Date: December 2, 2019

Project Manager: David Stauth
Telephone: 316-978-3106
E-Mail Address: David.Stauth@wichita.edu
Website: www.wichita.edu/purchasing

Project Name: NCAA Summer Camp: Heskett Center Temporary HVAC
Wichita State University
1845 Fairmount St.
Wichita, KS 67260

This Contract shall cover the procurement to furnish all Materials, Equipment, Parts and Labor for the Heskett Center Temporary HVAC project for Wichita State University, Facilities Planning Department, Wichita, Kansas.

READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions of this Request may result in the rejection of a bid. Inquiries about this Request should indicate the contract number and be directed to the procurement officer. Return in a sealed envelope or other container only the signature page and bid forms not later than the closing date indicated in the schedule. Retain the remaining documents for reference.

This Notice to Bidders is intended to be used in conjunction with the Request for Quotation, Terms and Conditions. Please view the file posted on www.wichita.edu/purchasing, WSU Bid Solicitations page, Boilerplate of Request for Quotation: Terms and Conditions/Bidding Instructions for information regarding WSU’s standard terms and conditions to an Request for Quotation.
PROJECT DESCRIPTION

Wichita State University will be hosting an NCAA Summer Camp July 20\textsuperscript{th} – 26\textsuperscript{th}, 2020. The Heskett Center gymnasium is an unconditioned space that will be required to have temporary cooling for the event. The gymnasium is on the second level of the building and is on an exterior wall along the east and south sides with paved surfaces below where equipment could be located. The gymnasium has several sets of access doors with louvers in the exterior wall that might be able to be used to bring in equipment or air supply/exhaust from the east and south sides. The gymnasium area to be cooled is roughly 2,491,000 CF (55,364 SF with approximately 45’ of ceiling height – this number to be verified by bidder).

PROJECT REQUIREMENTS

1. The required cooling levels needs to anticipate an estimated 300 people maximum at any one time will be in the gymnasium, including guests, visitors, press, players, and officials.
2. The bidder shall provide all equipment and labor, including HVAC cooling equipment, generators, electrical connections, ducting, etc as required to be a complete “turnkey system” to cool the gymnasium to the contracted temperature levels. Where possible items shall be removable to be taken down after the event and returned to “normal.”
3. All emergency exits and egress pathways from the gymnasium shall be maintained at all times.
4. All emergency exits and egress pathways from the building shall be maintained at all times.
5. All building fire alarm systems shall be maintained and operable at all times. If any system is to be turned off temporarily, notify the University and a fire watch must be instituted until the system is operable again.
6. It is preferred that any temporary equipment located on the ground level around the building shall be placed on paved surfaces such as the pedestrian sidewalks that surround the building on the east and south sides. These sidewalks are 6” concrete and can take the load of standard trucks and equipment. The contractor shall verify the weight of all heavy loads of more than 1,500 pounds with the university prior to driving on the walks.
7. Any damage to the paved paths & drives due to overloading will be the responsibility of the bidder if they did not first coordinate the weight of the equipment with the University and get approval.
8. Any damage to the building, or other university property shall be repaired by the bidder at their expense.
9. Any pedestrian walkways that are used for equipment shall maintain a minimum 5’-0” clearance for pedestrian traffic.
10. All equipment staged around the building shall be roped off or protected by temporary site fencing as needed to protect the equipment and the pedestrians.
11. Temperature readings to determine if the contracted temperature range is being met shall be taken from the middle of the gym at a column along the west wall at a height of five feet above the floor, see the included second floor plan for the exact location.
12. The University will take temperature readings from the specified location. Temperature readings will be monitored at no less than once per hour. If readings are above the contracted temperature range, the bidder will be notified immediately, and the temperature will be checked twice more at 30 minute intervals to see if the system has cooled the space down to the contracted range. If the range has not been met within 1 hour of going above the specified range, the bidder has two additional hours to make the adjustment required to reach the contracted temperature range or damages could be assessed (see damages section page 4).
13. If the temperature is above the contracted range for a prolonged period of more than 3 hours per above, the contractor may conduct a headcount in conjunction with the University to determine if there are more than the maximum 300 people present in the gym, if there are more than 300 people, damages for that occurrence will be waived.
14. The equipment must be set up and the selected temperature range must be achieved by 5pm Friday July 17\textsuperscript{th}, 2020 prior to the start of the event.
15. The bidder shall be on-call 24 hours a day from July 17th-26th in case of loss of cooling or other equipment issues.

16. The bidder shall provide all required engineering in their bid price including determining fresh air requirements and meeting those levels.

17. WSU has a small lift that is kept in the Heskett Center that can be used to access the ceiling mounted furnaces. Contractor to provide other lifts and equipment as needed.

BID INFORMATION

Base Bid of Assumed Quantities:
In compliance with the Instructions to Bidders and subject to all conditions thereof, the undersigned hereby proposes to furnish all material and equipment and to perform all labor for and incidental to the entire Work for the Project, all in accordance with the Specifications and Contract Documents as prepared by the bidder for the following items:

A. Project requirements as per this bid form.
B. See included architectural, plans and guidelines for the existing building and gymnasium space to be included as reference for this bid. No specification book will be issued.
C. Additional building drawings from the University archives can be made available upon request.

Cooling Options:

Provide bid prices for the following options for the University to select one of the three.

Option 1: All equipment and labor as required to cool the gymnasium to a temperature of 72-74 degrees factoring in an estimated maximum attendance of 300 people.

Option 2: All equipment and labor as required to cool the gymnasium to a temperature of 74-76 degrees factoring in an estimated maximum attendance of 300 people.

Option 3: All equipment and labor as required to cool the gymnasium to a temperature of 76-78 degrees factoring in an estimated maximum attendance of 300 people.

The above referenced bid options shall be provided by the Contractor for the sum of:

Option 1: (write) ___________________________ Dollars, $________________________

Option 2: (write) ___________________________ Dollars, $________________________

Option 3: (write) ___________________________ Dollars, $________________________

Contractor Markup:
The bidder shall initial that they acknowledge the maximum allowed percentage markup for their purchase of materials including finishes and fixtures, write in if markup is lower than the maximum allowed.

Markup: ______ 10 _______ % Initial Acceptance: ________________
The bidder shall initial that they acknowledge the maximum allowed percentage markup for the work of their subcontractors, write in if markup is lower than the maximum allowed.

Markup: ___ 10_______ %  Initial Acceptance: ______________

Completion Time:
The undersigned agrees to have all equipment set up and operational and at the required temperature range by 5pm Friday, July 17th 2020, prior to the start of the event. The equipment shall be turned on and the room cooled to the selected optional temperature by this time and throughout the duration of the event.

The undersigned agrees to have all equipment removed by Friday July 31st, after the conclusion of the event.

Liquidated damages may be assessed at the rate of $500 per day if the Contractor does not have the system operational and the gymnasium cooled to the selected temperature range by the start of the event on July 20th.

Liquidated damages may be assessed at the rate of $50 per day if the Contractor exceeds the time to remove all temporary equipment after the event.

Additional Requirements and Stipulations:
The contractor will be required to coordinate work with the University, as there may be events on campus and nearby.
The bidders are required to hold their bid price for 30 days from the date of the bid due date.

Subcontractors:
The undersigned proposes to use the following Subcontractors for this Project:

- Mechanical Work
- Electrical Work
- Plumbing Work
- Other: __________________

References:
Provide up to three work references for completed jobs:

1. Name / Phone: ________________________________
2. Name / Phone: ________________________________
3. Name / Phone: ________________________________
TAX CLEARANCE

Wichita State University strongly supports the State of Kansas Tax Clearance Process. Vendors submitting bids or proposals which exceed $25,000 over the term of the contract shall include a copy of a Tax Clearance Certification Form with their submittal. Failure to provide this information may be cause for rejection of a vendor’s bid or proposal.

A “Tax Clearance” is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to changes(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

To obtain a Tax Clearance Certificate, you must:

- Go to [https://www.kdor.ks.gov/apps/taxclearance/Default.aspx](https://www.kdor.ks.gov/apps/taxclearance/Default.aspx) to request a Tax Clearance Certificate
- Return to the website the following working day to see if KBOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate was not issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every bid response.

Please Note: Individual and business applications are available. For applications entered prior to 5:00 PM Monday through Friday, results typically will be available the following business day. Tax clearance results may be denied if the request includes incomplete or incorrect information.

Please Note: You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

A copy of the Certification of Tax Clearance form received from the Kansas Department of Revenue should be sent along with the bid response to:

Wichita State University
Purchasing Office
1845 Fairmount Street, Campus Box 012
Wichita, KS 67260-0012

Failure to provide this information may be cause for rejection of vendor's bid or proposal.

Information about Tax Registration can be found at the following website: [http://www.ksrevenue.org/forms-btreg.html](http://www.ksrevenue.org/forms-btreg.html)

The WSU Purchasing Office reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, the WSU Purchasing Office reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or WSU may proceed with an award to the next lowest responsive bidder, whichever is determined by the Purchasing Director to be in the best interest of WSU and the State.
CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL

All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State’s option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the State, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person’s participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the State’s request, Contractor is expected to produce to the State any documentation or other such evidence to verify Contractor’s compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

____________________________________________
Signature, Title of Contractor  date
Contact Information:

David Stauth
Telephone: 316-978-3106
E-Mail Address: david.stauth@wichita.edu
Wichita State University
1845 Fairmount Street
Office of Finance and Administration, Campus Box 47
Wichita, KS 67260-0012

Failure to notify the Project Manager of any conflicts or ambiguities in this Solicitation for Bid may result in items being resolved in the best interest of Wichita State University. Any modification to this Request shall be made in writing by addendum and mailed to all bidders who received the original request. Only written communications are binding.

Sales Tax Determination: This Project has been determined by the Kansas Department of Revenue to be exempt from Kansas Sales Tax(es). The cost of said tax must be EXCLUDED FROM all Bid and Contract prices. Sales tax includes all applicable state, county and city sales tax. “The University will provide the Contractor with a tax exemption number for their use.”

Contact: For technical information regarding the project specified in this solicitation and to arrange for a site visit, contact:

David Stauth, Facilities Planning

Any correspondence by potential bidders, with WSU, must be documented in writing and submitted to the Office of Facilities Planning, to be considered for any possible addenda, and/or in the evaluation of the bid. Any change in specification shall be authorized only by the Office of Facilities Planning and will be issued by written addendum.

Contract Documents:

Bids shall include all information from the contract documents. The contract documents consist of:

1. Bid Form (9 pages).
2. Heskett center building and site plans (6 sheets).
3. Any addenda that may be distributed by the University prior to the end of the day on December 16th.

Bid Schedule:

The following schedule shall be observed for the bid process.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 4th, apx.</td>
<td>Bid package distributed.</td>
</tr>
<tr>
<td>December 9th</td>
<td>Prebid Meeting: meet in the Heskett Center Lobby. You may park in lot 5 or 19W to the north across the street.</td>
</tr>
<tr>
<td>December 13th</td>
<td>2pm, deadline to send in questions to the project manager.</td>
</tr>
<tr>
<td>December 16th</td>
<td>5pm, WSU respond to all bidder’s questions, final addenda distributed.</td>
</tr>
<tr>
<td>December 18th</td>
<td>All bids due by 2pm.</td>
</tr>
</tbody>
</table>
Addenda:
Any addenda that may be distributed by the University shall be considered to part of the contract documents.

Site Visits:
Bidders and their subcontractors may arrange to visit the site and tour the home during the bid process. Please provide up to 24 hours-notice for any site visits.

Bid Submission:
All bids shall be submitted to the Office of Purchasing in room 021 in Morrison Hall by 2:00pm on December 18th. Bids shall be in a sealed envelope with the bidder’s name and address. Bids will be opened in a private session by University staff. It is advised that bids are hand delivered by the bidder rather than by currier so that the correct delivery location can be confirmed.

Anticipated Schedule:
1. The University’s intent is to select a contractor within thirty days of bid due date.
2. The Contractor and the University shall hold a job site pre-construction meeting prior to beginning work.
3. Equipment installed and operational with cooling reaching desired range by 5pm Friday, July 17th, 2020.
5. All equipment removed by Friday July 31st, 2020.
SIGNATURE SHEET

Closing Date:  December 18th, 2pm

The undersigned acknowledges receipt of the following addenda (if issued) to this Request for Quotation:

___#1   ___#2   ___#3   ___#4   ___#5   ___#6   ___#7   ___#8   ___#9   ___#10   ___#11   ___#12

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified.

State Tax: The undersigned attests this Bidder is not in arrears in taxes due the State of Kansas.

Legal Name of Person, Firm or Corporation_________________________________________________________

Mailing Address_________________________ City & State___________________________________________ Zip ________

Toll Free Telephone___________ Local_________________________ Cell: _____________ Fax__________

Tax Number__________________________________________________________

CAUTION: If your tax number is the same as your Social Security Number (SSN), you must leave this line blank. DO NOT enter your SSN on this signature sheet. If your SSN is required to process a contract award, including any tax clearance requirements, you will be contacted by an authorized representative of the Office of Purchasing at a later date.

E-Mail __________________________________________________________________________________________

Signature ___________________________________________ Date ________________________________

Typed Name ___________________________________________ Title _________________________________

Items required with your Bid: The items below, that are checked, must be submitted with your bid for your offer to be considered responsive to the Request for Quotation. Please view the file posted on www.wichita.edu/purchasing, WSU Bid Solicitations page, Boilerplate of Request for Quotation: Terms and Conditions/Bidding Instructions for more information and clarifications to the submission of these required items.

_x_ Bid Bond or Guaranty (mandatory if a Performance and/or Public Works Bonds are required see terms and conditions)

_x_ Certificate of Insurance

_x_ References as required

_x_ Acknowledgement of all addenda

_x_ Acknowledgment Proposed Timeline of project and completion dates

_x_ Certification regarding Immigration Reform and Control