.
  - a. Bidders must state the price, written in ink, for what is proposed to complete each item of the project.
  - b. Bidders must insert the words "no bid" in the space provided for any item for which no Bid is made.
  - c. Bidders must submit an executed Bid form, affidavit of compliance with other requested documents.
19. **Modifications or Withdrawal of Bid:** A modification of a Bid already submitted will be considered only if the modification is received prior to the time announced for opening of Bids, and is made in writing; executed and submitted on the same form and manner as the original Bid. Modifications submitted by telephone, fax, or email will not be considered.
20. **No Bid:** If not submitting a Bid, respond by returning the "Statement of No Bid" no later than the stated Bid opening time and date, and explain the reason in the space provided.
21. **Errors in Bids:** Bidders are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Bids; failure to do so will be at the bidder's own risk. Applicable law and regulations do not make allowance for errors either of omission or inclusion on the part of bidders. In case an error regarding extension of prices in the Bid, the unit price shall govern.
22. **Prices:** Bids must include both unit price and extended total.
  - a. Price must be stated in units of quantity specified in the bidding specifications. In case of discrepancy in

computing the amount of the Bid, the unit price of the Bid will govern.

- b. All prices shall be F.O.B. destination, freight prepaid (unless otherwise stated in special conditions). FOB, as used in this IFB, shall mean that the successful bidder, at their own expense, shall transport the equipment and/or materials and bear the risk of loss from successful bidder's location to a specified location in the City of Republic. City shall not take title to the materials or equipment until it is delivered and accepted by City at the address specified within the City of Republic.
- c. Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items.
- d. If a bidder offers a discount on payment terms, the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.
- e. Payment terms shall be Net 30 if not otherwise specified.
- f. Pre-payment terms are not acceptable.

23. **Discounts:** Any and all discounts, except cash discounts for prompt payments, must be incorporated as a reduction in the Bid price and not shown separately. The price as shown on the Bid shall be the price used in the City's determination of award(s).
24. **Descriptive Information:** All equipment, materials, and articles incorporated in the product/work covered by this IFB are to be new and of suitable grade for the purpose intended.
  - a. Brand or trade names referenced in specifications are for comparison purposes only.
  - b. Bidders may submit Bids on items manufactured by an individual/entity other than the manufacturer specified so long as an "or equal" is expressly stated.
25. **Deviations to Specifications and Requirements:** When bidding on an "or equal," Bids must be accompanied with all descriptive information necessary for an evaluation of the proposed material or equipment such as the detailed drawings and specifications, certified operation and test data, and experience records.
  - a. Failure of any bidder to furnish the data necessary to determine whether the product is equivalent, may be cause for rejection of the specific item(s) to which it pertains.
  - b. All deviations from the specifications must be noted in detail by the bidder on the Affidavit of Compliance form, at the time of submittal of Bid.
  - c. The absence of listed deviations at the time of submittal of the Bid will hold the bidder strictly accountable to the specifications as written.
  - d. Any deviation from the specifications as written and accepted by the City may be grounds for rejection of the material and/or equipment when delivered.
26. **Quality Guaranty:** If any product delivered does not meet applicable specifications or otherwise fails to compare with the quality represented by the bidder, the bidder shall retrieve the product from the City as its own expense. The bidder shall refund to the City any money the City has remitted to the bidder for same. In the event the successful bidder fails or refuses to retrieve the product and refund to the City any money previously remitted to the bidder for such product in accord with the terms of this paragraph, the bidder shall be responsible for the City's attorney fees and other costs it incurs in enforcing its rights under this paragraph.
27. **Quality Terms:** The City reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.
28. **Tax-Exempt:** The City is exempt from sales taxes and Federal Excise Taxes: Missouri Tax ID Number 12492990.
29. **Bid Awards:** Awards will be made to the Bidder whose Bid (1) meets the specifications and all other requirements of the IFB and (2) is the lowest and best Bid, considering price, delivery, responsibility of the bidder, and all other relevant factors.
  - a. Unless otherwise stated in the IFB, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
  - b. As the best interest of the City may require, the right is reserved to make awards by item, group(s) of

items, all or none or a combination thereof; and to reject any and all Bids or waive any minor or non-material irregularity or technicality in Bids received.

30. **Authorized Product Representation:** The successful bidder(s) by virtue of submitting the name and specifications of a manufacturer's product will be required to furnish the named manufacturer's product. By virtue of submission of the stated documents, it will be presumed by the City that the bidder(s) is legally authorized to submit and the successful bidder(s) will be legally bound to perform according to the documents.
31. **Regulations:** It shall be the responsibility of each bidder to assure compliance with OSHA, EPA, Federal, State of Missouri, and City rules, regulations, or other requirements, as each may apply.
- a. **E-VERIFY COMPLIANCE REQUIREMENTS:** All contractors or subcontractors to be utilized by bidder on contracts exceeding five thousand dollars shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services and affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
  - b. Bidders are herein informed that the work to be performed under this IFB is subject to the requirements of Section 292.675, RSMo., which requires all contractors or subcontractors perform work such to provide and require its on-site employees to complete a ten (10)hour course in construction safety and health approved by the Occupational Safety and Health Administration ("OSHA") or a similar program approved by the Missouri Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. The training must be completed within sixty (60) days of the date work on the Project commences. On-site employees found on the worksite without documentation of the required training shall have twenty (20) days to produce such documentation.
  - c. Pursuant to Section 292.675 RSMo., the successful bidder shall forfeit to the City as a penalty two thousand five hundred dollars (\$2,500.00), plus one hundred dollars (\$100.00) for each on-site employee employed by it, or any contractors or subcontractors hired by it, for each calendar day, or portion thereof, Such on-site employee is employed without the construction safety training required in the above paragraph.
  - d. Section 208.009 RSMo. shall apply to any contracts awarded under this bid.
32. **Termination of Award:** Any failure of the bidder to satisfy the requirements of the City shall be reason for termination of the award. Any Bid may be rejected in whole or in part for any reason by the City.
33. **Royalties and Patents:** The successful bidder(s) shall pay all royalties and license fees for equipment or processes in conjunction with the equipment being furnished. Bidder shall defend all suits or claims for infringement of any patent right and shall hold the City harmless from loss on account or cost and attorney's fees incurred.
34. **Equal Employment Opportunity Clause:** The City of Republic, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to the aforementioned Civil Rights Act, hereby notifies all bidders that the City takes all reasonably necessary steps to affirmatively ensure that all bidders, including minority businesses, will be afforded full opportunity to submit Bids in response to this IFB and that no bidder will be discriminated against on the grounds of race, color, or national origin in determining the successful bidder for award.
35. **Prevailing Wage** – If the proposed project is valued at more than \$75,000, the successful bidder shall comply with applicable state provisions concerning the payment of prevailing wages on public works projects. Accordingly, all workers performing work under the City Contractor Agreement shall be paid not less than the prevailing hourly rate of wages as determined by the Department of Labor and Industrial Relations of the State of Missouri (or "MoDOLIR").

36. **Insurance Requirements:** Without limiting any of the other obligations or liabilities of the successful bidder, the successful bidder shall secure and maintain at its own cost and expense, throughout the duration of any contract awarded under this IFB and until the work is completed and accepted by the City, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City against all hazards or risks of loss. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by the City. At a minimum, proof of Workers Compensation, Liability, and Automobile Liability insurance shall be presented. Regardless of such approval, it shall be the responsibility of the contractor to maintain reasonably adequate insurance coverage at all times during the term of any contract awarded under this IFB. Failure of the successful bidder to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability under such contracts. The limits of liability insurance shall be as established annually and published by the Secretary of State in the Missouri Registry. For this project, the required insurance amounts shall be: Workers' Compensation - Statutory coverage per RSMo. 287.010 et seq; Employer's Liability - \$1,000,000.00; Commercial General Liability Insurance - \$2,804,046 for all claims arising out of a single accident or occurrence and \$420,606 for any one person in a single accident or occurrence; Automobile Liability Insurance - covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of \$2,804,046 for all claims arising out of a single accident or occurrence and \$420,606 for any one person in a single accident or occurrence.
37. **Performance Bond and Labor & Materials Payment Bond:** Pursuant to Section 107.170, RSMo., if the project is estimated to exceed \$50,000.00, the successful bidder shall execute a Performance and Maintenance Bond and a Labor and Materials Payment Bond with surety, approved by the City and on forms approved by the City, each bond shall be in the amount of the total project cost, conditioned upon the full and faithful performance of all major terms and conditions of the IFB and payment of all labor and material supplies.
38. **Nonresident/Foreign Contractors:** To the extent the successful bidder utilizes non-resident/foreign contractors to provide services or supplies in connection with this IFB, the successful bidder shall procure and maintain:
- a. A certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.570, RSMo.
  - b. A certificate from the Missouri Director of Revenue evidencing compliance with the transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230, RSMo.
39. **Bid Tabulation:** Bidders may request a copy of the bid tabulation of the IFB.
40. **Budgetary Constraints:** The City reserves the right to reduce or increase the quantity, retract any item from the Bid, or upon notification, terminate entire agreement without any obligations or penalty based upon availability of funds.
41. **Additional Purchases by Other Public Agencies:** By submitting a Bid in response to this IFB, the bidder authorizes other public agencies to "Piggy-Back" or purchase equipment and services being proposed in this IFB unless otherwise noted on the Affidavit of Compliance Form.
42. **Order of Precedence:** Any and all Special/General Conditions and Specifications attached hereto, which varies from the instruction to bidders, shall take precedence.
43. **Affidavit for Service Contracts:** The successful bidder represents, in accordance with Section 285.530.2, RSMo., that it has not employed, or subcontracted with, unauthorized aliens in connection with the scope of work to be done under this IFB and agrees to provide an affidavit to the City of Republic affirming that it has not, and will not at any point in time relating to this IFB, knowingly employ, or subcontract with, any person who is an unauthorized alien.
44. **Inspection and Acceptance:** No item(s) received by the City pursuant to any agreement or contract awarded

under this IFB shall be deemed accepted by the City until the City has had reasonable opportunity to inspect the item(s).

- a. Any item(s) which are discovered to be defective, or which do not conform to any warranty of the successful bidder and/or entity/individual who sold the item(s), upon inspection, may be returned by the City to the successful bidder and/or entity/individual who sold the item(s) for full credit and reimbursement or replacement.
- b. If, at a later time, any defect is discovered which was not ascertainable upon the initial inspection, the City may also return the defective item(s) to the successful bidder and/or entity/individual who sold the item(s) for full credit and reimbursement or replacement.
- c. The City's return of defective items shall not exclude any other legal, equitable or contractual remedies the City has under applicable Missouri or Republic law and/or any agreement or contract awarded under this IFB.

45. **Davis-Bacon Act:** If the Instructions to Bidders have indicated that the Project is financed, in whole or in part, from Federal funds, then all work performed pursuant to any contract awarded under this IFB shall be subject to all applicable federal statutes, rules and regulations, including provisions of the Davis-Bacon Act, 40 U.S.C. §3141 et seq., and the "Federal Labor Standards Provisions," incorporated into this any agreement or contract awarded under this IFB.. Where the Missouri Prevailing Wage Law and the Davis-Bacon Act require payment of different wages for work performed pursuant to any contract awarded under this IFB, all contractors, subcontractors and other individuals/entities hired by the successful bidder to perform work under this IFB shall pay the greater of the wages required under either law.
46. **Jurisdiction and Venue:** This IFB and any executed agreement required pursuant to the terms of this IFB, shall be taken and deemed to have been fully executed and made by the parties herein and governed by the laws of the State of Missouri for all purposes and intents. Venue under this Agreement or any disputes that come from it shall be in the Circuit Court of Greene County, Missouri. **THE PARTIES HEREBY WAIVE THEIR RIGHT TO A JURY TRIAL UNDER ANY APPLICABLE STATUTE, COMMON LAW OR FEDERAL OR STATE CONSTITUTION.**
47. **Conflict of Interest:** By participating in this IFB and/or accepting an agreement pursuant to the IFB's terms, the successful bidder certifies that no salaried officer or employee of the City, and no member of the City Council or Mayor of the City of Republic, has a financial interest, direct or indirect, in this Agreement. Any federal regulations and applicable provisions in Section 105.450 et seq., RSMo. shall not be violated.
48. **Sovereign Immunity:** In no event shall any language or requirement in this IFB or any Agreement that comes from this IFB be construed as or constitute a waiver or limitation of City's defenses with regard to sovereign immunity, governmental immunity, or official immunity under federal or state constitutions, states, and/or laws.
49. **Terms:** The City of Republic reserves the right to reject any and all proposals received from this bid. It further has the right to negotiate with any qualified source, or to cancel in part or in its entirety this bid. The City also reserves the right to modify, suspend, or terminate at its sole discretion any and all aspects of this bud process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the bid or any submissions by any firm. This bud does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submissions become the property of the City as public record. All submissions may be subject to public review upon request.



## **BID SPECIFICATIONS**

Vendor shall provide and install new HVAC units/systems of the same type, same output and equipped the same as the existing units at the locations as listed below. The existing line sets are to be cleaned and reused. Cooling units must be a minimum of 14 SEER. Gas furnaces to be a minimum of 95% efficient. Fire Stations #1 and #2 are working fire stations with staff living and responding to calls daily at the facilities. The HVAC unit replacement in the sleeping quarters and the day rooms will occur in one day so that the staff has air conditioning or heat if needed based on the weather conditions. Please consult with the Fire Chief on the replacement of these units. Also, a unit replacement schedule shall be developed, reviewed, and approved by the Fire Chief to ensure the work conducted has as little interruption as possible on the daily operations. Notice to Proceed would occur upon contract execution. Substantial completion will be agreed upon by the City and the selected vendor contingent upon product availability. It is the desire of the City of Republic to have this work completed by no later than the end of October.

### **BASE BID**

#### **Republic Police Department, 540 Civic Blvd.**

- (4) new 7.5-ton rooftop package units with economizers, hail guards, curb adaptors, thermostats, and smoke detectors. Bid to include crane service, removal and disposal of existing units, reconnecting to existing gas, electric, ductwork, drains, and start-up. All other materials needed to satisfactorily install systems and jobsite clean-up to be included.
- (1) new 5-ton rooftop package unit with economizer, hail guard, curb adaptor, thermostat, and smoke detectors. Bid to include crane service, removal and disposal of existing unit, reconnecting to existing gas, electric, ductwork, drain, and start-up. All other materials needed to satisfactorily install system and jobsite clean-up to be included.
- (1) new 3-ton rooftop package unit with economizer, hail guard, curb adaptor, thermostat, and smoke detectors. Bid to include crane service, removal and disposal of existing unit, reconnecting to existing gas, electric, ductwork, drain, and start-up. All other materials needed to satisfactorily install system and jobsite clean-up to be included.
- (4) new HVAC split systems (replacing units #1, #2, #3, and #4). Remove and dispose of existing units. Installation to include new furnaces/electric heaters, condensing units, evaporator coils, pads, stats, and start-up. Installation to include crane service, reconnecting to existing gas, electric, ductwork, and drains. All other materials needed to satisfactorily install systems and jobsite clean-up to be included.

#### **Republic Fire Station #1, 701 US Hwy 60**

- (5) new HVAC systems – Remove and dispose of existing systems. Install new high efficiency 95% gas furnaces with split air conditioning units. Installation to include new furnaces, condensing units, evaporator coils, pads, thermostats, and start-up. All other materials needed to satisfactorily install systems and jobsite clean-up to be included.

#### **Republic Fire Station #2, 3425 E. Sawyer Road**

- (5) new HVAC systems-Remove and dispose of existing systems. Install new high efficiency 95% gas furnaces with split air conditioning units. Installation to include new furnaces, condensing units, evaporator coils, pads, thermostats, and start-up. All other materials needed to satisfactorily install system and jobsite clean-up to be included.

### **ALTERNATE # 1**

#### **Republic Police Department, 540 Civic Blvd.**

- Provide and install (1) UV-C light fixture in the return duct and (1) UV-C light fixture above the evaporator coil of each unit. Light fixtures to be of proper size and output for each HVAC unit and have a separate dedicated transformer installed to serve the fixtures. UV-C fixtures must have either a light to indicate bulb is operating or a sight hole must be installed to view bulb operation.

#### ALTERNATE # 2

Republic Fire Station #1, 701 US Hwy 60

Republic Fire Station # 2, 3425 E. Sawyer Road

- Convert/replace filter boxes of all units to accommodate 4" filters at both facilities.

#### ALTERNATE # 3

Republic Fire Station #1, 701 US Hwy 60

Republic Fire Station # 2, 3425 E. Sawyer Road

- Provide and install (1) UV-C light fixture in the return duct and (1) UV-C light fixture above the evaporator coil of each unit at both facilities. Light fixtures to be of proper size and output for each HVAC unit and have a separate dedicated transformer installed to serve the fixtures. UV-C fixtures must have either a light to indicate bulb is operating or a sight hole must be installed to view bulb operation.

#### ALTERNATE # 4

Republic Fire Station #1, 701 US Hwy 60

- Test and balance **Front Lobby Men's Bathroom and Men's Bunkroom Bathroom**. Both areas are very cold in winter.

#### ALTERNATE # 5

Republic Fire Station # 2, 3425 E. Sawyer Road

- Test and balance **Gear Storage Room**. Room gets extremely cold in winter.

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**\*Each bidder shall include an attachment to the bid submission form outlining the following:**

- **Brand of Units**
- **Seer Rating/Efficiency of Each Unit**
- **Warranty Information**
- **Projected/Estimated Completion Date if Awarded Bid & Contract Executed by End of August**

**ATTACHMENT A - BID SUBMISSION FORM**

**BIDDERS MUST PROVIDE THE FOLLOWING INFORMATION:**

ITEM	DESCRIPTION OF WORK	PRICE
<p align="center"><b>BASE BID</b></p>	<p><b>Republic Police Department, 540 Civic Blvd.</b></p> <ul style="list-style-type: none"> <li>(4) new 7.5-ton rooftop package units with economizers, hail guards, curb adaptors, thermostats, and smoke detectors. Bid to include crane service, removal and disposal of existing units, reconnecting to existing gas, electric, ductwork, drains, and start-up. All other materials needed to satisfactorily install systems and jobsite clean-up to be included.</li> <li>(1) new 5-ton rooftop package unit with economizer, hail guard, curb adaptor, thermostat, and smoke detectors. Bid to include crane service, removal and disposal of existing unit, reconnecting to existing gas, electric, ductwork, drain, and start-up. All other materials needed to satisfactorily install system and jobsite clean-up to be included.</li> <li>(1) new 3-ton rooftop package unit with economizer, hail guard, curb adaptor, thermostat, and smoke detectors. Bid to include crane service, removal and disposal of existing unit, reconnecting to existing gas, electric, ductwork, drain, and start-up. All other materials needed to satisfactorily install system and jobsite clean-up to be included.</li> <li>(4) new HVAC split systems (replacing units #1, #2, #3, and #4). Remove and dispose of existing units. Installation to include new furnaces/electric heaters, condensing units, evaporator coils, pads, stats, and start-up. Installation to include crane service, reconnecting to existing gas, electric, ductwork, and drains. All other materials needed to satisfactorily install systems and jobsite clean-up to be included.</li> </ul> <p><b>Republic Fire Station #1, 701 US Hwy 60</b></p> <ul style="list-style-type: none"> <li>(5) new HVAC systems – Remove and dispose of existing systems. Install new high efficiency 95% gas furnaces with split air conditioning units. Installation to include new furnaces, condensing units, evaporator coils, pads, thermostats, and start-up. All other materials needed to satisfactorily install systems and jobsite clean-up to be included.</li> </ul> <p><b>Republic Fire Station #2, 3425 E. Sawyer Road</b></p> <ul style="list-style-type: none"> <li>(5) new HVAC systems-Remove and dispose of existing systems. Install new high efficiency 95% gas furnaces with split air conditioning units. Installation to include new furnaces, condensing units, evaporator coils, pads, thermostats, and start-up. All other materials needed to satisfactorily install system and jobsite clean-up to be included.</li> </ul>	<p>\$ _____</p>
<p><b>ALTERNATE # 1</b></p>	<p><b>Republic Police Department, 540 Civic Blvd.</b></p> <ul style="list-style-type: none"> <li>Provide and install (1) UV-C light fixture in the return duct and (1) UV-C light fixture above the evaporator coil of each unit. Light fixtures to be of proper size and output for each HVAC unit and have a separate dedicated transformer installed to serve the fixtures. UV-C fixtures must have either a light to indicate bulb is operating or a sight hole must be installed to view bulb operation.</li> </ul>	<p>\$ _____</p>
<p><b>ALTERNATE # 2</b></p>	<p><b>Republic Fire Station #1, 701 US Hwy 60</b> <b>Republic Fire Station # 2, 3425 E. Sawyer Road</b></p> <ul style="list-style-type: none"> <li>Convert/replace filter boxes of all units to accommodate 4" filters at both facilities.</li> </ul>	<p>\$ _____</p>
<p><b>ALTERNATE # 3</b></p>	<p><b>Republic Fire Station #1, 701 US Hwy 60</b> <b>Republic Fire Station # 2, 3425 E. Sawyer Road</b></p> <ul style="list-style-type: none"> <li>Provide and install (1) UV-C light fixture in the return duct and (1) UV-C light fixture above the evaporator coil of each unit at both facilities. Light fixtures to be of proper size and output for each HVAC unit and have a separate dedicated transformer installed to serve the fixtures. UV-C fixtures must have either a light to indicate bulb is operating or a sight hole must be installed to view bulb operation.</li> </ul>	<p>\$ _____</p>
<p><b>ALTERNATE # 4</b></p>	<p><b>Republic Fire Station #1, 701 US Hwy 60</b></p> <ul style="list-style-type: none"> <li>Test and balance <b>Front Lobby Men’s Bathroom and Men’s Bunkroom Bathroom</b>. Both areas are very cold in winter.</li> </ul>	<p>\$ _____</p>
<p><b>ALTERNATE # 5</b></p>	<p><b>Republic Fire Station # 2, 3425 E. Sawyer Road</b></p> <ul style="list-style-type: none"> <li>Test and balance <b>Gear Storage Room</b>. Room gets extremely cold in winter.</li> </ul>	<p>\$ _____</p>

**\*Each bidder shall include an attachment to the bid submission form outlining the following:**

- Brand of Units**
- Seer Rating/Efficiency of Each Unit**
- Warranty Information**
- Projected/Estimated Completion Date if Awarded Bid & Contract Executed by End of August**

In compliance with this Invitation for Bid and to all terms, conditions, and specifications imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods and/or services described herein.

<ul style="list-style-type: none"> <li>• <b>City of Republic (Police &amp; Fire Facilities – HVAC Replacement II)</b></li> </ul> <p>213 N Main St., Republic, MO 65738</p>	
	<b>Company Legal Name:</b>
	<b>Address:</b>
<b>Telephone:</b>	
<b>Facsimile:</b>	<b>Signed Dated</b>
<b>E-mail:</b>	
<b>Cellular:</b>	<b>Printed Title</b>
	<b>Bidders Federal ID Number:</b>

**To be submitted with Vendor's Bid**

\_\_\_\_\_ We DO NOT take exception to the IFB Documents/Requirements.

\_\_\_\_\_ We TAKE exception to the IFB Documents/Requirements as follows:

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Bidder acknowledges receipt of the following addendums:

Addendum No. \_\_\_\_\_ Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_ Addendum No. \_\_\_\_\_

Print Email \_\_\_\_\_

Print Federal Tax ID No. \_\_\_\_\_

**CITY OF REPUBLIC STATEMENT OF "NO BID"**

RETURN THIS PAGE ONLY IF YOUR COMPANY PROVIDES THE PRODUCTS/SERVICES BEING BID AND DECLINES TO DO SO.

WE, THE UNDERSIGNED, HAVE DECLINED TO BID ON YOUR IFB FOR THE FOLLOWING REASON(S):

\_\_\_\_\_ SPECIFICATIONS ARE TOO "TIGHT," I.E. GEARED TOWARD ONE BRAND OR MANUFACTURER ONLY(PLEASE EXPLAIN BELOW).

\_\_\_\_\_ INSUFFICIENT TIME TO RESPOND TO INVITATION FOR BID.

\_\_\_\_\_ OUR PRODUCT SCHEDULE WOULD NOT PERMIT US TO PERFORM.

\_\_\_\_\_ UNABLE TO MEET SPECIFICATIONS.

\_\_\_\_\_ UNABLE TO MEET INSURANCE REQUIREMENTS.

\_\_\_\_\_ SPECIFICATIONS UNCLEAR (PLEASE EXPLAIN BELOW).

\_\_\_\_\_ OTHER (PLEASE SPECIFY BELOW).

REMARKS:

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COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

SIGNATURE AND TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

# State of Missouri

## EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES

Issued to:

CITY OF REPUBLIC  
213 N. MAIN AVENUE  
REPUBLIC, MO 65738

Missouri Tax ID  
Number: 12492990  
Effective Date:  
07/11/2002

Your application for sales/use tax exempt status has been approved, pursuant to Section 144.030.1, RSMo. This letter is issued as documentation of your exempt status.

Purchases by your Agency are not subject to sales or use tax if within the conduct of your Agency's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Agency only if your Agency issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.

Sales by your Agency are subject to all applicable state and local sales taxes. If you engage in the business of selling tangible personal property or taxable services at retail, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Agency ceases to qualify as an exempt entity, this exemption will cease to be valid. This exemption is not assignable or transferable.

It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, phone 573-751-2836.

## MISSOURI PROJECT EXEMPTION CERTIFICATE

Authorization for Purchasing Construction Materials for Tax Exempt Project  
(The Form and Content of this Exemption Certificate have been approved by the Missouri Department of Revenue)

### **EXEMPT ENTITY ISSUING CERTIFICATE**

Name: City of Republic, Missouri  
Address: 213 N. Main Avenue  
City/State/Zip: Republic, Missouri  
65738

MO Tax Exempt I.D. #: 12492990

Letter Effective Date:

Contract Date:

Certificate Expiration Date:

Contract #: \_\_\_\_\_

Revised Expiration Date: \_\_\_\_\_

Project Description: Police & Fire Facilities – HVAC Replacement II

Project Location: 540 Civic Boulevard, 701 US Hwy 60, 3425 E. Sawyer Road

Project Completion Date: TBD

Auth. Signature: \_\_\_\_\_, Mayor

Date: \_

The Missouri exempt entity named above hereby authorizes the purchase, without sales tax, of tangible personal property to be incorporated or consumed in the construction of the project identified herein and no other, pursuant to Section 144.62 RSMo.

### **PURCHASING CONTRACTOR OR SUBCONTRACTOR**

Name:  
Address:  
City/State/Zip:

### INSTRUCTIONS

**EXEMPT ENTITY** - A signed copy of this certificate, along with your MO Tax Exemption Letter, must be furnished to each contractor and/or subcontractor who will be purchasing tangible personal property for use in the project. It is the exempt entity's responsibility to ensure the validity of the certificate. You must issue a certificate with a Revised Expiration Date if purchases will be required to complete the project beyond the original Project Exemption Date.

**CONTRACTOR OR SUBCONTRACTOR** - The contractor shall furnish a completed copy of this exemption certificate, along with a copy of the exempt entity's MO Tax Exemption Letter, to all subcontractors, and any contractor or subcontractor purchasing materials shall present copies of such documents to all material suppliers as authorization to purchase, on behalf of the exempt entity, all tangible personal property and materials to be incorporated or consumed in the construction of that project and no other on a tax-exempt basis. A copy of each certificate must be retained by the purchaser for a period of five years.

**MATERIAL SUPPLIER** - A completed copy of this exemption certificate, along with the MO Tax Exemption Letter of the exempt entity contracting for the project, must be obtained from the contractor or subcontractor making purchases of tangible personal property for use in the project, and retained for audit purposes. Invoices issued for such purchases must reflect the name of the exempt entity and the project number assigned by the exempt entity shown above.



**NOTICE AND INSTRUCTIONS TO CONTRACTORS/SUBCONTRACTORS  
REGARDING SECTIONS 285.525 THROUGH 285.550 RSMO, EFFECTIVE JANUARY  
1, 2009**

Effective January 1, 2009, and pursuant to the State of Missouri's RSMO 285.530(1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., City of Republic, MO) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285-530(2)]

The City of Republic, Missouri, in order to comply with sections 285.525 through 285.550 RSMO, requires the following Bid and contract documents:

**Required Affidavit for Contracts Over \$5,000.00 (US) – Effective 1-1-2009**, Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. that Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Copies of affidavit can be found and downloaded on the City of Republic Missouri Public Works website;

The City of Republic encourages companies that are not enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program. Information regarding E-Verify is available at [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm) or by calling **888-464-4218**.

**AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 R.S.MO., ET  
SEQ.FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00**

**EFFECTIVE 1/1/2009**

STATE OF \_\_\_\_\_

) ss.

\_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_, State  
of \_\_\_\_\_, personally appeared  
\_\_\_\_\_ (Name) who is \_\_\_\_\_ (Title) of \_\_\_\_\_

\_\_\_\_\_  
(Name of company), (corporation), (partnership), (sole proprietorship), (limited liability company), and after being  
duly sworn did depose and say:

- (1) that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- (2) that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The terms used in this affidavit shall have the meaning set forth in Section 285.500 R.S. Mo., et seq.

**Documentation of participation in a federal work authorization program is attached to this affidavit.**

\_\_\_\_\_  
Signature  
  
re  
  
Printed  
\_\_\_\_\_  
Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**Company ID Number: XXXXXX**

The foregoing constitutes the full agreement on this subject between the SSA, DHS (Department of Homeland Security), and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

**Employer, Your Company Name**

**John Doe** \_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Title

**Electronically Signed** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Verification**

**Department of Homeland Security Division**

**USCIS Verification Division** \_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Title

**Electronically Signed** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sample  
E-Verify  
Memo of Understanding - MOU  
Electronic Signature  
Page