

Adams 12 Five Star Schools

Invitation to Bid (ITB) Number 22-041

“General/Mechanical Prime Services of RTU Installation”

INVITATION TO BID (ITB)

READ THIS DOCUMENT CAREFULLY

This solicitation is being conducted under the procedures for competitive contracts established by Adams 12 Five Star Schools (“the district”). The district will award a contract based on the following:

LOWEST PRICE (COST)

All Scope of Work (Scope) requirements being met and with the lowest evaluated price (or cost)

4/29/2022 Issue Date

5/9/2022 Mandatory Pre-Bid Conference and Site Walk Date (see section 3)

5/17/2022 Questions Due Date by 10:00 AM Mountain Time

6/1/2022 Offer Due Date by 10:00 AM Mountain Time

1. **Solicitation Type:** Lowest Price (Cost)
 Firm Fixed Price, Contract

SUBMISSION OF OFFERS AND ITB CONTACT

2. **Submit questions to: Email** kelly.mickelson@adams12.org
Written questions concerning this solicitation document and its requirements will be answered in an amendment to this solicitation document that will formally provide all the questions and answers.

SUBMIT OFFERS TO BIDNET DIRECT ONLY AT:

<https://www.bidnetdirect.com/colorado/adams-12-five-star-schools>

Official electronic (PDF) copies of forms and appendices can be found at:

<https://www.bidnetdirect.com/colorado>. Please register with Rocky Mountain E-Purchasing System to obtain official documents.

3. Project description:

The documents listed in the following table provide details of the project.

Date of Document	Title/Description of Document
4/27/2022	Appendix A - Scope of Work Summary
4/26/2022	Project Manual
4/26/2022	Construction Drawings

Pre-Bid Conference/Site Visit:

A Mandatory Pre-Bid Conference will be held as follows:

Place:	Educational Support Center (main lobby) located at 1500 East 128 th Avenue, Thornton, CO 80241		
Date:	5/9/2022	Time:	10:00 AM Mountain Time

A representative of the Offeror must attend this mandatory conference in its entirety in order to qualify to submit an offer to this solicitation. Offerors who fail to arrive and sign the attendance record at the pre-proposal conference within five (5) minutes of the scheduled starting time shall be considered non-responsive and ineligible for award.

Anyone wishing to attend the pre-bid conference must have a valid government-issued photo ID. The portion of the building to be visited is restricted and must follow Federal Security Regulations requiring the following security practices:

- Additional sign-in and visitor badge to gain entrance into Intrex.
- Attendees will be escorted while on premises.
- Safety glasses are required in portions of the site (may be provided).
- **NO PICTURES** allowed inside the building.
- **NO ADDITIONAL** Site walks – bring all necessary equipment and sub-contractors to this conference and site walk.

Due to COVID-19, masks are optional for all site visitors while on premises. If you have been confirmed to be COVID positive, have any COVID symptoms, or are sick, stay home.

4. Proposed contract award and period of performance:

It is the intent of the district to award one contract under this solicitation. The anticipated period of performance is from execution of the contract through November 1, 2022.

5. Competitive negotiated subcontract using Lowest Price (Cost):

This solicitation shall be conducted using Lowest Price (Cost) that results in an award based on the lowest evaluated price (cost) of all acceptable offers.

Lowest Price (Cost), is based on the premise that value is expected to result from award based on an acceptable offer with the lowest evaluated price (cost).

The Scope of Work in this Invitation to Bid serves as the district's baseline requirements that must be met by each offer.

Selection will be made on the basis of the lowest evaluated price (cost) of offers meeting or exceeding the baseline requirements of the Scope of Work.

6. Evaluation process:

The district will evaluate offers in three general steps:

Step One—Initial Evaluation

An initial evaluation will be performed to determine if all required information has been provided and the offer is acceptable to meet the basic requirements as outlined in the Scope of Work. At the district's discretion, discussions with offerors will be held as necessary. Offerors shall be notified if their offer is determined to be unacceptable and the reasons for rejection will be provided. Unacceptable offers will be excluded from further consideration.

Step Two—Price (Cost) Evaluation

After an offer is evaluated as acceptable to meet the baseline requirements, the district will evaluate the price (cost) to determine the reasonableness and award to the lowest price offer per base bid and chosen alternates.

Step Three—Selection

Based on the acceptability and price (cost) suitability of the offers, the district will exercise one of the following options:

- (a) Select an offer and award the contract to the lowest price (cost), acceptable offer without discussion;
- (b) after discussion, select an offer, and award the contract;
- (c) make no award.

7. Bid preparation information:

- a. The bid must include a title page, including the solicitation title and number, name of your organization and name of the authorized contact (with postal address, telephone number(s), and email address). The solicitation title should be succinct and capture the essence of your offer.
- b. Formatting instructions
 - A page is defined as one side of an 8 ½" x 11" sheet of paper.
 - Use a 12-point font.
 - Maintain at least 1-inch margins on all sides.
- c. Submit in BidNet Direct ONLY, one (1) electronic, assembled PDF file, of the bid directed toward meeting the requirements of the Scope of Work. The bid shall identify any proposed changes to the Scope of Work as a stand-alone attachment to the bid. The proposal shall be organized in the following sections:

Section No.	Description
1	Cover Letter
2	Price/Cost Form
4	Certification regarding debarment, suspension, ineligibility and voluntary exclusion
5	Bond information and evidence of insurability
6	Addenda
Each section shall be a maximum of 6 pages.	

- d. Submit a completed **"Price/Cost Form"**. The offeror's price (cost) and delivery terms must be valid for 90 days from the date of the offer. The price (cost) bid should include support documentation for all categories of the bid price (cost).
- e. Provide a letter from the offeror's bonding company indicating available bonding capacity. Provide evidence from the insurance carrier certifying insurability for an amount equal to or greater than the construction cost.
- f. A cover letter including a **summary statement** indicating acceptance of the proposed Scope of Work or any change with the reason(s).
- g. **The cover letter shall also include either acceptance or change/exception with reason** to the contract schedule, anticipated period of performance, and the general terms and conditions and/or special terms and conditions. The offeror **shall** explain any proposed change/exception with respect to the contract terms and conditions. Any proposed change/exception must contain sufficient amplification and justification to permit evaluation. Such proposed changes/exceptions will not, of themselves, automatically cause an offer to be termed unacceptable. However, a large number of proposed changes/exception or one or more significant exceptions not providing any obvious benefit to the district may result in rejection of such offer as unacceptable.
- h. Bid bond is required for this project. The proposal must be accompanied by a Bid Bond in the form of a certified check, bank money order, cashier's check, or bid bond acceptable to the Owner in a sum equal to at least 5% of the base bid, payable without condition to Adams 12 Five Star Schools. Such Bid Bond shall guarantee that the bid will not be withdrawn or modified after the time limit set for the receipt of bids, and, if accepted, that the person, firm, or corporation submitting same shall, execute a contract with the Owner and shall within same time furnish the required bonds and approved sureties called for by these documents.
- i. The Bid Bonds of unsuccessful Bidders will be returned to the respective Bidders as soon as possible after the contract is signed and bond executed and furnished by the successful Bidder. In the event the Bidder whose bid is accepted fails to execute a contract and/or supply a performance bond and payment bond, the Bid Bond will be forfeited in full to the Owner as damages for the delay and extra work entailed thereby.
- j. This solicitation does not commit the district to pay costs incurred in the preparation and submission of a bid in response to this ITB.
- k. All published addenda, regardless of content, must be returned with the signature section complete as part of the offer. If the offer is not accompanied by all addenda, the offer is determined unacceptable, non-responsive and excluded from further consideration.

8. Solicitation Provisions—full text provided:

- a. Late submissions, modifications, and withdrawals of offers

Late offers will not be accepted. Offers may be withdrawn by written notice received at any time before award. Offers may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the offer before award.

- b. Solicitation disputes – [District Policy 3330 - Bid Protest Policy](#)

9. Solicitation provisions – applicable documents:

The documents listed below are applicable to this solicitation and resulting award:

- ✓ Appendix A – Scope of Work Summary
- ✓ Project Manual
- ✓ Construction Drawings
- ✓ Price/Cost Form
- ✓ Addenda
- ✓ Certification regarding debarment, suspension, ineligibility and voluntary exclusion
- ✓ Pro Forma Construction Agreement
- ✓ General Conditions
- ✓ Bid Bond form
- ✓ Performance Bond form
- ✓ Labor and Material Payment Bond form

10. Requirements after Award:

- a. Notice Regarding Payments to Contractors

It is the district's standard practice to make all payments to contractors via electronic (ACH) payments. Any Offeror receiving notification of an award under this solicitation must complete and submit a Request for ACH/Wire Banking Information form to the applicable Contract Administrator. Payments to contractors will be deposited directly into the contractor's designated bank account in accordance with the banking account provided on the form by an authorized company representative.

- b. Insurance Performance and Payment bonds will be required on this project for awards of \$50,000 or over.

In accordance with C.R.S. 38-26-105 & 106, for any award of \$50,000 or over, successful Bidder shall furnish, at the date of execution of the contract, a performance bond in the amount equal to one hundred percent (100%) of the Contract Sum as security for the faithful performance of this contract and also a labor and material payment bond in an amount not less than one hundred percent (100%) of the Contract Sum as security for the payment to all persons performing labor on the project under this contract and furnishing all materials in connection with this contract. All bonds required above shall be issued by companies authorized to do business under the

laws of the State of Colorado. The Company must be rated no less than "A-" by the latest edition of Best's Insurance Guide which is published by A.M. Best company, Oldwick New Jersey.

- c. Insurance Certificates in accordance with the General Terms and Conditions for Construction
- d. Workers Compensation Certificate of Insurance.