

**Solicitation Number: CAP24000255**  
**C537896 - CFSU - Heritage Complex HVAC**

Capital Construction (CAP)

**Capital Construction Request**

February 12, 2024 - April 09, 2024

## General Header Information

**No.** CAP24000255  
**Title:** C537896 - CFSU - Heritage Complex HVAC  
**Start Date:** February 12, 2024 at 8:00:00 AM EST  
**End Date:** April 09, 2024 at 1:30:00 PM EDT  
**Vendor Q&A Start Date:** February 12, 2024 at 8:15:00 AM EST  
**Vendor Q&A End Date:** March 04, 2024 at 5:00:00 PM EST  
**Estimated Total Value:**  
**Who can respond to this bid? :** All Vendors  
**Description:** The Work includes the following major items:  
The replacement of 16 roof top units at the Heritage Office Complex.  
**Delivery Terms:** Free On Board Destination  
**Payment Terms:** Net 30 Days  
**Contact Information:** Capital Construction Request  
Joseph Holoubek  
2662 Riva Road Annapolis MD, 21401 United States  
Tel: 410-222-7549  
pwho10@aacounty.org  
  
Kim Lee  
2660 Riva Road 3rd Floor Annapolis MD, 21401 United States  
Tel: 410-222-4142  
phlee200@aacounty.org  
**Contact Details:** If you have any questions, please contact:  
Joseph Holoubek  
2662 Riva Road Annapolis MD, 21401 United States  
Tel: 410-222-7549  
pwho10@aacounty.org  
  
Kim Lee  
2660 Riva Road 3rd Floor Annapolis MD, 21401 United States  
Tel: 410-222-4142  
phlee200@aacounty.org  
**Selected Categories:**

**Solicitation Requirements:**  
**SOLICITATION GENERAL INSTRUCTIONS**  
*INSTRUCTIONS*

**NOTICE: THE OFFICIAL VERSION OF THIS SOLICITATION IS POSTED THROUGH THE COUNTY'S PROCUREMENT PORTAL, P.O.R.T. IF YOU RECEIVED THIS SOLICITATION FROM ANY OTHER SOURCE, THE SOLICITATION YOU RECEIVED MAY NOT BE COMPLETE OR ACCURATE. BEFORE SUBMITTING A RESPONSE TO THE SOLICITATION, YOU MUST OBTAIN THE SOLICITATION THROUGH P.O.R.T. THE COUNTY RESERVES THE RIGHT TO REJECT ANY RESPONSES TO THE SOLICITATION IF THE VERSION OF THE SOLICITATION THAT IS BEING RESPONDED TO WAS NOT OBTAINED THROUGH P.O.R.T. OR IS OTHERWISE NOT COMPLETE OR ACCURATE.**

**NOTICE:** The vendor is solely responsible for ensuring timely submission of their solicitation response. Failure to allow adequate time prior to the solicitation end date to complete and submit a response to a solicitation, particularly in the event technical support assistance is required, places the vendor and their response at risk of not being accepted on time.

**PORT:** To download a copy of the Solicitation specifications, go to the County's website at <https://www.aacounty.org/PORT> and click on "Print/Download Solicitation Summary" icon at the top of the page.

**Effective August 1, 2022, the County will only accept formal bids and proposals through the PORT System. To register, please visit our website at:**

<https://www.aacounty.org/departments/central-services/purchasing/P.O.R.T./registration/index.html>

**For assistance in registering, please contact:** Diana Cox, Procurement Strategy Manager, Anne Arundel County, Purchasing Division, 410-222-7668, [phcox001@aacounty.org](mailto:phcox001@aacounty.org)

**For technical assistance, please contact WebProcure Assistance, 866-889-8533, [webprocure-support@proactis.com](mailto:webprocure-support@proactis.com)**

**If you have questions or concerns with submitting an electronic bid, please send an email to [purchasing@aacounty.org](mailto:purchasing@aacounty.org) or call (410) 222-7620.**

**ELECTRONIC RESPONSES:** To respond electronically to a solicitation, the vendor must first register with the County's eProcurement system (P.O.R.T.) by going to the <https://www.aacounty.org/PORT> clicking the "Registration" button at the top of the page, and completing the Vendor Registration. Detailed instructions for using the P.O.R.T. system are available by scrolling down on the P.O.R.T. home page.

Once registered, the Bidder or Offeror should log back into P.O.R.T. and edit their profile by selecting the organizational contact(s) that should receive an automated confirmation of the vendor's electronic bid or proposal responses successfully submitted to the County.

When responding electronically to a specific solicitation, the vendor must read and accept the Original Solicitation Documents and complete pricing and any other identified requirements. In addition, the vendor should download and save all of the Original Solicitation Documents on their computer so that they can prepare their response to these documents. Vendors should upload their completed response to these downloaded documents (including Affidavit, exhibits, forms, and other information concerning the solicitation) as an attachment to the electronic solicitation response. A scanned copy of the Affidavit may be submitted if responding to the solicitation online. If the responding vendor is awarded a purchase order or contract, the vendor will submit the original version of the Affidavit that was scanned and submitted online to the County's Purchasing Division, Office of the Purchasing Agent, within ten (10) calendar days of request.

**Bid openings will be held remotely via Zoom.com. You may join the Zoom meeting for the date and time set on the solicitation. However, the reading of bids will begin approximately 15 minutes after the deadline for submitting them to give staff enough time to assemble the bid responses. Please join the bid opening using the credentials listed below:**

*Join Zoom Meeting*

*Join URL: <https://zoom.us/j/172858269>*

*Meeting ID: 172 858 269*

*Password: 0*

*Dial by your location*

- +1 312 626 6799 US
- +1 301 715 8592 US
- +1 669 219 2599 US
- +1 669 900 6833 US
- 888 475 4499 US Toll-free
- 877 853 5257 US Toll-free

The deadline for submitting a request for clarification of requirements is noted in the Collaboration Section of this solicitation. The County Purchasing Agent will respond by notifying Bidders or Offerors by written addendum.

Any Bidder or Offeror finding any discrepancy in or omission from the Specifications resulting in doubt as to their meaning, or feeling that the Specifications are discriminatory, will notify the County Purchasing Agent in writing no later than the deadline noted in the Collaboration Section of this Solicitation. These exceptions in no way obligate the County to change its specifications. The County Purchasing Agent will respond by notifying Offerors by written addendum of any interpretations made of the Specifications.

The County shall assume no responsibility for oral communications. All official correspondence in regard to the Specifications will be directed to and will be issued by the County Purchasing Agent in writing. To better ensure fair competition and to permit a determination of the Successful Bidder or Offeror, a Bid or Proposal Response may be rejected if they show any omission, irregularity, alteration of form, addition, condition, unresponsiveness, or unbalance.

Specifications provided are based on County needs and uses, estimated costs of operation and maintenance, and other significant or limiting factors to meet County requirements and consistent with County policies. Minimum and maximum specifications, where included, are not established arbitrarily to limit competition or to exclude competitive Bidders or Offerors. In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

Contact with any County representative concerning this solicitation, other than as stated herein, is prohibited. "County representative" will include, but not be limited to, all elected and appointed officials, County employees, and members of the Evaluation Committee.

**Questionnaire:****PUBLIC INFORMATION ACT NOTICE**

Description: PUBLIC INFORMATION ACT NOTICE

*I acknowledge and accept the following: If awarded a contract, the contract, including the Successful Bidder's response, will be made public. The Bidder shall provide a separate copy of its bid that contains redactions of content that the bidder contends is confidential financial information or a trade secret. If a bidder, however, fails to provide a redacted copy, the final contract without the bid documents could be posted and if someone makes a Maryland Public Information Act request for the bid, then once the request comes in, Purchasing can advise the submitter that the County intends to publicly produce the bid unless the submitter provides a redacted version with its bid response.*

Type	YES/NO
Is Required	Y

*Please provide a redacted version of your bid response if any or all parts of your Bid Response are deemed confidential. ONLY a REDACTED version of your proposal should be uploaded here. All other documents, such as Affidavits, drawings, etc. should be uploaded to the Attach Documents tab, which will display once the required fields in the Requirements and Questionnaire sections are complete.*

Type	ATTACHMENT
Is Required	N

## **Documents:**

C537896 - Project Manual Spec Part 1.pdf

C537896 - Proposal.pdf

C537896 Spec Part 2.pdf

C537896 - Drawings.pdf

CAP24000255 - C537896 - Pre-Bid Meeting Minutes.pdf

CAP24000255 - C537896 - ADDENDUM NO. 1 - NEW DUE DATE.pdf

CAP24000255-C537896-ADDENDUM 2-NEW DUE DATE\_NEW PROPOSAL FORM.pdf



# Item Specifications

<i>No.</i>	<i>Item</i>	<i>Alternative</i>	<i>Supplier Part No</i>	<i>Mfr. Name</i>	<i>Mfr. No</i>	<i>Del Date</i>	<i>Unit</i>	<i>Unit Bid</i>	<i>Qty.</i>	<i>Total</i>
1	C537896 - TOTAL BID ITEMS (BASE BID+A1+A2+A3)						lump sum		1.00	
<p>Item Specification for C537896 - TOTAL BID ITEMS (BASE BID+A1+A2+A3)</p> <p>Description:</p> <p>Manufacturer Name: No Manufacturer Specified</p> <p>Delivery Address: Anne Arundel County See Solicitation</p> <p>Allow Vendor to Enter Negative Value : No</p> <p>Exclude Line Item from Bid Total : No</p>										

