PROJECT MANUAL

INCLUDING SPECIFICATIONS

FOR

CITY COLLEGE OF SAN FRANCISCO
50 Phelan Avenue - San Francisco, California

Air Conditioning Replacement for Batmale Hall Data Center

Job Number: RFQ 015
September 19, 2012
INVITATION FOR BID

The City College of San Francisco will receive sealed bids in Purchasing, 33 Gough Street, San Francisco

October 16 2012 at 10 AM for

Air Conditioning Replacement for Batmale Hall Data Center
50 Phelan Ave, San Francisco, CA

and publicly open bids on October 16, 2012 at 10:30 AM at the same location.

The bid must be complete.

SCOPE OF WORK:
The City College of San Francisco Technology Division operates a Data Center containing internal computing and communication systems. The Data Center is located in Batmale Hall on the Ocean Campus and is approximately 1,565 sq ft in size. This Scope of Work describes a replacement of the existing Data Center Air Conditioning system which has reached the end of its useful life. An existing cooling tower system will remain in place and be used in conjunction with the Air Conditioning system described below.

Description – Indoor Components
Deliver and install a new Computer Room Air Conditioning system in order to meet the current and anticipated cooling needs of the Data Center. The required room operational temperature range is 68-72 degrees. The specified Air Conditioning system is a water-cooled Liebert DS system or equivalent with 20-ton capacity. For specific product information: Liebert's web page: http://bit.ly/Sv3Vxr The system will be Downflow in design with a physical size not to exceed 80"H x 108"W x 36"D. Utilize existing circuit breaker and flexible conduit electrical feed to Air Conditioning unit and extend as required. Clean entire piping system and prepare for re-use. Extend existing condensate to point of connection as required. Provide detailed estimate of time during which air conditioning services will be unavailable as a result of this replacement. Schedule replacement date and time with Technology Division Management Team prior to proceeding with work. Provide temporary cooling capacity to Data Center while replacement work is underway. Perform system acceptance testing upon completion of Air Conditioning system installation to include demonstration of temperature control capability and on/off procedures. Verify integrity of seals for all liquid-based connection points and ensure only condensation moisture is released by the system. Verify proper system performance at specified operating range for a period of 72 hours prior to completing installation. Remove old Air Conditioning system from City College premises and discard in accordance with State and Local regulations.

Please note: a new cooling tower has already been obtained. It is expected the successful respondent will perform a survey and create any needed drawings, as part of the bid response.

TIME OF WORK: 40 Calendar Days from Notice to Proceed Date.

LIQUIDATED DAMAGES: $1000 /Calendar Day

CONTRACT DOCUMENTS: Contract Documents can be obtained at Purchasing Dept. 33 Gough Street, San Francisco (415)487-2413, between 8:30AM and 4:30PM starting September 20, 2012.

SITE ACCESS/BIDDER’S CONFERENCE: A site walk-thru to review site conditions is scheduled for October 2nd, 2012 at 10am at 50 Phelan Avenue, Batmale Hall Room 108, San Francisco CA 94112.

Site Access: The site is available for review during the bid period. Appointments must be scheduled prior to arrival. Contact Tim Ryan 415-452-5352 or Doug Re 415-239-3217 at the site.

BONDS REQUIRED: Bid - 10 % of bids over $15,000 Performance & Payment - 100 % of bids over $25,000.
CONTRACTOR'S LICENSE: Bidder must have a valid Contractor's license to bid work and must possess said license for the trade work being performed. Contractor's license required for this work: C38 Refrigeration

BIDDER REQUIREMENTS

Bidding companies must have a minimum of five years of verifiable Data Center air conditioning system experience and include a minimum of two references with the Bid. Bidding companies must have verifiable experience in an educational environment. Air Conditioning system installers must be certified by the manufacturer of the specified Air Conditioner system. All workers involved in the on-site installation process must be employees of the bidding company or licensed contractors and must be members of the associated trade union. No substitutions to the installation team will be accepted without written permission. Professional resumes are required for all individuals involved in the project. Bidder must offer warranty services for the proposed Air Conditioning system and be able to provide 4-hour response time for repair services. Bidder to include a 10% contingency fee in the itemized proposal. Bidder acknowledges payment for services will not be made if the system performance cannot be verified at the specified operating range for a period of 72 hours. Successful respondents may be required to participate in interviews at the site in San Francisco. Attendance will be at your own expense.

SMALL LOCAL BUSINESS ENTERPRISES:

It is the policy of the San Francisco Community College District to encourage full and equitable business opportunities in the areas of construction and construction-related services for all small local business enterprises wishing to do business with the District. Prime contractors are encouraged to seek the participation of local small, minority and women owned firms as subcontractors for this project and all District public works projects. Local small, minority and women owned firms qualified to perform work on this project are encouraged to attend the pre-bid meeting to meet prospective prime/general contractor bidders for this work or to bid as prime contractors.

SMALL BUSINESS ENTERPRISES:

Prospective bidders and subcontractors are on notice that the Board of Trustees has adopted a policy to encourage and facilitate full and equitable business opportunities, specifically in the area of construction contracting for all small businesses wishing to do business with the District. As such, the District has determined that the minimum small business subcontracting participation goal on this project to be twenty-five percent (25%). Please review the Small Business Enterprise Rules, Regulations, Requirements and Forms section of this bid document for more information on how to comply with this contract requirement. In addition, qualified SBE firms are encouraged to bid as prime contractors for this project. Accepted SBE certifications are the California Department of General Services and San Francisco Human Rights Commission.

HIRE LOCAL WORKERS POLICY:

The Board of Trustees has adopted a policy intended to target employment opportunities created by the District’s construction contracts to its qualified students, particularly graduates of its construction job training programs. In addition, contractors bidding on this project are encouraged to recruit and hire qualified residents of the City and County of San Francisco for work created by this project, as feasible.

DISTRICT RIGHTS:

The City College of San Francisco reserves the right to modify the terms or conditions of this bid at any time prior to the closing date of the RFP. Notice of any changes will be posted on the District’s website at http://www.ccsf.edu/Offices/Facilities_Planning. Bidders are responsible for being aware of all current terms and conditions in the RFP. City College of San Francisco also reserves the right to reject any or all bids and to waive any irregularities in bid documents that the College, in its discretion, determines to be immaterial.

PREVAILING WAGES:

Bidder's attention is called to the requirements for payment of prevailing wages.

ADVERTISING DATES: First 9/24/12 Second 10/1/12
PROJECT MANAGER: ITS to coordinate project planning, with Buildings and Grounds to coordinate the actual installation. Phone: 415 452-5352
BID FORM

SECTION E

Page 1 of 1 Bid Proposal

rev. 5/1/00 SUBMIT - FIRST STAGE

Contractor: _________________________________________

Bid to be Received by and Opened at - Date/Time: 10/16/12- 10 am

BID 015 FORM

To the City College of San Francisco, Purchasing Office, 33 Gough Street, San Francisco, CA 94103. Staff will date/time stamp each bid upon receipt in Purchasing. Bid for:

Project Name – Air Conditioning Replacement for Batmale Hall Data Center
50 Phelan Avenue, San Francisco, CA

The undersigned has reviewed the site conditions, examined all bidding documents and the site for the above project and agrees to furnish and pay for all labor, material, equipment, plant, appurtenances, services, sales, consumer and use taxes required by law, and including utilities and transportation required to complete this project according to all the requirements of the Contract Documents, including all addenda, at and for the price(s) stated below regardless of any increase in wage scales or material prices.

The Contractor in submitting its bid, guarantees the following prices for seventy-five (75) days.

BASE BID:

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ALTERNATE #1:

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UNIT PRICE #1

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See Instruction to Bidders, section 6, for Basis of Determination of Lowest Bid

Acknowledge receipt of Addenda Nos. ____________ Contractor: ________________________________

(Company) (Signature of Bidder)

(Contractor License Number) (Title of Bidder)

(License Expiration Date) (Business Address)

(San Francisco Business Tax Certificate Number) (Telephone Number)

(FAX Number)

If a Corporation, incorporated in the State of: By: ________________________________

(Officer)

(Title)