

## SPOKANE COUNTY LIBRARY DISTRICT

### REQUEST FOR PROPOSALS AND INSTRUCTION TO BIDDERS HVAC SYSTEMS COMPONENT REPLACEMENT CONTRACT

April 17, 2025

#### INTRODUCTION AND PURPOSE

The purpose of this Invitation for Bid (IFB) is to provide interested contractors/bidders with sufficient information and general specifications to enable them to prepare and submit bids for heating, ventilation and air-conditioning (HVAC) systems components the District will procure as part of an HVAC replacement project at one of the District's facilities. The District may award this contract to multiple vendors depending upon bids submitted. The installation of the components will be done by a contractor under a separate procurement process. This solicitation is for the HVAC systems components only.

#### SYSTEMS COMPONENTS TO BE PROCURED

See ATTACHMENT 1 for the HVAC system components to be procured in this IFB.

#### LOCATION FOR DELIVERY

See ATTACHMENT 2 for the name and address of the District's specific location for delivery of the HVAC systems components.

#### ALTERNATE BIDS

Alternate bids will not be considered.

#### SCHEDULE OR TIMELINE

The District has set the following schedule for the bidding and selection process.

IFB issued	April 17, 2025
IFB available for pick-up	April 17, 2025 through May 1, 2025
Notification to District of Intent to Respond	April 23, 2025
Requests for Clarification due	April 23, 2025
Bids due	May 1, 2025
Contract awards	May 5, 2025
Contract start date	May 6, 2025

#### NOTIFICATION OF INTENT TO RESPOND

To assist potential respondent in being notified in a timely manner of any clarifications in response to this IFB, parties that intend to respond to this IFB are encouraged to submit an email to the District at the following address: [jlink@sclld.org](mailto:jlink@sclld.org) notifying the District of their intention to respond to the IFB. The request for clarification response will only be sent to those organizations that have self-identified through this process.

### EXAMINATION OF SPECIFICATIONS

Bidder is expected to examine the IFB and specifications and all other instructions pertaining to the bid which will be open to the bidder's inspection. Failure to do so will be at the bidder's own risk and the bidder cannot secure relief on the plea of error in the bid.

### REQUEST FOR CLARIFICATION

Requests for clarification or interpretation concerning this IFB shall be made in writing, by email to [jlink@scld.org](mailto:jlink@scld.org) by 9:00 a.m., on the date listed within this request. All clarifications to this IFB will be communicated in writing to all bidders that have provided contact information for this purpose. No oral clarifications or interpretations will be provided to any bidder. Requests for clarification will be issued within 3 business days.

### BID SUBMISSION REQUIREMENTS

All bids submitted in writing shall be submitted in duplicate and all copies should be identical. All designations and prices shall be clearly and fully set forth in the bid and shall include the following.

Bid Pricing Sheet, Quote or Invoice

HVAC Component System Information Sheet demonstrating substantial equivalence to equipment requested in IFB

Warranty for equipment proposed

Identification of lead time or anticipated delivery date

Vendor Proposed Contract or Invoice

(all of which, with this IFB, shall constitute "Contract Documents").

All designations and prices shall be fully and clearly set forth and shall include all shipping costs and applicable federal, state, and local taxes.

The District shall not, under any circumstances, be responsible for any costs or expenses associated with any bid submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the bid or any other related information, data, documentation, and material.

Physical Submissions: Three (3) copies of the BID proposals, and other documents required to be submitted with the proposal must be enclosed in a sealed envelope. Bids must be securely sealed in suitable envelopes, addressed and marked on the outside as follows:

SPOKANE COUNTY LIBRARY DISTRICT  
HVAC SYSTEMS COMPONENT REPLACEMENT CONTRACT BID  
Jason Link, Finance Director  
4322 N Argonne Road  
Spokane, WA 99212-1853

Electronic Submissions: Bids may be submitted by email at the following address: jlink@sclid.org. All electronic bid proposals, and other documents required to be submitted with the proposal must be in PDF format. The subject line of the email with the required documents shall be "BID FOR HVAC SYSTEMS COMPONENT REPLACEMENT CONTRACT." Within the body of the email there should be a contact name, email, and contact phone number.

#### BID DUE DATE

Bids are due 10:00 AM on Thursday, May 1, 2025, at the physical address or email address stated above. Bids received prior to this time will be kept unopened in a secure place. The District will decide when the specified time has arrived and no bid received thereafter will be considered. Faxed bids will not be considered.

#### WITHDRAWAL OF BIDS

Bids may be withdrawn upon receipt of a written request received from bidders prior to the time fixed for bid opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after the bid opening time has been reached.

#### SELECTION CRITERIA

The District will use a best value method to evaluate the bids submitted. The following criteria will be evaluated in determining the selection of the most responsive bidder. The total bid for the core equipment on the bid pricing sheet, quote or invoice will be given the largest weighting factor. Other criteria used in selection will be:

- Alternative equipment proposed as determined by the District's engineer
- Lead times or anticipated delivery dates
- Contract terms and conditions
- Warranty for equipment
- Experience, including past experience the District has with the bidder

Each proposal will be independently evaluated by a committee comprised of representatives of the District and the District's engineer. The committee will use the evaluation criteria above to rank the proposed bid.

#### AWARD OF CONTRACT

The management of the Spokane County Library District will determine the most responsive bidder whose bid has been submitted in conformity with this notice, and the contract shall be awarded to the most responsive bidder, unless, in the judgment of the management of the Spokane County Library District, it shall be in the best interests of the District to reject that bid. The District reserves the right to reject all bids for any reason or no reason. The District also reserves the right to waive any informalities or irregularities and to reject any or all bids.

#### APPROVAL OF SUBCONTRACTORS

The District retains the right of final approval of any subcontractor of the selected bidder.

#### FUNDING AVAILABILITY

By responding to this IFB, each bidder acknowledges that for any contract signed as a result of this IFB, the authority to proceed with the work is contingent upon the availability of funding by the District.

#### PROHIBITION AGAINST LOBBYING

No bidder shall lobby, directly or indirectly, the District Board or staff regarding this IFB or its bid. Violation of this provision, by or on behalf of a bidder, intentionally or unintentionally, will result in disqualification of the bidder and/or rejection of its bid.

#### METHOD OF AGREEMENT

The District intends to enter into a contract or vendor purchase agreement with the contractor/bidder chosen by the District.

#### OTHER SPECIAL CONDITIONS

Cost of developing bids: The cost for developing bids in response to this IFB is entirely the obligation of the bidder and is not chargeable to the District in any manner.

Public Records: Under Washington State law, the documents submitted in response to this invitation become a public record upon submission to the District, subject to mandatory disclosure upon request by any person, unless the documents are exempted by a specific provision of law. If the District receives a request for inspection or copying of the documents, the District will promptly notify the entity submitting the documents and upon written request by the submitting entity, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable the submitting entity to seek a court order prohibiting or conditioning the release of such documents. The District assumes no contractual obligation to enforce any exemption.

News Release: Mention of the District in advertising, customer lists, photographs, or articles in the professional literature pertaining to an award resulting from bids made in response to this invitation is prohibited without prior written approval from the District.

## ATTACHMENT 1

### SYSTEMS COMPONENTS TO BE PROCURED

The District intends to acquire a boiler and chiller in advance of the HVAC replacement project. Below are the specifications for each component as specified by the District's engineer. Bidder's may submit bids for one or both components. Bids may be for the manufacturer and model identified or for substantially equivalent equipment.

#### BOILERS – GAS FIRED

FIELD	RESPONSE
TAG	B-1
MFR	LOCHINVAR
MODEL	FBN751
MAX MBH INPUT	750.0
MAX MBH OUTPUT	721.5
TURN DOWN	15:1
GAS PRESS MAX (INCHES W.C.)	14.00
GAS PRESS MIN (INCHES W.C.)	7.00
EWT (deg F)	100
LWT (deg F)	120
MIN. FLOW (GPM)	18
VOL (GAL)	73.0
WPD (FT)	4.80
ELECTRICAL V PH	115 1
OPERATING WEIGHT (LBS)	1768.00
EFFICIENCY (%)	96.4
SAFETY RELIEF (PSI)	50.00
NOTES	ALL

#### NOTES

1. GAS PRESSURE IS AVAILABLE GAS PRESSURE UP STREAM OF THE BOILER GAS TRAIN AND ANY REGULATORS REQUIRED PER SPECIFICATIONS TO BE FURNISHED WITH THE BOILER. BOILER SHALL REGULATE PRESSURE TO REQUIRED BURNER PRESSURE.
2. SINGLE POINT, 120V SINGLE PHASE POWER CONNECTION.
3. EFFICIENCY RATING IS BASED ON 100% FIRING RATE, 80 RETURN WATER & 20 DEGREE TEMPERATURE RISE.
4. PROVIDE WITH CONDENSATE ACID NEUTRALIZER KIT.
5. PROVIDE WITH BACNET MSTP INTERFACE.
6. PROVIDE WITH FLOW SWITCH, INSTALLED BY 230923.

**CHILLERS - AIR COOLED**

FIELD	RESPONSE
TAG	CH-1
MFR	DAIKIN
MODEL	AGZ004F
OPERATING WEIGHT (LBS)	3930
CAPACITY (TONS)	36.2
REFRIG.	R32
TOTAL REF.CHARGE (LBS)	35.00
EER	11.72
IPLV	20.07
AMBIENT TEMP (°F DB)	98
TURNDOWN	4:1
# OF COMPRESSORS	4
EVAPORATOR GPM (MIN) EWT (deg F) LWT (deg F) WPD (FT) % GLYCOL	 56 56 46 13.10 30
POWER MCA MOCP V PH SCCR	 182 200 208 3 65k
CONTROL CIRCUIT V PH	 115 1
SOUND POWER LEVEL 63HZ 125HZ 150HZ 500HZ 1000HZ 2000HZ 4000HZ 8000HZ OVERALL DBA	 67 76 79 82 83 79 74 68 86
NOTES	ALL

**NOTES**

1. PROVIDE WITH BACNET INTERFACE.
2. SINGLE POINT 208V/3Ø ELECTRICAL CONNECTION BY DIV. 26. CONTROL POWER INTEGRAL.
3. PROVIDE WITH DISCONNECT SWITCH WITH CIRCUIT PROTECTION.
4. PROVIDE WITH HARD WIRED LOW WATER TEMPERATURE RESET POINT.

5. PROVIDE WITH CONDENSER COIL LOUVERS & BASE FRAME WIRE GUARDS.
6. PROVIDE WITH FLOW SWITCH
7. LISTED EER AND IPLV ARE AT AHRI RATED CONDITIONS.
8. PROVIDE WITH COMPRESSOR SOUND BLANKETS.

## ATTACHMENT 2

### LOCATION FOR DELIVERY

Location for delivery of HVAC System equipment:

1. ARGONNE LIBRARY (AR)  
4322 N Argonne Road, Spokane, WA 99212-1853