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**Invitation to Bid (ITB)**

**(REVISED 5/9/2023)**

**Coastal Gateway HVAC Replacement**

**Proposed Timeline:**

Invitation to Bid Released	Wednesday, April 26, 2023.
Mandatory Pre-Bid Site Visit	Monday, May 8, 2023 @ 11:00 am
Deadline to Ask Questions	Tuesday, May 9, 2023 @ 5:00 pm
Sealed Bids Due & Bid Opening	Wednesday, May 17, 2023 @ 1:30 pm
Contract Awarded	Tuesday, May 23, 2023.

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- Mandatory pre-bid site visit:  
**Time and date listed above for "Mandatory Pre-Bid Site Visit"**  
Meet at the Harbor District's Main Office, located at 3950 Avila Beach Dr., Avila Beach, CA 93424
  - Faxed or emailed bids will not be accepted. Sealed bids are due no later than:  
**Time and date listed above for "Sealed Bids Due & Bid Opening"**
  - Bid opening is public and will take place at the Harbor District Main Office (3950 Avila Beach Dr., Avila Beach)
  - To submit a bid, complete the "Bid Form" and return this entire packet in a sealed envelope plainly marked:  
**"BID – HVAC REPLACEMENT"**  
Failure to display this on your sealed bid envelope may result in bid disqualification.

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**Delivery of Bids:**

(Please note USPS express mail is **not** available to the Harbor Office)

**Fed Ex, UPS or Drop Off:**

Port San Luis Harbor District  
3950 Avila Beach Drive  
Avila Beach, CA 93424  
Phone: (805)-595-5410

**US Postal Service:**

*(It is advisable to ensure USPS mail delivery 1 day  
prior to bid opening.)*

Port San Luis Harbor District  
PO Box 249  
Avila Beach, CA 93424

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To obtain copies of the Project Scope, Instructions to Bidders, and Bid Form, or for submitting comments and questions, please contact the Facilities Manager:

Chris Munson (805) 595-5419 or [chrism@portsanluis.com](mailto:chrism@portsanluis.com)

## **Project Scope**

Port San Luis Harbor District (District) is requesting sealed bids to install (2) new ductless mini split systems and demo/remove the existing system.

### **Scope Items:**

- Remove and dispose of existing 5ton split HVAC system and ducting.
- Provide and install (2) new Mitsubishi m# MMSZGS36NAU1 3ton ductless head units. (or equal)
- Provide and install (2) new Mitsubishi m# MMUZGS36NAU1 3ton heat pump suitcase condensers. (or equal)
- Indoor and outdoor portions of new HVAC system to include coastal coating.
- Provide and install (2) wall mounts to the building exterior for condenser installation.
- Provide and install new Freon lines from both new head units to new condensers.
- Provide and install all material needed to run the condensate drain lines for both head units.
- Customer will use the provided handheld wireless controllers as thermostats.
- Start up and confirm all operations.
- Work to be completed during normal working hours from 7:00 am to 3:30 pm Monday through Friday.
- Roofing, framing, welding of hand rale, drywall, patching and or painting will be done by others.
- Prefer installation by June 30, 2023.
- Customer will hire an electrician to run the power to the new condensers that will be located under the stairs.
- Labor is figured as prevailing wage.

## **Instructions to Bidders**

- 1 **GENERAL:** The District reserves the right to reject any and all bids and waive any informalities. The District also reserves the right to award, not award, or re-bid the project.
- 2 **SPECIFICATIONS:** See **Exhibit A** Mitsubishi MMSZGS36NAU1 & MMUZGS36NAU1 Brochure
- 3 **PLAN:** See **Exhibit B** for Coastal Gateway Existing HVAC. See **Exhibit C** for Coastal Gateway Site Plan.
- 4 **EXISTING CONDITIONS:** Each contractor shall have examined or researched the existing conditions of the site before bidding and shall be responsible for having acquired full knowledge of the job and of all conditions affecting it. No variations or allowances from the contract sum will be made because of lack of such examination.
- 5 **WARRANTY:** The Contractor shall warranty the materials and workmanship of the HVAC materials and installation for a period of 365 days and shall repair defects identified.
- 6 **RATES:** Prevailing wage rates apply for this project. Certified payroll forms must be provided to the Harbor District for payment. Contractors must comply with SB 854 (see Item 13, below) and must be registered with the Department of Industrial Relations (DIR). Electronic certified payroll records must also be submitted to the Labor Commissioner using the DIR's online system (<https://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html>). The District shall provide Contractor with the DIR Project ID, or PWC-100 number, at time the Notice to Proceed is given.
- 7 **COMPLETION OF WORK:** Project work shall commence within 30 days after receipt of Notice to Proceed from the District unless otherwise noted by contractor on Bid Sheet.
- 8 **WORKING TIME:** Daily work activities shall begin no earlier than 7:00 a.m. and shall conclude no later than 3:30 p.m. Weekend days and holidays are to be avoided.
- 9 **STAGING AREA:** The District will provide an equipment staging area for the Contractor.
- 10 **RESTROOM FACILITIES:** Public restroom facilities are accessible below the worksite.
- 11 **PROTECTION OF WORK AREA:** Contractor to assure no construction materials or debris are deposited in any open drainage culvert or storm drain. Work area to be properly secured to keep the general public away from work area.
- 12 **INSURANCE REQUIREMENTS:** Liability insurance in the amount of \$1,000,000 with the District named as an "Additional Insured" will be required. A copy of certification is required before work begins. Proof of workers compensation also required prior to commencement of work.
- 13 **SENATE BILL 854 COMPLIANCE:** Effective March 1, 2014, Senate Bill 854 requires contractors to comply with the following:

Contractor agrees, in accordance with Section 1771.1 of the California Labor Code, that contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract

Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to California Labor Code section 1725.5. Contractor agrees, in accordance with Section 1771.4 of the California Labor Code, this Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

- 14 **PRE-BID CONFERENCE – A MANDATORY** pre-bid conference will be held to discuss all relevant issues associated with the ITB. Contractors who have already inspected the site for HVAC replacement are not required Meeting location of pre-bid conference will be at the Harbor District’s Main Office located at 3950 Avila Beach Drive, Avila Beach, CA 93424. The time and date for this pre-bid conference are provided on the first page of this bid packet, indicated in **“Mandatory Pre-Bid Site Visit.”**
- 15 **BID SUBMISSION, OPENING, AND WITHDRAWAL:** To submit a bid, complete and return this entire Invitation to Bid packet before the date and time indicated in **“Sealed Bids Due & Bid Opening”** found on the first page of this packet. No bids received after the time specified in the Invitation to Bid will be considered. All bids will be opened and declared publicly. The bid shall remain valid for thirty (30) days following bid opening. A bidder may withdraw their bid without prejudice before the time of bid opening by submitting a written request to the Facilities Manager for its withdrawal.
- 16 **BID DETERMINATION:** The District intends to award the contract to the lowest responsible, responsive bidder which shall be the lowest GRAND TOTAL PRICE.

**Bid Form – Coastal Gateway HVAC Replacement**

The undersigned contractor has carefully checked all figures in this proposal against the above requirements and specifications. All taxes and any fees shall be included in total cost. The undersigned agrees to accept as full payment the following sum:

**LABOR** \$ \_\_\_\_\_

**MATERIALS** \$ \_\_\_\_\_

**GRAND TOTAL (Sum of Bid Items 1 & 2)** **\$ \_\_\_\_\_**

**Projected Start Date** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_

**Contractor's Signature** \_\_\_\_\_

**Contractor's License #** \_\_\_\_\_

**Public Works Registration #** \_\_\_\_\_

**Business Mailing Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

**Enclosures:**

**Description**

Exhibit A – Mitsubishi MMSZGS36NAU1 & MMUZGS36NAU1 Brochure

Exhibit B – Coastal Gateway Existing HVAC – Mechanical Plans

Exhibit C – Coastal Gateway Building Site Plan

**Received (Contractor to Initial)**

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**Invitation to Bid (ITB)  
Coastal Gateway HVAC Replacement  
Addendum #1 and Q&A – 5/9/2023**

**Revisions**

- Pg. 2, Project Scope, Scope Items: Include coastal coating - *Interior and exterior portions of new HVAC system to include coastal coating.*
- Pg. 2, Project Scope, Scope Items: units are to be wall mounted - *Provide and install (2) wall mounts to the building exterior for condenser installation.*

**Questions and Answers from Pre-Bid Job Walk:**

**Question 1:** Is the contractor responsible for removal and disposal of the ducting and furnace?

**Answer 1:** Yes

**Question 2:** Will the contractor or the Harbor District be responsible for the drywall work after the old HVAC is removed?

**Answer 2:** The Harbor District will perform this work.

**Question 3:** Is the contractor responsible for removing the old condenser?

**Answer 3:** Yes

**Question 4:** Would the Harbor District prefer to have the new condensers wall mounted?

**Answer 4:** Yes, revised ITB accordingly

**Question 5:** Would the Harbor District like coastal coating for the HVAC units?

**Answer 5:** Yes, revised ITB accordingly

**Question 6:** Should the coastal coating be done for indoor and outdoor portions, or just outdoor?

**Answer 6:** Both indoor and outdoor