**LEWIS-CLARK STATE COLLEGE**

**REQUEST FOR INFORMAL BIDS**

**Issue Date: March 28th 2025**

**Project: Student Union Building – Refrigeration Equipment Replacement**

**Project #:** **LC 250010**

**Owner/Agency:**

Lewis-Clark State College (LC State)

Physical Plant

538 11th Ave

Lewiston, ID 83501

(208) 792-2247

Owner Contact: Redgy Erb / [rgerb@lcsc.edu](mailto:rgerb@lcsc.edu)

**Bid Due Date:**

Bids shall be due no later than **2:00 PM. (Pacific Time) May 1st, 2025. Bids** shall be delivered or mailed to LC State Physical Plant, 538 11th Ave, Lewiston, Idaho 83501. Bidder is responsible to ensure bids are received by the date and time listed.

**Pre-Bid Walkthrough (Mandatory):**

Location: LC State Physical Plant, 538 11th Ave, Lewiston, Idaho, then adjourn to the site.

Date/Time: **April 17th, 2025 at 10:00 AM**

**Project Scope:**

Project scope includes demolition of existing refrigeration equipment, and installation of new refrigeration equipment for two (2) walk-in coolers and two (2) walk-in freezers at the food service kitchen of the Student Union Building, located at 830 5th Street, Lewiston, ID. The work also includes replacement of refrigerant line sets running between condenser units and indoor evaporative coolers.

**Requirements:**

See Exhibit A

**STATE POLICY** (By reference):

Informal bids shall be based on provisions of § 67-2805 of the Idaho Code along with § 44-1001 and 44- 1002 dealing with labor preference and §72-1717 dealing with an alcohol and drug-free workplace.

**SUPPLEMENTAL CONDITIONS:**

1. Bids are to be submitted to the Owner/Agency by the date and time listed above and to the location listed above.
2. Informal Bid Proposal form is attached. The form shall be completed in its entirety. If a section does not apply, mark “NA” in that section. Incomplete bid forms will be deemed non-responsive.
3. Bidders are asked to not contact LC State departmental personnel with questions regarding the project. All questions should be directed to the LC State and Engineer’s contact listed above.
4. Bid addenda will be issued by the Owner/Agency. Bidders shall acknowledge receipt of all addenda on the informal bid proposal form.
5. Informal bid proposal form shall be signed by a signatory of the contractor having authority to bind the contractor to contracts.
6. A bid bond is not required.
7. A performance bond and labor and materials payment bond each in the amount of one hundred percent (100%) of the contract amount will be required for work accomplished on this contract prior to execution of the contract.
8. An Idaho Public Works Contractors License is required at the time of submitting a bid for this project. All contractors, specialty contractors, and sub-contractors must have an Idaho Public Works Contractors license as suitable for work to be accomplished on this contract at the time of bid.
9. Prevailing Wage / Davis-Bacon Wages are not a requirement of this project.
10. A building permit is required for this project and shall be included within the contractor’s bid. Building permits are issued by the Idaho Division of Occupational & Professional Licenses (DOPL), and can be calculated on their website: https://dbs.idaho.gov/building-fees-calculator/
11. A DOPL plan review is not required since the work constitutes a like-for-like equipment replacement.
12. A Contractor’s Affidavit Concerning Alcohol and Drug-Free Workplace must be submitted with the bid.
13. Idaho Naming Law is a requirement for bidding this project. All specialty contractors and sub-contractors shall be listed on the contractor’s informal bid proposal form.
14. The contractor will be required to maintain Contactors Liability Insurance to include Workman’s Compensation ($1,000,000), Commercial General Liability ($1,000,000 per occurrence and $2,000,000 aggregate minimum) and Automobile Liability ($1,000,000) combined single limits for bodily injury and property damage). Provide a Certificate of Insurance prior to bid award.
15. The Owner/Agency will review all submitted bids for conformance with the bidding documents, and shall award the contract for construction to the low apparent bidder.  The Owner/Agency will initiate a Professional Services Agreement with the low bidder as the form of contract.
16. Contract time: Bidder agrees to commence work on a date specified in writing by the Owner/Agency as the Notice to Proceed, and to substantially complete the work within **120 consecutive calendar days** thereafter.
17. All work is to be Substantially Complete by **July 31st 2025.** Bidder further agrees to pay as liquidated damages, the sum of **$500 (five hundred dollars)** for each consecutive calendar day after the established substantial completion date or adjusted date as established by change order.

**Exhibit A – Requirements/Specifications**

**Student Union Building – Refrigeration Equipment Replacement**

Base Bid Proposal Work:

1. Demolition work shall include the following, unless otherwise specified:
   1. Removal of existing condenser unit, curb/platform to remain
   2. Removal of four (4) indoor evaporative coil cooling units
   3. Removal of four (4) sets of refrigerant line sets
   4. The contractor shall be responsible for the proper disposal of all demolition materials, and proper capture and disposal of refrigerants.
2. Provide and install new refrigeration equipment:
   1. One (1) new condenser unit (roof-top mount, on existing curb/platform)
   2. Four (4) new indoor evaporative coil cooling units, following, but not limited to the following requirements:
      1. New, pre-engineered, factory-assembled units
      2. To be installed in same location
      3. The contractor shall site-verify the cooling load and electrical requirements for the new equipment.
   3. Four (4) sets of refrigerant line sets – connect to new units
   4. Provide TXV, solenoid, electronic thermostat
   5. Contractor to provide manufacturer’s shop drawings showing intent of new work. Shop drawing shall include at a minimum:
      1. Refrigeration equipment schedule
      2. Refrigeration equipment installation details
      3. Electrical installation details and wiring diagrams
      4. Roof pad details
      5. Condensate drain line detail
      6. Specifications at the level of detail required for a complete system installation. Specifications may be inserted into the shop drawings (sheet specs) or submitted separately.
      7. Deviations from the shop drawings shall be recorded on the shop drawings and submitted to LC State for as-built drawings.
   6. Reconnect condensate drain line(s) and apply heat tape for freeze protection (freezer location only)
   7. Charge units with 448-A refrigerant
   8. System start-up and operations check
   9. Owner training per manufacturer’s standards
   10. All associated electrical work
   11. All DOPL building permits and inspections required
   12. Warranty: manufacturer’s standard equipment warranty of not less than four (4) years, and contractor’s workmanship warranty of not less than one (1) year.
3. Other Project requirements
   1. The contractor shall be provided an adequate staging/laydown area at the job site.  It shall be the contractor’s responsibility to secure all tools, equipment, and materials.
   2. Parking permits (if required) shall be provided by LC State.
   3. Jobsite Utilities: LC State shall provide sanitary facilities; the contractor shall maintain such facilities in a clean or orderly manner. If unsatisfactory conditions are found, the contractor may be required to provide their own facilities (port-a-potty).  LC State shall provide the contractor use of onsite electricity (115v) and water.  Service charges for electricity and water shall be paid for by LC State.
   4. Jobsite safety is the contractor’s responsibility.  At a minimum, all employees of the contractor shall wear personal protective equipment as the work tasks warrant, and provide adequate measures to protect building occupants from jobsite hazards.
   5. Occupied Facilities:  The Student Union Building may be occupied during the course of the work.  The contractor shall ensure the jobsite surroundings are free of construction materials that would pose a safety hazard to the building occupants (nails, screws, sharp objects, etc.).
   6. The contractor shall be required to protect surrounding surfaces from damage. It is highly recommended the contractor photo-document existing conditions prior to the commencement of work.
   7. The contractor shall be allowed to use the elevator located in the Student Union Building. The interior cab floor and walls shall be protected.
   8. Work shall be conducted during the city’s noise ordinance hours, 7:00 a.m. – 10:00 p.m.
   9. Hazardous materials: sampling and testing for hazardous materials (asbestos, lead based-paint) shall be conducted by LC State.  Lab results will be shared with the contractor.  Abatement of any discovered hazardous materials will be conducted by LC State.  Any sampling/testing required post-abatement will be shared with the contractor prior to the commencement of the work.

**INFORMAL BID PROPOSAL FORM**

**Informal Bid Proposal for:**

**Project: Student Union Building – Refrigeration Equipment Replacement**

**Project #:** **LC 250010**

**Lewis-Clark State College**

**Physical Plant**

**538 11th Avenue**

**Lewiston, ID 83501**

Sealed bids to be clearly marked as “Student Union Building – Refrigeration Equipment Replacement - LC 250010”

The undersigned proposes to do the above work in accordance with the request for informal bids and all drawings and specifications attached thereto.

The Bidder agrees to commence work upon receipt of a contract and Notice to Proceed, and to complete the work within the calendar days indicated in the Contract Documents.

**Bidder acknowledges receipt of Addenda No through** **.**

**BASE PROPOSAL**: Bidder agrees to perform all of the base proposal Work described in Exhibit A for the sum of:

Dollars ($ )

*(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)*

**NO ALTERNATES LISTED**

**Heating, Ventilating & Air Conditioning (HVAC)**

(Name)

(Address)

Idaho Public Works Contractors License No. Idaho HVAC Contractors License No.

**Electrical**

(Name)

(Address)

Idaho Public Works Contractors License No. Idaho Electrical Contractors License No.

**Plumbing**

(Name)

(Address)

Idaho Public Works Contractors License No. Idaho Plumbing Contractors License No.

FAILURE TO NAME A PROPERLY LICENSED SUBCONTRACTOR IN EACH OF THE ABOVE CATEGORIES WILL RENDER THE BID NON-RESPONSIVE AND VOID.

Should the listing of subcontractors change due to selection of alternates or other similar circumstances, attach explanation.

Dated at this day of , 2024

Respectfully Submitted,

By: (Company)

(Street or PO Address)

(City, State, and Zip Code)

(Signature)

(Title)

(Telephone Number and Email)

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(Idaho Public Works Contractors License No.)

**END OF BID FORM**

**CONTRACTOR’S AFFIDAVIT**

**CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE**

STATE OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to the Idaho Code, §72-1717, I, the undersigned, being duly sworn, depose and certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is in compliance with the provisions of Idaho Code title 72, chapter 17; that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall subcontract work only to subcontractors meeting the requirements of Idaho Code, §72-1717(1)(a).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contractor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and State

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

Commission expires:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC, residing at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAILURE TO EXECUTE THIS AFFIDAVIT AND SUBMIT IT ALONG WITH YOUR BID SHALL MAKE YOUR BID NON-RESPONSIVE