



# LEWIS AND CLARK COUNTY

## Public Works Department

### AGENDA

#### Pre-Bid Meeting for Generator Replacement

Thursday, February 20, 2025, at 3:00 p.m.

Michael A. Murray Building, 1930 9<sup>th</sup> Avenue, Helena

#### 1. INTRODUCTIONS

- a. Owner's Representatives – Audra Zacherl, Assistant Director; Mac McCarley, Buildings Manager; Ryan Wardell, Maintenance Technician
- b. Electrical Engineer – Susan Ames, Ames Engineering, LLC

#### 2. PROJECT MANUAL

- a. Accessible online via Lewis and Clark County website, Bids Page

#### 3. SCOPE & PROJECT DESCRIPTION

- a. Project consists of replacing a generator and automatic transfer switch for a county-owned building that is operating as a health and medical facility.
- b. Owner to retain ownership of existing generator and transfer switch.

#### 4. SUBMISSION OF BID

- a. Sealed bids are due by 4:00 p.m., Wednesday, March 5, 2025 in room 345 of the City County Building at 316 N Park Ave, Helena, MT 59623
- b. Opened and read aloud in Room 330 of the City County Building at 9 a.m. on Thursday, March 6, 2025.
- c. The envelope containing the sealed bid must be labeled with:
  - i. Bidders Name;
  - ii. "Generator Replacement, Bid Enclosed";
  - iii. Acknowledgment of any issued addenda.
- d. When mailing bid in a shipper's envelope (ie Federal Express, UPS, etc.), the bid must be in a sealed envelope inside the outer shipper's envelope. The sealed inner envelope must be marked per 4.c.

## **5. BID**

- a. Completed Bid Submittal Package
  - i. Bid Security – minimum of 10% of bid. May be bid bond or other form of security as specified in Montana Code Annotated 18-1-203, payable to Lewis & Clark County.
  - ii. Submit Bid Proposal Worksheets only (Pages 9 through 11).
  - iii. Acknowledge any addenda on front of sealed envelope and on page 10.
  - iv. Bid envelope sealed and properly marked in accordance with instructions.
  - v. Notarized signature.

## **6. CONTRACT TIME**

- a. There is no contract time specified in the bidding documents. Contractors are required to include their earliest possible start date after contract award and the number of anticipated construction days. Keep it realistic.

## **7. SPECIAL PROVISIONS**

- a. All provisions of the Montana Public Works Standard Specifications, Seventh Edition, April 2021, hereafter collectively referred to as the MPWSS, apply to the project, except where portions of the MPWSS are modified or replaced by the Contract Documents.
- b. All Bidders are strongly encouraged to visit the site of the work and conduct all field investigations at their disposal to become acquainted with the nature of the work.
- c. Division 260100 – General Electrical Requirements
  - i. 3.2 Contractor’s Use of Site and Premises
  - ii. 3.3 Coordination with Occupants
  - iii. 3.4 Work Restrictions
- d. Contractor shall be registered per Montana Code Annotated 39-9-201 in order to bid on this Project. All subcontractors whose portion of the work is over \$2,500 will be required to submit proof of registration with the Department of Labor and Industry.
- e. Contractor is responsible for obtaining all required permits for construction. Copies of permits must be provided to the Owner prior to demolition.
- f. Prevailing Wages: Montana Prevailing Wage Rates for Building Construction 2025 apply. Certified payrolls must be submitted within one week of issuing each respective payroll. They must be numbered sequentially and submitted on a weekly basis whether or not work was performed. If no work was performed, the Contractor should note this on the payroll.
- g. All contractors or subcontractors working on a public funded project are required to pay or have withheld from earnings one percent (1%) of the gross contract price. This tax applies to public contracts of 80 thousand dollars (\$80,000) and above.
- h. Contractor shall furnish an approved Performance Bond and a Labor and Materials Payment Bond, each in the amount of one hundred percent (100%) of the contract amount.
- i. Liability Insurance with the County listed as an additional insured.
- j. Worker’s Compensation Insurance.

## 8. QUESTIONS

Q: Owner is retaining ownership of existing generator and transfer switch, does contractor have to move existing equipment out of the way?

A: No. Contractor only has to disconnect existing equipment and leave in place. New equipment will be located away from existing equipment.

Q: Who is responsible for providing the first tank of fuel for the generator, owner or contractor?

A: Contractor

Q: Is the contractor responsible for concrete testing?

A: No. Contractor will notify owner when testing needs to take place and owner will arrange testing if desired and at no cost to contractor.

Q: Is contractor responsible for performing a full load bank test?

A: Yes

Q: What does "Cash Discount" mean (#8 of the Standard Terms and Conditions)?

A: If a discount can be offered to the owner (such as a government discount on the purchase of a piece of equipment), the discount may be quoted and used to determine low bid provided the discount does not expire prior to project completion or payment.

Q: Does contractor have to replace any trees or shrubs that are removed for construction?

A: No. Only repair/reroute underground sprinkler lines that may be impacted and regrade area.

Q: Does the contractor have to fence the construction site?

A: Owner recommends that contractor fence the construction site for safety and security reasons.

Q: Does the contractor need a badge to enter the building?

A: No, contractor will be escorted by building maintenance staff for interior work.

Q: Should we remind contractors of communications prior to bidding?

A: Yes. Please remember that the County has a strict cone of silence clause. All communications outside of the pre-bid meeting must go through the point of contact identified in the legal notice. See number 21 of the Standard Terms and Conditions for more information.



**LEWIS AND CLARK COUNTY**  
 Generator Replacement Pre-Bid Meeting  
 3:00 p.m. @ 1930 9<sup>th</sup> Avenue, Helena  
 February 20, 2025  
 Sign-In Sheet

Name	Company	email	Telephone
Audra Zacherl	L & C County	azacherl@lccounty.mt.gov	447-8035
Roy Murray	The Third Element	RoyM@3EContractors.com	406-459-6209
ALAN COLE	THIRD ELEMENT	ALAN@3ECONTRACTORS.COM	406 302 1299
Troy Broad	Eagle Electric	troy@eagleelectric.mt.com	406-439-6886
Eric Pickett	Epic Electric	eric@epicelectric.mt.com	406-980-0009
DAVE SPITZLE	CENTRAL ELECTRIC	dspittle@ceinc.biz	406 538 3786
Susan Ames	Ames ENG	SusanAmes@mt.net	406-731-1924
Ryan Warden	L & C County	rwarden@lccounty.mt.gov	406-702-1267
Mac McCarley	L & C County		