

PROPOSAL FORM

TO: CITY OF PALMER
CITY HALL
231 WEST EVERGREEN AVENUE
PALMER, ALASKA 99645

SUBJECT: Request For Proposals No. **RFB-PW-20-04**

PROJECT TITLE: **Engineering Services for Positive Pressure HVAC System Palmer City Hall**

Pursuant to and in compliance with subject Request For Proposals, and other Special Provisions and Contract Documents relating thereto, the undersigned hereby proposes to furnish all materials, labor, and Technical Supervision as specified for the above referenced project in strict accordance with the Contract documents at the price established on this Proposal Form.

The Contractor agrees, if awarded the Contract, to commence and complete the Work within the time specified in the Contract documents.

The Contractor acknowledges receipt of the following Addenda:

Addendum # _____ Date _____ Addendum # _____ Date _____

Addendum # _____ Date _____ Addendum # _____ Date _____

Enclosed is Bid Bond in the amount of \$ _____ (Percentage of Bid) % _____

Contractors Please Note: Before preparing this Lump Sum Proposal, carefully read "Instructions to Contractors", "Special Provisions", and the following:

- 1) Insert a lump sum dollar amount below.
- 2) Include a Schedule showing start and final completion dates.
- 3) Include a one page Statement of Qualifications containing no more than 700 words.
- 4) Conditioned or qualified proposals will be considered non-responsive.
- 5) The contract award will be made on the basis of the following point schedule:

Lowest Responsible Bid =	90 Points
Schedule (Earliest Completion Date) =	05 Points
Contractor's Qualifications =	05 Points
Total Points =	100 Points

PROPOSAL FORM

The Contractor agrees, if awarded the Contract, to commence and complete the Work within the time specified in the Contract documents.

Bid Schedule				
ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL BID Enter Bid In Numbers
1	1	Determine appropriate HVAC system for the Palmer City Hall	Lump Sum	\$
2	1	Add Alt for mini A/C split system		\$
3	1	Provide complete set of mechanical engineer drawings and specs.		\$
4	1	Provide complete set of electrical drawings (to include control drawings) and specs.		\$
5	1	Provide complete set of structural drawings and specs.		\$
6	1	Provide complete set of 95% drawings for city staff review.		\$
7	1	Provide cost estimate for project		\$
8	1	Provide bidding assistance/documents w/ 100% stamped drawings and specs.		\$
9	1	Provide Public Works with a recommendation letter based on received bids.		\$
10	1	Provide product review of equipment and schedule of approved mechanical contractor.		\$
11	1	Provide payment request review assistance.		\$

12	1	Provide inspection and final inspection services		\$
13	1	Provide Close Out documents and operational and maintenance manuals for HVAC Project		\$

Total Lump Sum Bid In Words \$ _____

Type of Business Organization

The Contractor, by checking the applicable box, represents that it operates as:

- a corporation
 a joint venture
 an individual
 a partnership
 a nonprofit organization

If a partnership or joint venture, identify all parties on a separate page.

Contractor Name _____

Address of Contractor _____

Employer's Tax Identification _____ Number: _____

Signature _____

Printed Name _____ Telephone Number (____) _____

Statement of Qualifications Form

TO: CITY OF PALMER
231 WEST EVERGREEN AVENUE
PALMER, ALASKA 99645

SUBJECT: Request for Proposals No. **RFB-PW-20-04**

PROJECT TITLE: **Engineering Services for Positive Pressure HVAC System Palmer City Hall**
Pursuant to and in compliance with subject Request For Proposals, and other Special Provisions and Contract Documents relating thereto, the undersigned hereby submits the following Statement of Qualifications describing how and why we are qualified to successfully perform the type of work described. Please limit statement to a maximum of 700 words.

PROPOSAL CHECKLIST

I. GENERAL

Contractors are advised that, notwithstanding any instructions or implications elsewhere in this Request for Proposals, only the documents shown and detailed on this sheet need be submitted with and made part of their proposal. Other documents may be required to be submitted after proposal submission time, but prior to award. Contractors are hereby advised that failure to submit the documents shown and detailed on this sheet shall be justification for rendering the proposal nonresponsive. Evaluation of proposals for responsiveness shall be accomplished in accordance with Palmer Municipal Code.

II. REQUIRED DOCUMENTS TO BE INCLUDED WITH PROPOSAL

NOTE: The following items are required to be completely filled out and submitted with the proposal.

- ___ Proposal Form (3 pages) must be completed and manually signed.
Erasures or other changes made to the Bid Proposal Form must be initialed by the person signing the bid.
- ___ Addenda acknowledgement shall be marked in the space provided on the Bid Proposal Form.
- ___ Bid bond, certified check, cashier's check, money order or cash shall be submitted with the bid in the amounts indicated.
- ___ Schedule showing start and final completion dates.
- ___ Contractor Qualification Form