

**DELTA COUNTY BOARD
OF COMMISSIONERS
310 Ludington Street, Suite 222
Escanaba, Mi 49829**

Health Department Rooftop Unit Replacements

1.1 Purpose

Delta County is requesting sealed proposals to replace six rooftop units over Delta County Public Health Department.

1.2 Scope of Work

Replace six existing rooftop units with the equivalent Trane YSC rooftop units.

Supply and install any curb adapters and duct work necessary for new units.

Supply and install new programmable thermostats and thermostat wiring if necessary.

Supply and install all necessary gas lines.

Price shall include all electrical connections and permits if necessary.

Price shall include any crane work to set and remove old rooftop units.

Old units can be left on site.

1.3 Work Hours

Work must be done in a way to minimize disruption to the Health Department in the building. Health Department hours are 8:00am – 5:00pm. Work can be done during normal business hours.

1.4 Required Meeting with Maintenance Director

All bidders on the project are required to meet with the County Maintenance Director to go over scope of work, prior to submitting their bid.

1.5 Required Submission Documents- two copies of all documents submitted

- Vendor Experience and Qualifications (1 page)
- Proof of Liability Insurance (1 page)
- Timeline of work if selected (1 page)

- Cost proposal (1 page)

Please mark all sealed bids with: Health Dept Rooftop Unit Replacements

1.6 Schedule of Events

Proposals must be received, in a sealed envelope in the Administrative Office, Delta County Courthouse, 310 Ludington St, Suite 222 Escanaba MI 49829, no later than July 2 2021 at **4:00pm**. Proposals will be opened at the July 6, 2021 Board of Commissioners Meeting, in the Delta County Service Center Board Room at 5:15pm. Proposals received after 4:00pm on July 2, 2021 will not be opened or eligible for consideration. The Delta County Board of Commissioners will make a selection based on its current approved procurement policy.

1.7 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable request is received prior to the deadline. No amendments or withdrawals will be accepted after the deadline unless they are in response to the County's request.

1.8 Required Review

Defects: Vendors shall carefully review the RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable material must be made in writing and received by Emily DeSalvo, Delta County Administrator, 310 Ludington Street Suite 222, Escanaba, MI 49829. Telephone conversations are not considered official and must be confirmed in writing by the interested party.

If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP.

1.9 Disclosure of Proposal Contents

All proposals and other material submitted become the property of Delta County and may be returned only at the County's option. Information contained in the proposals will be disclosed and discussed during the evaluation process. Under Michigan's "Right to Know" laws, Public records are required to be open to reasonable inspection. All proposal information including detailed price and cost information will be held in confidence prior to the public opening of bids.

Trade secrets and other proprietary data contained in proposals may be held confidential if the vendor request in writing that the County does so, and the information is eligible for exclusion

under Michigan's Freedom of Information Act. Material considered confidential by the vendor must be clearly identified and the vendor must include a brief statement that sets out the reason for confidentiality.

1.10 Subcontractors

Subcontractors may be used to perform portions of the work under this contract. If a vendor intends to use subcontractors the vendor must identify, in their proposal, the names of the subcontractors and the portion of the work the subcontractors will perform. Response Format and Content.

1.11 Preparation Costs

The County is not responsible and will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.

1.12 Right to Cancel

The County of Delta reserves the right to cancel the RFP at any time when it is in the best interest of the County. The County reserves the right to accept or reject any and all submitted bids. The County is not required to accept the lowest bid.