

ST. LOUIS COUNTY LIBRARY DISTRICT
INVITATION FOR BID
Installation of New Boilers at the Prairie Commons Branch

DATE ISSUED: April 17, 2024

The Board of Trustees of the St. Louis County Library District (“Library District”) is accepting bids (“Bid” or “Bids”) pursuant to this Invitation for Bid from qualified businesses for the Installation of New Boilers at the Prairie Commons Branch (the “Project”).

Bidders are responsible for examination of all documents, specifications, schedules and instructions for the product.

Please visit the Prairie Commons Branch at 915 Utz Lane, Hazelwood, MO on April 25, 2024 at 8:00am for a pre-bid walkthrough to review existing conditions. Access to the mechanical spaces is restricted during normal hours; **this will be the sole opportunity to view the site.**

All Bids are due no later than 4:00 PM, C.T., on **May 3, 2024.**

Bidders shall complete the Bid as required in this Invitation for Bid and deliver the completed Bid in a sealed envelope marked “Invitation for Bid – PC Boiler” to:

Steve Hunter
Assistant Director - Operations
St. Louis County Library District
1412 S. Spuede Road
St. Louis, Missouri 63131

To protect the integrity of the Bid selection process, any questions concerning this Invitation for Bid, the Bid process or Bid specifications shall be emailed only to Steve Hunter shunter@slcl.org, James Manwarring jmanwarring@slcl.org, and Andrew Schulze aschulze@slcl.org in accordance with this Invitation for Bid.

It is anticipated that the Bids will be considered by the Library District’s Board of Trustees at the May 20, 2024 meeting after consideration by the Selection Committee and recommendation to the Director & CEO.

The Library District reserves the right to reject any and all Bids and to waive formalities in the best interests of the Library District.

BACKGROUND

The Library District is a political subdivision of the State of Missouri. The Board of Trustees (“Board of Trustees”) of the Library District is a body corporate with all the powers and rights of like or similar corporations serving more than 863,000 Library District residents. All management and control of the Library District is vested in a Board of Trustees consisting of five Trustees appointed by the County Executive of St. Louis County, Missouri. The Trustees serve staggered four-year terms.

The Board of Trustees appoints a qualified librarian who holds that office at the Board of Trustees’ pleasure as the chief executive and administrative officer (“Director & CEO”) of the Library District.

The Board of Trustees has the power to purchase goods and enter into contracts with respect thereto for Library purposes pursuant to the Missouri Statutes and the Bylaws and Purchasing Policies and Procedures of the Library District.

GENERAL REQUIREMENTS

This purchase is subject to all applicable laws of the State of Missouri governing the Library District including but not limited to the following:

- Pursuant to Sections 34.070 and 34.073, the Library District prefers to purchase those materials, products and supplies which are produced, manufactured, compounded, made or grown, within the State of Missouri when they are found in marketable quantities and are a quality suited to the purpose intended, and can be secured without additional cost over out-of-state products. Quality and fitness of articles will be considered in making purchases or letting contracts. Similarly, in letting contracts for the performance of any job or services, the Library District prefers Missouri firms, corporations or individuals, or firms, corporations or individuals which maintain Missouri offices, when the quality of performance promised is equal and the price quoted is the same or less.
- In the event that the contract for the supplies described in this Invitation for Bid is for \$100,000 or more, and the successful Bidder employs ten (10) or more employees, the contract shall include a written certification that the Bidder is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

In addition to the general requirements listed above, the successful Bidder shall comply with all laws, ordinances, regulations, and orders of federal, state, county, and local governing authorities pertaining and applicable to the successful Bidder and/or the Library District.

The Library District will make every effort to target and utilize Minority/Women Business Enterprises (MBE/WBE) by using the Missouri Minority/Women Business Enterprise Program Directory as a source of identification of potential Bidders. The Library District Policy provides that MBE/WBEs must be certified by the Office of Equal Opportunity (OEO), State of Missouri, and that such entities will be provided an equitable and fair opportunity to submit Bids.

These general requirements, this Invitation for Bid, the Bid and the specifications, drawings, schedules and instructions herewith shall be incorporated in the contract and/or purchase order signed by the parties should the Bidder be awarded a contract under this Invitation for Bid.

SCOPE OF WORK

The following Scope of Work provides an overview of the terms and conditions being sought by the Library District for the Project:

1. Provide all materials, labor, tools, and equipment to install new Boilers at the Prairie Commons Branch library.
2. Contractor is responsible for all field measurements and the quality of the final fit of the install.
3. Contractor is responsible for all Permits and Inspections.
4. Haul off and dispose off-site all removed material.
5. All work shall be coordinated with the Library's Manager of Building Systems.
6. Work may start as early as 6:00am Monday - Friday.
7. Library may be open to the public during demolition & construction. Contractor will provide safety barricades and signage as needed to ensure the safety of patrons and staff.
8. Provide labor to remove existing hot water boilers, tank, pumps, Hot water Coil and associated piping.
9. Boiler – Dual Copperfinn IIs to be replaced with Dual Lochinvar Knight XLs or approved equal. Include data and efficiency sheets.
10. Expansion Tank – New Floor mount ASME bladder-type expansion tank has been replaced. Verify Tank can be re-used with Boiler Update. Provide Alternate pricing if new expansion tank is required.
11. Replace Dated Taco Air scoop with New updated Air scoop.
12. Hot Water Coil – Remove and replace Carrier Hot water coil in AHU.
13. Replace Hydronic Heater Unit.
14. Replace Hot water Loop Actuators, Shutoffs and Valves.
15. Dual Hot water Pumps – 3 Circulation Pumps to be replaced with updated Taco Line pumps or approved equal. Include data sheets and close out

documentation. Install New Variable Frequency drives and disconnects for new Line pumps.

16. Provide new gas ¼ turn shutoffs and regulator for the boiler system. Include gas regulator data for future reference.
17. Provide and install electrical power to boiler.
18. Exhaust to be updated to Code.
19. Insulate piping repair per mechanical standards for St Louis County.
20. Upon completion, controls on original boiler for graphics system to be transferred to the new system (IFS provides graphics for owner). Verify operation after Boiler Update. Allow for an allowance of \$20,000 for controls.
21. Cost for all required piping, wiring, and miscellaneous parts necessary for a complete working installation to be included in base bid.
22. Work shall be performed with standard care and in a professional, workmanlike manner.
23. A post-selection coordination meeting will be held to discuss schedule and sequencing.
24. The Library is a tax-exempt organization. A tax certificate will be provided to the selected Bidder.
25. Provide a written Proposal/ Scope of work, with Scheduling for the Replacement of the boiler.

Required Bid Information:

- Bid Return Sheet
- References
- Description of firm's quality management program
- Description of firm's safety program
- All-inclusive price for the project
- Labor premium for any approved off-hours work

(end Scope of Work)

BID REQUIREMENTS

1. The Bid must arrive not later than 4:00 PM, C.T. on May 3, 2024. No Bid will be accepted after this time and any Bid arriving after this time will be returned unopened.
2. The Bid shall be addressed as follows and delivered to the following address:

Steve Hunter
Assistant Director - Operations
St. Louis County Library District
1412 S. Spoeede Road
St. Louis, Missouri 63131

The Bid shall bear the following legend:

Invitation for Bid – PC Boiler

3. Bids must be on eight-and-one-half inch (8 1/2”) by eleven inch (11”) white paper printed on one side. Sheets containing graphic images may fold out to eleven inches (11”) by seventeen inches (17”). The Bid must clearly and easily identify the individual or firm and contain the name, address, and a telephone number of its principal spokesperson, which may be released by the Library District as public information as required by applicable law and/or Library District policy. Colored and/or tabbed divider sheets may be used to delineate discrete sections.

Each bidder shall submit three complete and bound copies of each Bid, one unbound original, with original signatures, one “public/press” copy of the Bid in which the individual or firm should redact any information which it deems confidential or proprietary, and one electronic PDF copy of the Bid on a USB flash drive.

Notwithstanding the foregoing, the Library District must comply with the Missouri Sunshine Law; therefore, all Bids and other documentation submitted to the Library District in response to this Invitation for Bid (including bid amounts) may be subject to disclosure pursuant to Missouri law and/or Library District policy.

4. Any Bidder desiring an explanation or interpretation of this Invitation for Bid must request it via email no later than 4:00 PM C.T. on April 29, 2024, and such request shall be emailed to only shunter@slcl.org, jmanwarring@slcl.org, and aschulze@slcl.org. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a Bidder concerning a solicitation will be furnished promptly to all other Bidders as an amendment of this Invitation for Bid, if that

information is necessary in submitting Bids or if the lack of it would be prejudicial to any other prospective Bidders.

5. If this Invitation for Bid is amended, then all terms and conditions, which are not modified, remain unchanged. Bidders shall acknowledge receipt of any amendments to this Invitation for Bid by:
 - (i) Signing and returning the amendment; and
 - (ii) Identifying the amendment number and date in the space provided for this purpose. The Library District must receive the acknowledgement by the time specified for receipt of the Bid.
6. If this Invitation for Bid is amended, the Amendment will be posted on the Library's website at <https://www.slcl.org/bid-opportunities>. Be sure to check for bid amendments prior to submitting a response.
7. No Bid shall be withdrawn for a period of 90 days subsequent to the opening of the Bid without prior written consent of the Library District.
8. Each Bid must include a **COVER LETTER** which must indicate that the signer is authorized to bind the Bidder contractually and must identify the title or position of the signer. The Cover Letter shall also contain the following:
 - (i) The name of the Bidder, address, telephone number and email address;
 - (ii) A statement that (a) the Bidder is willing and able to provide the goods required; (b) the Bidder has read and understands the Invitation for Bid; and (c) the Bid is made in accordance with the Invitation for Bid and is based upon the materials, products, systems and equipment required by the Invitation for Bid;
 - (iii) The name of the individual within the Bidder, who will be the primary contact concerning this engagement;
 - (iv) Copies of all license(s) from applicable governing authority to do business at each Library District Location and certificate of good standing for the State of Missouri, as applicable; and
 - (v) Bid security in the form of a bid bond or cashier's check of not less than 5% of the Bid amount.
9. An unsigned submission shall be rejected.

10. The Library District is not liable for any cost incurred by the Bidder prior to issuance of a legally executed contract by the Library District and/or purchase order authorized by the Library District.

SELECTION PROCEDURES

1. Bids shall be opened and Bid responses read at a Zoom meeting available to the public. Use <https://zoom.us/j/94355467056?pwd=U2N6S0VkOCtjTE56WWpJTUgzR0JoUT09> to access the meeting at 4:00 PM on May 3, 2024. Bidders are not required to attend.
2. Bids shall be referred to and reviewed by a Selection Committee selected by the Director & CEO.
3. Bids that fail to adhere to the requirements of this Invitation for Bid may result in the Bid being disqualified as non-responsive.
4. The Bid will be used to measure the lowest and best bid. In determining the best Bid, among other factors, the Library District may consider all factors in this Invitation for Bid including, but not limited to, the location of the bidder, MBE/WBE participation/interest in the business, and prior performance.
5. The Selection Committee will make a recommendation to the Director & CEO who will then make a recommendation to the Board of Trustees.

AWARD

1. The right is reserved by the Board of Trustees to cancel this Invitation for Bid, to reject any and all Bids, and to waive formalities in the best interests of the Library District.
2. The Board of Trustees reserves the right to split awards and/or make multiple awards.
3. Subject to the rights reserved by the Library District, an award will be made by the Board of Trustees to the Bidder determined to be the lowest and best Bid.
4. All Bidders will be notified of the Library District's selection as soon as possible.
5. The successful Bidder will be issued a Notice of Award. Within 10 business days, the successful Bidder shall provide the following minimum documentation:
 - (a) Proof of the appropriate insurance coverage:
 - (i) Worker's Compensation & Employers Liability – Statutory Amount (Mandatory);
 - (ii) Comprehensive Automobile Liability for vehicles used – \$1,000,000; and
 - (iii) Comprehensive General Liability – \$2,000,000.
 - (b) Federal Tax Payer Identification Number.
 - (c) Evidence that the Bidder is authorized to do business in Missouri and at The Saint Louis County Library Prairie Commons Branch.

BID RETURN SHEET

Company name and address

Representative _____

Phone Number _____ Email _____

Signature _____

Date _____

Commercial References including phone number

- 1. _____
- 2. _____
- 3. _____

Boiler, Labor and Components \$ _____

New Expansion Tank if Needed, Installed \$ _____

Automation Controls (Allowance) \$ 20,000

Total Bid Amount \$ _____