
LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent
One Highlander Court
Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

DEADLINE FOR RECEIPT OF QUOTATIONS: May 28, 2018 3:00 PM

**LOCATION OF PROPOSAL RECEIPT: Litchfield School District
School Administrative Unit # 27
One Highlander Court
Litchfield, NH 03052**

School Administrative Unit #27-District ("District") is issuing this RFP for the purpose of obtaining Proposals from qualified Service Providers ("Contractors") capable of providing HVAC and Mechanical services to Campbell High School, Litchfield Middle School, and Griffin Memorial School locations on an as needed basis.

The proposal is to be submitted on your letterhead. Envelopes should be sealed and addressed to Litchfield School District, One Highlander Court, Litchfield, NH 03052, **Attention: Business Administrator**, and marked "HVAC Services," no later than May 28, 2018 by 3:00 P.M.

Instructions to Contractor

1. District reserves the right to reject any and all proposals based on non-compliance of specification, and to waive the formalities, as it deems such action to be in their best interest.
2. Award will be made to the lowest cost Contractor who demonstrates that they have followed the specifications. Quality and other factors, which are more favorable to the District, will be considered.
3. No Contractor may withdraw their proposal for at least thirty (30) days after the time and date set for the receipt of bids to ensure issuance of a formal purchase order.
4. All quotations must be signed by an authorized representative of the Contractor.
5. Should a Contractor find discrepancies in or omissions from the specifications, or should he/she be in doubt as to their meaning, the Contractor shall at once notify the SAU, who will send a written instructions to all Contractors. The SAU will not be responsible for any oral instructions or addendums.
6. Proposals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to meet the requirements of the RFP.
7. Certificate of Liability and Worker's Compensation Insurance is to accompany all quotation documents.
8. No work shall commence in the district without a proper Certificate of Insurance being received and approved by the District. The Certificate shall list "Litchfield School District" as an additional or co-insured.
9. No work shall commence in the district until the Contractor signs an acknowledgement of the District's Safety Plan.
10. All work in the district must meet the requirements of all applicable town, local and state codes, laws and ordinances, in addition to any technical societies referenced herein.

11. All potential bidders are required to attend a mandatory pre-bid meeting held on Thursday, May 10, 2018, at 11:00 AM, Campbell High School, 1 Highlander Court, Litchfield, NH 03052. A tour of the three schools will be provided and available for inspection. Bidders must record their attendance at the inspection on the form available during the meeting. Contractors who do not attend and sign in at this mandatory meeting may be disqualified.

Vendor Qualifications

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a bidder.

1. List of three (3) references including names, addresses, phone numbers and contact persons, of clients for whom you have performed similar services in this proposal.
2. State how long you have been operating under your present company name.
3. Contractor's qualifications, years in business, experience in providing the level and type of service specified in the proposal.

Scope of Work

This request for proposal is for the purpose of selecting a qualified and experienced Contractor to provide HVAC and Mechanical services to the District who will determine what services are to be performed. Actual work may vary dependent upon District needs and New Hampshire state code requirements. Contractor will be required to submit an estimate of repairs (labor and material) prior to obtaining District approval for the actual performance of service.

The work will consist of HVAC and Mechanical services provided at the schools within the District for the 2018-2019 school year with renewal option for year 2 and year 3. All work will be performed on an "as needed" basis and preventative maintenance schedule.

The Contractor shall furnish at their expense all supervision, equipment, tools, machinery, labor, materials, transportation and other items and services necessary to fully accomplish the project as assigned in accordance with the terms, conditions and specifications of this RFP.

All work shall be accomplished in strict accordance with specifications set forth herein, and all applicable state, county and local laws, codes and ordinances. In addition, without exception, the Contractor shall comply with the letter and intent of all EPA, OSHA, and any other pertinent federal regulations and laws concerning the work specified herein.

The Contractor is responsible for the protection of all buildings, structures and utilities that are under or above ground or on the surface, from their operations that may be hazardous and/or damaging to said facilities.

The Contractor is responsible for the protection of all students, visitors, and District personnel against hazards and/or injuries due to their operations at the work site.

The Contractor shall ensure frequent pick-up of all refuse, scrap materials and debris that result from their operations so that the work site presents a neat and orderly appearance at all times. All rubbish, scrap, etc. shall be transported from the premises. At completion of work the Contractor shall remove all work materials, tools, equipment, and surplus materials from the work site and leave project in ready-to- use condition.

The normal working hours for the District are between 7:00 a.m. to 3:00 p.m. Monday through Friday. Projects will be mutually scheduled as required by the District. Such scheduling may include off hours, weekends and holidays.

Contractor(s) doing business with the District are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, religion, sex or age with regard to but limited to the following: employment practices, rates of pay or other compensation methods and training selection.

The District reserves the right to perform, or cause to be performed, the services herein described in any matter it sees fit, including, but not limited to, award of other contracts, utilization of existing State or County contracts, or to perform the work with its own employees.

The awarded Contractor shall take all reasonable precautions for safety and shall provide all reasonable protection to prevent damage, injury or loss to persons and employees of the District. The awarded Contractor shall comply with all Occupational Safety and Health Administration (OSHA) regulations, as they relate to, and are applicable to the performance of the work of this contract.

In any emergency affecting the safety of persons and property, the awarded Contractor shall act immediately to prevent threatened damage, injury or loss. Any emergency must be reported to the Building Manager immediately and no later than twenty-four (24) hours from the time that the emergency is discovered by the Contractor.

Qualifications of Contractor's Staff

The District is keenly interested in the level and type of HVAC and mechanical service experience of the Contractor and those persons who will be assigned to work with the District. Resumes and listing of your employee's credentials and length of time each has been at your firm are expected. The District reserves the right to reject staff that they feel does not have appropriate experience or qualifications to provide the desired electrical services. All electrical work must be performed by licensed electricians that you have on your staff. No subcontracting will be allowed.

Qualifications and Experience of the Contractor

Contractors submitting proposals should be of the sufficient size to ensure timeliness, stability and responsiveness during the year. Contractors submitting proposals shall provide information about their size as well as their school district and local government experience.

Responsiveness and Time Requirements

1. HVAC and Mechanical Services

- a. The Contractor selected is expected to have qualified staff available by telephone for consultation during normal business hours.
- b. The District may require regular or periodic on-site consultation.
- c. The District is unable to predict the total amount of time that may be required of the Contractor to provide HVAC and mechanical services in the three (3) schools. The Contractor selected will be expected to provide services as required throughout the year.

Award

District reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which the District may consider. The District does not intend to award a Bid fully on the basis of any response made to the proposal; the District reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet the District' specifications and needs.

Term

The Bid is for a One (1) year period with option for renewal for years 2 and 3. NO PRICE INCREASES ARE ALLOWED DURING THE FIRST YEAR.

Bid Sheet

Bidders should familiarize themselves with the local conditions affecting the cost of the work and the site of the work. Bidders are required to perform, provide and furnish all of the labor, materials, necessary tools, fees, permits and equipment including transportation services necessary to complete the work outlined at the unit prices indicated below.

BID SHEET
Litchfield School District
RFP HVAC and Mechanical Services

1. Service Work Hourly Rate:

Regular Working Hours
(7 AM – 3 PM M-F) \$__

Overtime Working Hours:
(3 PM – 7 AM M-F)

(3 PM – Fri 12 Midnight Sat.) \$__

Sunday Hours:
(12 Midnight Sat. – 7 AM Monday) \$__

Holidays:
(5 PM prior night – 8 AM following day) \$__

*Please provide hourly rate discount for a block of 100 guaranteed hours of work completed during regular business hours:

2. Emergency Work Rate:

Regular Working Hours
(7 AM – 3 PM M-F) \$__

Overtime Working Hours:
(5 PM – 8 AM M-F)
(5 PM – Fri 12 Midnight Sat.) \$__

Sunday Hours:
(12 Midnight Sat. – 8 AM Monday) \$__

Holidays:
(3 PM prior night – 7 AM following day) \$__

4. Material Mark-up from wholesale rates

(%): _____%

*District reserves the right to purchase parts and equipment for Contractor to install.

5. Response Times: Hours/Days

Standard Response __

Emergency Response __

Certification

I certify that:

1. I have been authorized to submit and sign this proposal on behalf of the submitting contractor;
2. That the quote is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service; and
3. Contractor will implement the services in compliance with the stipulations and guidelines set forth by the District.

Authorized Signature _____ Date _____

Print Name: _____

Title: _____

Company Name: _____

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Telephone Number [] _____ - _____

Email Address: _____ @ _____

Federal ID#-Social Security Number _____