

November 9, 2011

**Invitation to Bid #11-75**

Sealed bids for Commercial HVAC Package Units (units only, not installation) for the City of Birmingham, will be received by the Purchasing Agent, P-100 First Floor City Hall, Birmingham, Alabama until 2:00 p.m. Central Time, December 8, 2011, at which time they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at [www.birminghamal.gov](http://www.birminghamal.gov) (go to link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet, and mailed to only those vendors who were provided a copy in person or by mail.

All bids are to be f.o.b. Birmingham, Alabama delivered.

**It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid a certified check, a cashier's check, or a bid bond payable to the City of Birmingham. In order for any bid award to be considered that exceeds \$10,000.00, your bid must be accompanied by an acceptable bid bond or check in the amount of \$500.00. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond check shall be forfeited.**

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion or national origin. Failure by the vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or other such remedy as the City deems appropriate.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted, in whole or part, and to waive any informalities.

Bids must be submitted in a sealed envelope marked, "**SEALED BID – HVAC Package Units, 2:00 p.m., 12/08/11**". Bids may be hand delivered to P-100 First Floor City Hall, Birmingham, Alabama or mailed to City of Birmingham, P.O. Box 11295, Birmingham, Alabama 35202-1295. (DO NOT MAIL BIDS TO ROOM P-100 FIRST FLOOR CITY HALL). However, bids sent by express carrier (Federal Express, Airborne, UPS, etc.) must be shipped to 710 North 20<sup>th</sup> Street Birmingham, AL 35203 and specify delivery to Room P-100 First Floor City Hall.

It is the bidder's responsibility to make sure his bid is in the possession of the Purchasing Agent at or before 2:00 p.m. Central Time, December 8, 2011. Bids received after this time will not be considered.

cl  
Attachment

---

Ron Nickel Purchasing Agent

B.N. 11/15/11

## **SPECIFICATIONS FOR COMMERCIAL HVAC PACKAGE UNITS**

### **GENERAL:**

The City of Birmingham is seeking bids for **Commercial HVAC Package Units** as specified later in this document. The City intends to award on a line item basis to the lowest priced, responsive, responsible bid submitted. The City reserves the right to award the base bid, the alternate bid or any combination of the two. The City is purchasing the units only. The City will install the units. **This is not a bid for installation.**

Municipalities are not liable for sales tax: reference Code of Alabama Section 40-23-4. Costs normally considered pass through costs (property tax, use tax, delivery charge, etc.) to the customer by the provider must be included in any fee proposed (Code of Alabama Section 40-12-222). For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by State of Alabama Code, Section 41-16-50, in determining the low bidder.

The City reserves the right to buy additional equipment at a later date at the unit prices bid upon mutual agreement of both parties.

Successful bidder(s) shall not assign this contract to any other party without prior written approval of the City of Birmingham. Contract shall not be assigned to an unsuccessful bidder who was rejected because he was not a responsive bidder.

The City's standard payment terms are net 30 days from acceptance. Exception may be allowed for discounted early payment such as 2% 10 net 30 days. The City will not consider any bids requiring C.O.D. payment, down payments or progress payments.

Any questions concerning these specifications should be addressed to Charles Lindsey, Purchasing Division: Phone: (205)254-2269 or Fax: (205)254-2484, between the hours of 8:00 a.m. & 4:00 p.m., Monday thru Friday.

Any bid that imposes a service fee, or any other type of fee, on any order not exceeding a minimum order quantity or if a minimum purchase order dollar amount is not ordered, will be determined a non-responsive bid and will not be considered for award.

Any bid that stipulates a reversal of freight charges if a minimum quantity or purchase order amount is not ordered, will be determined a non-responsive bid and will not be considered for award.

All bids submitted are to be f.o.b. Birmingham, AL delivered.

Failure to adhere to any or all terms, conditions and specifications as set forth in the contract may result in the immediate termination of the contract. Should termination occur, the holder of the contract may be declared a "non-responsible vendor". This declaration may result in rejection of any future bids submitted by the vendor for a period of time to be determined by the City.

The City of Birmingham does not anticipate utilization of a long formal, written contract document to bind the City and the successful bidder(s) to an agreement. The City will issue purchase orders to the successful bidder as equipment is required. The successful bidder(s) acknowledges by acceptance of the City purchase orders for awarded items that the bidder is bound to the terms, conditions and requirements as stated in this document.

**Each bidder is to extend unit prices and provide an extended total for each line item being bid. If the extended total of all items being bid exceeds \$10,000.00, a bid bond, a cashier's check, or certified check in the amount of \$500.00 is required to accompany your bid. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond check shall be forfeited.**

Contract award to purchase the material covered in this bid document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama.

**Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent or overdue license fees, taxes, fines, penalties and other amounts due the City from the successful bidder.**

**Any vendor who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any bid award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.**

**City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, successful bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.**

## **SPECIFICATIONS**

### **APPROXIMATELY Seven (7) OR MORE**

#### **Commercial HVAC Package Units**

#### **FOR**

#### **CITY OF BIRMINGHAM, ALABAMA**

Successful bidder to supply two copies each maintenance, operating, and wiring manuals for this equipment. Second copy may be photocopied or available in printable electronic format.

The better of the manufacturer warranty or a one year warranty period will begin with the effective equipment in-service date, which may or may not be equal to the equipment delivery date, but will in no case be later than six months after equipment has been delivered. All standard equipment to be included. All equipment furnished under this bid shall be new, unused and the same quality as the manufacturer's current production model. Manufacturer shall cover the shipping costs of all warranted parts. Accessories not specifically mentioned but necessary to furnish a complete unit ready for use shall be included. The units shall conform to the best practice known to the trade in design, quality of material and workmanship.

All bidders are to have a parts dealer/distributor with on call parts availability 24/7 located in Jefferson County or the corporate city limits of Birmingham.

Potential bidders are required to make an onsite visit and inspect the area to make themselves aware of any and all existing conditions which might affect their bid and to verify dimensional requirements of the curb adapter to be furnished, if needed. Vendors are also to verify existing model numbers (if available) to ensure that the replacement units are the same size, configuration, BTU capacity (heat and cool) and meet the existing electrical requirements (voltage, hertz and phase) and will factor into consideration of award. Contact Rickey Davis, Facility Services Building, 254-2644, Monday through Friday 8:00 a.m. – 2:00 p.m. to make arrangements to gain access to the area(s). Any bid submitted will be construed as evidence that the bidder has performed the onsite inspection.

The City is aware that R-22 refrigerant is being phased out. Therefore, units that use 410A refrigerant are specified.

All participating bidders shall mark conspicuously compliance or non-compliance with an “X” in the appropriate column beside each specified item. Those items marked in the “NO” column must be explained in detail on the provided “Exceptions To Specifications” pages.

**The City prefers package units to fit existing conditions and eliminate alterations, but will consider equal package units with Bidder being responsible for alterations at no additional cost. Units that directly replace an old unit and eliminate the cost of a curb adapter will be a consideration of award.**

**GENERAL:** The intent of this specification is to describe Commercial HVAC Package Units located at the following locations. Models numbers are given for reference and are to be descriptive rather than restrictive. Bid the following units or equal.

- Alabama Jazz Hall of Fame;** There is one (1) 4 ton package A/C unit, there is one (1) 7.5 ton package A/C unit
- Woodlawn Library;** There are three (3) 7.5 ton package A/C units
- Norwood Community Center;** There is one (1) 8.5 ton package A/C units
- Hawkins Recreation Center;** There is one (1) 10 ton package A/C unit

The details of the specifications are as follows:

Alabama Jazz Hall of Fame 1 ea 4 ton package unit	Bidder Complies	
	Yes	No
Trane YCD048C3LAA or equal	_____	_____
Commercial Gas/Electric packaged Rooftop	_____	_____
DX Cooling, gas heat	_____	_____
Standard efficiency	_____	_____
Convertible configuration	_____	_____
208-230/60/3	_____	_____
Microprocessor controls 3ph	_____	_____
Low gas heat 3ph	_____	_____
Manual outside air damper 0-50% (Fld)	_____	_____
<b>1 ea 7.5 ton package unit</b>		
Trane YCD090C3LOAA or equal	_____	_____
Commercial Gas/Electric packaged Rooftop	_____	_____
DX Cooling, gas heat	_____	_____
Standard Efficiency	_____	_____
Convertible configuration	_____	_____
208-230/60/3	_____	_____
Microprocessor controls	_____	_____
Low gas heat	_____	_____
Manual outside air damper 0-50% (FLD)	_____	_____

	<b>Bidder Complies</b>	
	<b>Yes</b>	<b>No</b>
<b>Woodlawn Library</b>		
<b>2 ea 7.5 ton package unit</b>		
Trane YSC090E3RHA-000000000000 or equal	_____	_____
DX cooling, gas heat	_____	_____
Standard efficiency	_____	_____
Convertible configuration	_____	_____
7.5 ton single compressor	_____	_____
208-230/60/3	_____	_____
Microprocessor controls	_____	_____
High gas heat	_____	_____
Manual outside air damper 0-50% (FLD)	_____	_____
<b>1 ea 7.5 ton package unit</b>		
Goodman PGB09210 or equal	_____	_____
DX cooling, gas heat	_____	_____
Standard efficiency	_____	_____
Convertible configuration	_____	_____
7.5 ton single compressor	_____	_____
208-230/60/3	_____	_____
Microprocessor controls	_____	_____
High gas heat	_____	_____
Manual outside air damper 0-50% (FLD)	_____	_____
<b>Norwood Community Center</b>		
<b>1 ea 8.5 ton package unit</b>		
Trane YSC102E3RLA package unit or equal	_____	_____
DX cooling, gas heat	_____	_____
Standard efficiency	_____	_____
Convertible configuration	_____	_____
8.5 ton	_____	_____
208-230/60/3	_____	_____
Microprocessor controls 3ph	_____	_____
Low gas heat 3ph	_____	_____
Manual Outside air damper	_____	_____
<b>Hawkins Recreation Center</b>		
<b>1 ea 10 ton unit</b>		
Rheem RHM>RKNL-B120CL22E package unit or equal	_____	_____
R410A	_____	_____
Gas/Elec	_____	_____
10T	_____	_____
230/3	_____	_____
Manual Air Damper	_____	_____

## Bid Form

Ron Nickel  
Purchasing Agent  
Birmingham, Alabama

Submitted below is my firm bid for Commercial HVAC Package Units for the City of Birmingham, in accordance with your invitation to bid and specifications dated August 3, 2011. Prices are f.o.b. Birmingham, Alabama delivered and I am bidding in accordance with specifications except as listed below.

Approx Qty	Description	Make/Model	Unit Price	Extended Total
Alabama Jazz Hall of Fame				
1	Commercial Gas/Electric 4 ton HVAC package unit		\$	\$
1	Curb adapter if necessary		\$	\$
1	Commercial Gas/Electric 7.5 ton HVAC package unit		\$	\$
1	Curb adapter if necessary		\$	\$
			<b>Total</b>	\$
Woodlawn Library				
2	Commercial Gas/Electric 7.5 ton HVAC package unit		\$	\$
2	Curb adapter if necessary		\$	\$
1	Commercial Gas/Electric 7.5 ton HVAC package unit (Goodman)		\$	\$
1	Curb adapter if necessary		\$	\$
			<b>Total</b>	\$
Norwood Community Center				
1	Commercial Gas/Electric 8.5 ton HVAC package unit		\$	\$
1	Curb adapter if necessary		\$	\$
			<b>Total</b>	\$
Hawkins Recreation Center				
1	Commercial Gas/Electric 10 ton HVAC package unit			
1	Curb adapter if necessary			
			<b>Total</b>	\$
			<b>GRAND TOTAL</b>	\$

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge and agree that the City encourages minority – and women – owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City’s business, economic and community revitalization programs.

**Bid Form cont'd**

**EXCEPTIONS TO SPECIFICATIONS:**

---

---

---

---

---

---

\_\_\_\_\_  
Date of Bid

\_\_\_\_\_  
Name (Print legibly or Type)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Tax ID Number

\_\_\_\_\_  
Post Office Box

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Terms of Payment

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Delivery Date

\_\_\_\_\_