



# Clarion County Career Center

447 Career Lane      Shippenville, PA 16254  
814.226.4391      Fax 814.226.7350

Vendor:

Vendor Phone:

## STANDARD INSTRUCTIONS TO BIDDERS

Title of Bid:

**Installation of Six (6) horizontal and Five (5) vertical unit ventilators and paired condensing units (Eleven (11) total unit pairs) HVAC Units**

Specifications:

### Scope of Work

#### Mechanical Description

- Provide refrigerant recovery and complete removal of existing unit ventilators and associated line sets and condensers including proper disposal of equipment
- Provide hot water system drain down and storage as needed for heating hot water piping.
- Provide (11) Unit Ventilators (6 horizontal and 5 vertical) replacement HW/DX unit ventilator with condenser on the roof
- *It is the responsibility of the bidder to obtain specific unit information to ensure that Trane Replacements are of correct physical size and operating capacity. Direct replacements from trane are required.*
  - Trane Unit Ventilator & Condenser Unit
  - Current condenser model # TTB048D100A0 Serial # 2191Y2N5F
  - Unit Ventilator Model # HUVVC20011F0FAC00000H31101110 Serial # W02H45154
- Provide DDC ready unit ventilators. Relocate the ATC control valve, controller and wire to terminal strip
- Existing pipe supports, condenser stands, and condenser disconnects are to be reused

- Set Condensing unit on anti vibration pads ensuring adequate and sturdy connection
- Provide end covers as required
- Replace pass through portal covers at each Condensing Unit.
- Provide new refrigerant liquid and suction piping line sets with ½” insulation. Any outdoor application must include weather resistant sheathing.
- Provide proper support for line sets between condensing units and unit ventilators
- Provide testing and charging of new refrigerant pipe
- Provide recharging of heating hot water system with existing hot water with corrosion inhibitor as needed
- Provide connection of new unit ventilators to existing condensate pipe
- Reuse the existing OA louver openings. Modify OA duct sizing/connections to allow replacement unit ventilator to attach to the existing OA louver
- Provide connection of new heating hot water coils to existing heating hot water piping including new valve kits with the addition of wye strainers on supply and return as well and shut offs on both supply and return as as other units have. *\*This can be seen during pre bid meeting*
- Provide insulation of all new refrigerant piping and duct as required
- Provide disconnection and reconnection of existing Carrier ATC/DDC controls systems components including:
  - Carrier DDC controller
  - Carrier space sensor
  - OA damper actuator
  - Hot water control valve
  - Fan S/S relay
  - Fan current switch
  - Drain pan switch
  - Supply air temperature sensor
  - Low voltage interlock wiring
- Provide and install new automatic reset freeze stat sensors
- Provide startup of the unit and verification of operation with existing Carrier Control Program including existing thermostats

### **Electrical Systems**

- Power wiring
  - Temporarily disconnect power wiring to existing vertical unit ventilator being replaced
  - Reconnect power wiring for replaced unit ventilator
- Provide new liquid tight conduit on condensing unit wires

### **Miscellaneous**

- Provide warranty to include a minimum of 1-year labor, equipment, and material
- Provide O&M product information
- Provide as-built drawings
- Provide all closeout documents as required

- Provide protection of all work areas
- Modify and return ceilings, shelving, cabinetry or other items removed to the condition prior to the commencement of work as required for installation of equipment
- Provide final cleaning of the area where the units are replaced including but not limited to sweeping
- Provide owner training as required
- The cost to repair damage to the roof as a result of work associated with the replacement of the HVAC units will be the responsibility of the vendor. The Career Center will coordinate and hire the roofing contractor for such repairs and the vendor will be invoiced.
- \*\*Provide per unit replacement price on the bid

### **Regulatory Requirements**

- Provide documentation affirming that the vendor, contractor, or subcontractors are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority. *Vendor will notify Clarion County Career Center if this status changes.*
- Provide documentation affirming that the vendor, contractor, and subcontractors does not have tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal, if any liabilities or obligations exist, or is subject to a duly approved deferred payment plan if any liabilities exist. *Vendor will notify Clarion County Career Center if this status changes.*
- Vendor must comply with the Americans with Disabilities Act, 42 U.S. Code 12101, et seq.
- Vendor must comply, for all goods and services provided for this project, with the Title II of the Americans with Disabilities Act, the “General Prohibitions Against Discrimination” set forth in 28 C.F.R. 35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act that apply to state and local governments.
- Vendors, contractors, and subcontractors will minimize pollution and shall strictly comply with all applicable environmental laws and regulations.
- Vendors, contractors, and subcontractors will comply with the Prohibition of Illegal Alien Labor on Assisted Projects Act of May 11, 2006.
- Provide documentation verifying that the contractors and subcontractors meet the Davis-Bacon Act (prevailing wage) requirements and the project complies with Domestic Preferences for construction materials.

### **Other Requirements**

- Provide the Career Center with a Certificate of Liability shall be provided prior to commencement of the project that shall include commercial general liability (\$2,000,000), umbrella liability (\$10,000,000), worker’s compensation liability (\$500,000), and professional liability (\$2,000,000).
- The following clearances must be provided for all contractors who will be working on-site prior to commencement of the project: Act 151 Child Abuse Clearance, Act 114

FBI Fingerprinting Clearance, Act 34 State Police Background (CHRI) *\*\*Clearances less than five (5) years old will be accepted and cannot be volunteer clearances.* Use service code 1KG6XN for the Act 114

- *All vendors are required to attend a pre-bid meeting on December 20, 2024 at 9:30. Location: Clarion County Career Center*

*This project is financed, in part, by a grant from the Commonwealth of Pennsylvania, Commonwealth Financing Authority.*

Sealed proposals as requested by the Clarion County Career Center and as set forth in the specifications above and are by reference a part of these instructions will be received in the business office located at the Clarion County Career Center, 447 Career Lane, Shippenville, PA 16254.

**THE DEADLINE FOR SUBMISSION OF COMPLETED BIDS:**

**January 3, 2025 at 12:00 PM**

Bids will be awarded at the Joint Operating Committee meeting on:

**January 27, 2025**

Bid is to be delivered in a sealed envelope to the Clarion County Career Center business office on or before the hour and day stated above. Envelope must be endorsed on its face with the name of the person, firm or corporation making such a bid; the date of the bid opening; and the title of the bid.

**Bid is to be addressed to:**

**Traci Wildeson – Director of Career & Technical Education  
Clarion County Career Center  
447 Career Lane  
Shippenville, PA 16254**

**Email: [twildeson@clarioncte.org](mailto:twildeson@clarioncte.org)**

Bidder is to use the Official Bid form supplied by the Clarion County Career Center. The form shall be completed in full. The company submitting the proposal shall supply the unit price and total price. All prices firm. Any errors made in the unit cost or total cost shall be the fault of the company submitting the proposal.

No charge will be allowed for federal, state or municipal sales and/or excise taxes from which the school is exempt. The price bid shall be set and shall not include the amount of any such tax. Exemption certificate, if required, will be furnished on forms provided by the bidder.

Bid is to include delivery to the delivery point included in the specifications. Bid is to be FOB Shippenville with all transportation charges paid to the delivery point. Delivery is to be completed on or before ninety (90) days. Bidders are to check with their suppliers before agreeing to this indicated date of delivery. If there is to be a delay in delivery of an awarded bid for any reason, the Clarion County Career Center shall be notified immediately. Deliveries shall be made between the hours of 8:00am and 2:30pm, Monday through Friday. No deliveries will be accepted on Saturdays, Sundays or legal holidays. The Clarion County Career Center business office must accept all deliveries before unloading. Bidders must note all exceptions.

Upon receipt of invoice, payment for items included in this bid will be made on or before 30 days. Companies receiving Clarion County Career Center purchase orders shall invoice each purchase order separately.

Manufacturers' name and/or catalog reference listed in the specifications are intended as a standard of quality. The product of another manufacturer may be submitted for consideration, if that product is considered equal to the product specified in the bid except for a few items individually labeled "No Equivalent Bid Accepted:

Bidder is to include with the bid catalog cuts and specifications for the items on which he/she is bidding. Any variations from specifications are to be included in a letter attached to the bid.

No bidder may withdraw his/her bid for a period of ninety (90) days after the date set for opening thereof.

The Joint Operating Committee reserves the right to reject or to waive any information in any or all bids in whole or in part. The Joint Operating Committee reserves the right to award a bid that is in the best interests of the Clarion County Career Center.

## CLARION COUNTY CAREER CENTER

Traci Wildeson  
Director of Career and Technical Education

*The Clarion County Career Center will not discriminate in its educational programs, activities or employment practices, based on race, age, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, creed, marital status, veteran's status or any legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990. The Clarion County Career Center employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Title IX Coordinator, Clarion County Career Center, 447 Career Lane, Shippenville, PA 16254, 814-226-4391.*

*For information regarding civil rights or grievance procedures contact the Director at 447 Career Lane, Shippenville, PA 16254. Telephone: 814.226.4391*

Official Bid Form

Vendor Name:	
Vendor Address:	
Vendor Phone:	
Vendor Fax:	
Authorized By: (SIGNATURE)	
Authorized By: (PRINTED NAME)	
Title:	
Email Address:	
Total Number of Items Bid:	
Total Cost:	
Per Unit Installation Cost	