

# **Corvallis School District**



## **REQUEST FOR PROPOSALS**

### **Heating, Ventilation, and Air Conditioning (HVAC) Preventative Maintenance and Repair Services**

Issued: December 6, 2018

Mandatory Pre-Proposal Meeting: December 13, 2018 9:00 AM

Due: January 15, 2019 2:00 PM

Submittal Location: 1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333

## **INTRODUCTION**

The Corvallis School District (the “District”) is requesting competitive proposals with the intent of entering into a contract with a firm able to provide Heating, Ventilation, and Air Conditioning (HVAC) Preventative Maintenance and Repair Services. **This is a qualifications-based selection with cost as a consideration.** Factors such as Contractor customer service, past performance, technical expertise and experience, management capabilities and resources, will form the basis for the criteria considered, in addition to price to perform the scope of work. Award shall be made in accordance with the terms conditions, and requirements stated herein.

## **DISTRICT INFORMATION**

The Corvallis School District serves the city and surrounding area of Corvallis, Oregon and provides a full range of educational services to more than 6,800 students in grades K-12. District facilities include seven elementary schools, two middle schools, two high schools, one K-8 school, an alternative education center, plus administrative and support services buildings. This contract will perform all aspects of the District's heating, ventilation, and cooling systems. Systems include cast iron section boilers, high efficiency condensing and non-condensing boilers, ventilation systems, chillers, air handling systems and more. The Corvallis School District utilizes Andover and Delta for the direct digital controls at most schools.

## **SCOPE OF SERVICES**

The District is seeking proposals from firms who can provide Heating, Ventilation, and Air Conditioning (HVAC) Preventative Maintenance, Servicing, and Repair. The contract for services will extend to June 30, 2021. The following conditions will be required:

- The District will pay for required permits for work within the District. However, acquiring the permits and follow-up inspections and permit close-out will be the responsibility of the Contractor. Said services by the Contractor can be billed at the appropriate hourly rate.
- The Contractor awarded this contract will be awarded first rights of refusal to any outsourced project. If the Contractor is unable to meet the District’s timeline or if it is in the public’s best interest, the District may solicit services from a different source.
- Materials for said project(s) will be billed as a separate line item. Please indicate percentage of mark-up in the quote section of the proposal.
- District requires a dedicated service team to provide continuity in services throughout the District.
- District requires knowledge and experience identifying, troubleshooting, and repairing multiple systems.
- District prefers experience in the following types of systems (not an all-inclusive list):
  - Andover Control Systems
  - Delta Control Systems
  - Condensing and Non-Condensing Boilers
  - Air Conditioning Systems
  - Heat Pumps
  - Ventilation Systems
  - Pneumatic Controls
  - Steam boilers
  - Roof Top
  - Chillers
- The District reserves the right to award the Contract or Purchase Order to the most cost effective overall quote or to award a Contract or Purchase Order for portions of the project. The District reserves the right to reject any and all proposals/quotations if it is in the public’s best interest to do so.

- The law requires that when a contract for construction, re-construction, maintenance, or repair for a public agency exceeds \$50,000, the bid or quote specifications must contain a provision stating the minimum hourly rates of pay to be paid to workers, as those rates are determined by the Labor Commissioner. Prevailing wage shall be paid at the current wage rates published by the Bureau of Labor and Industry. Contracting agencies are required to include in their contracts, a provision that workers shall not be paid less than such rates. (ORS 279.850 - ORS 279.363) However, if the Contractor is asked to provide services on a prevailing wage project, they will be notified in writing of such circumstances.
- Corvallis School District will not receive / consider a bid / quotation unless the bidder is registered with the Oregon Construction Contractors Board as required by ORS 671.530.
- All materials shall be installed according to manufacturer's instructions. Contractor is responsible to post signs and install barricades as required to protect completed work against damage or discoloration. Contractor shall warrant all labor and materials for a period of one year from the date of final acceptance by the District.
- Contractor offering proposal must certify that no asbestos containing building materials will be utilized in fulfilling this contract. Contractor will further certify compliance with ORS 468A.720 relating to asbestos abatement work.
- Any Contractor or their employee who will be on District property without the supervision of a District employee is required to complete the District's criminal background check. Contractor and their employees shall complete the form prior to commencing work on the referenced project. While on District property, Contractors and their employees shall be required to wear identifying clothing or company identification badge and shall provide photo identification upon request. No Contractor or Contractor employee will be allowed in occupied classrooms, student restrooms, or locker rooms without District employee supervision.
- District structures may contain hazardous materials including, but not limited to asbestos, lead, and PCBs. It is the Contractor's responsibility to train their employees and/or sub-Contractors regarding these hazards and meet all OSHA and DEQ requirements. Records regarding hazardous materials can be viewed upon request at the Facilities Office by calling 541-757-5877.
- The District will pay labor rate for one-way travel to the job site, up to 30 minutes.

### **SCHEDULE OF EVENTS**

Publish and Advertise RFP	December 6, 2018
Mandatory Pre-Proposal meeting	December 13, 2018 9:00 AM
Questions and RFP Protests Due	December 18, 2018 5:00 PM
Last Addenda Issued (if any)	January 4, 2018 5:00 PM
Proposals Due	January 15, 2019 2:00 PM
Proposal Evaluation	January 16-18, 2019
Notice of Intent to Award	January 21, 2019
Commencement of Services	January 28, 2019

### **PROPOSAL EVALUATION PROCESS**

A selection committee comprised of District employees will evaluate each proposal to determine the one that is most advantageous to the District based on the evaluation criteria outlined in this RFP. Proposals submitted that do not meet minimum content requirements will not be rated. The

committee will consider the merit of information presented in the written responses and is not obligated to conduct further investigation.

The selection committee will add together the points that each committee member assigns and divide the total points by the total number of selection committee members to compute average score for the evaluation questions. The award of this solicitation will be made by the District based on the proposal which, in the selection committee's sole and absolute judgment, will best serve the interests and needs of the District.

### **EVALUATION CRITERIA**

Proposals will be evaluated based upon the following criteria:

1. Breadth of experience and ability to provide Andover and Delta controls services. (25 points)
2. Work History with K-12 Education and reference checks. (15 points)
3. Experience of Contractors employees (Years of experience with your company, qualifications). (10 points)
4. Guaranteed response times. (5 points)

### **TERMS AND CONDITIONS**

The District expects to enter into a contract with the successful Proposer; however, the District does not guarantee that it will award any contract pursuant to this RFP. While this RFP provides instructions for the preparation of a proposal that will address all RFP requirements, the District reserves the right to reject any and all proposals. This RFP is not an offer to contract. Only the execution of a written contract will obligate the District, in accordance with the terms contained in the contract.

### **QUESTIONS**

All questions and contacts with the District regarding any information in this RFP must be addressed in written form via email to Dewayne Irvin, Maintenance Supervisor, at [dewayne.irvin@corvallis.k12.or.us](mailto:dewayne.irvin@corvallis.k12.or.us).

### **CHANGES OR MODIFICATION TO RFP (ADDENDA)**

The District reserves the right to amend this RFP in any manner prior to award of a contract. Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all Proposers via email. No information received in any manner different than as described herein will serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or change or protest of anything contained in an addendum must be received by the date and time stated in the addendum, or they will not be considered.

### **MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Proposers may modify or withdraw their submitted proposals only prior to the due date and time as indicated in the schedule of events. Any modification or withdrawal shall be made in writing, signed by an authorized representative of the Proposer, and shall state the action requested (i.e. the modified proposal supersedes the prior proposal; the submitted proposal is withdrawn). Modifications or withdrawals must be submitted in an appropriately marked and sealed envelope to the person designated to receive proposals.

## **MISTAKES BY PROPOSER**

The District has the authority to waive any and all minor deviations, informalities or inadvertent nonjudgmental mistakes on any proposal. Such mistakes must be a matter of form, rather than substance that is clearly evident regarding the proposal or an insignificant mistake that can be waived or corrected promptly without prejudice to other Proposers or the District. Errors in judgement made in a proposal by a Proposer shall not be waived.

## **CLARIFICATION OF RESPONSES**

The District reserves the right to request clarification of any item in a firm's proposal or to request additional information necessary to properly evaluate a particular proposal. All requests for clarification and responses shall be in writing and shall be provided to each selection committee member.

## **SELECTION PROTESTS**

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection within seven days after notification of that selection to:

Olivia Meyers Buch, SFO  
Finance and Operations Director  
Corvallis School District 509J  
1555 SW 35th Street  
Corvallis, OR 97333

PO Box 3509J  
Corvallis, OR 97339

Any such protests must be received no later than seven days after the notification of selection has been made in order to be considered. The selection decision notification will be made via email.

## **PROPRIETARY INFORMATION**

The District will retain this RFP and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made part of a file or record, which will be open to public inspection after responder selection and award is announced. If a response contains any information that is considered a trade secret under ORS 192.345(2), mark each sheet with the following legend: "This data constitutes a trade secret under ORS 192.345(2), and must not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

The Oregon Public Records Law exempts from disclosure only bone fide trade secrets, and the exception from disclosure applies only "unless the public interest requires disclosure in the particular instance". Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential must accompany the response, but must be readily separable from it. Any response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

## INSURANCE PROVISIONS

Contractor shall not commence any work until Contractor obtains, at Contractor's own expense, all required insurance as specifically outlined in the resulting contract agreement between the District and Contractor. Such insurance must have the approval of Corvallis School District 509J as to limits, form, and amount. Major requirements are:

1. **COMMERCIAL GENERAL LIABILITY** insurance including personal injury, bodily injury and property damage with limits of \$2,000,000 Per Occurrence / \$2,000,000 General Aggregate / \$2,000,000 Products and Completed Operations Aggregate. Aggregates shall apply per Project. Limits may be provided by Excess or Umbrella policy.
2. **BUSINESS AUTOMOBILE LIABILITY** insurance comprehensive form with limits of at least \$2,000,000 per Accident. The coverage shall include owned, hired, and non-owned automobiles.
3. **SEXUAL ABUSE AND MOLESTATION.** The Contractor's General Liability policy must not specifically exclude coverage for sexual abuse and molestation. If sexual abuse and molestation coverage is excluded under the General Liability policy, evidence of separate sexual abuse and molestation coverage of not less than \$500,000 per occurrence and \$1,000,000 aggregate each claim, incident, or occurrence must be provided to the District in the form of a certificate of insurance and must be approved by the District prior to the execution of this Agreement.
4. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY** insurance as statutorily required for persons performing work under this Agreement. Any subcontractor hired by Contractor shall also carry Workers' Compensation and Employer's Liability coverage, with limits of at least \$500,000 each accident / \$500,000 policy limit / \$500,000 each employee.

## ADDITIONAL REQUIREMENTS

Pursuant to ORS 279A.105, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to ORS 279A.105, proposers are hereby notified that policies applicable to consultants and contractors have been adopted that prohibit sexual harassment and that proposers and their employees are required to adhere to the District's policy prohibiting sexual harassment in their interactions.

## PROPOSAL REQUIREMENTS

1. Attendance at a **mandatory pre-proposal meeting:**  
9:00 AM, Thursday, December 13, 2018  
Corvallis School District Office  
1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333
2. Proposal receipt by District prior to the **Response Date**  
2:00 PM, Tuesday, January 15, 2019  
Facilities and Transportation  
ATTN: Dewayne Irvin  
Corvallis School District Office  
1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333

3. At a minimum, proposals must include the following information:
  - a. Standard hourly rate for 2018-19, 2019-20, and 2020-21.
  - b. Overtime hourly rate for 2018-19, 2019-20, and 2020-21.
  - c. Percentage of mark-up on materials for 2018-19, 2019-20, and 2020-21.
  - d. Guaranteed response times (in hours) for Emergency and non-Emergency incidents.
  - e. Detailed description of:
    - i. added services your firm will provide, if any,
    - ii. dedicated service providers,
    - iii. product certifications,
    - iv. company history,
    - v. employee training programs and any associated expenses.
  - f. Information regarding school district experience, including references for school district and/or government agency work projects completed within the past five years.
  - g. Cover letter signed by Contractor's authorized representative asserting firm name, business type, Contractors Board License number, address, website (if applicable), telephone, authorized representative's name and title.