

**Houston County School District  
Wicksburg kitchen a/c unit  
Request for Proposal (RFP)**

**Bid Opening Date & Time: Friday November 9, 2018 9:00am (Central Time)**

<b>I.</b>	<b>MISCELLANEOUS</b>
<b>A.</b>	<p>The Houston County School District/Board of Education is seeking bids for a replacement Air Conditioner unit for Wicksburg Kitchen unit. Houston County School District will accept bids, prior to the specified bid opening date and time, for the specified services. <b>Bids received after the stated date and time will not be accepted.</b></p> <p>Award will be made to the most responsive bidder/s offering a proposal that is deemed the most acceptable and advantageous to the Houston County School System.</p>
<b>B.</b>	Point of Contact: Dominick Curran, Maintenance Supervisor (see Section III)
<b>C.</b>	<p>The awarded contract(s) will be for the job specified in the RFP.</p> <p>All awarded contracts are contingent upon approval of the Houston County Board of Education.</p> <p>This RFP, the requirements specified therein, and the successful bidder’s response will become part of any awarded contract resulting from this solicitation.</p>
<b>D.</b>	No consideration will be given to any claims based on a lack of knowledge of existing conditions.
<b>E.</b>	<p>Any changes, additions, modifications to the bid request and any questions, if received, and their answers (Q&amp;A) related to this solicitation will be posted to the Houston County Webpage <a href="http://www.hcboe.us">www.hcboe.us</a>, located on the right side of the home page under “District News”.</p> <p>It is the bidder’s responsibility to check for modifications/addendums to the bid request and any posted Q&amp;A documents periodically and <b>before</b> submitting a bid.</p>

<p><b>F.</b></p>	<p><b>Sealed bids</b> must be submitted prior to the bid opening, scheduled for <b>Friday November 9, 2018 at 9:00am (Central Time)</b>, at the Houston County School District Board of Education, 404 W. Washington St., Dothan, AL 36301.</p> <p>The envelope/container must be marked <b>“Bid 2018-2019/5 – Wicksburg Kitchen a/c” on the front and “Sealed Bid DO NOT OPEN”</b> across or near the seal. If mailed, mail to Attention: Dominick Curran, at the address listed above.</p> <p><b>Any late bids will not be opened or considered. No faxed or electronic bids will be accepted.</b></p> <p><i>Failure to provide the information requested in this RFP in the requested format is reason for rejection, without consideration.</i></p>
<p><b>G.</b></p>	<p>Bidders must complete and submit the Bid Response Form included with this document, as a minimum, for submitting their bid pricing and company information, as well as all other requested documentation.</p> <p>The Bidder’s bid may include additional quote pages in the Bidder’s preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the District to compare pricing from all bidders using the same form. Reference statements, such as “See Page XX,” “Refer to Page XX,” etc. must not be entered in the Bid Response Form. If proposing additional options or services, the Bidder must provide pricing, as a minimum, using the Bid Response Form format.</p>
<p><b>H.</b></p>	<p>Bid price is to be all inclusive with no allowable additional costs to Houston County School District Board of Education.</p> <p>If estimated taxes or other fees are not identified in the Bid Response Form, either separately or as part of the monthly and one-time fees, then it will be assumed there are no other fees and the district will not pay any such fees identified at a later date.</p>
<p><b>I.</b></p>	<p>Prices shall be good for the length of the contract and any extensions.</p>
<p><b>J.</b></p>	<p>If a bid differs in any way from the bid specifications, the bidder must list the differences on the Bid Response Form in the Exceptions to Specifications and/or Comments section telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.</p>
<p><b>K.</b></p>	<p>It is the bidder’s responsibility to comply with all local, state, and federal laws as they apply to this bid.</p>
<p><b>L.</b></p>	<p>Houston County School District is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975.</p>
<p><b>M.</b></p>	<p>Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act, and Environmental Protection Agency Regulations.</p>
<p><b>N.</b></p>	<p>The Houston County School District Board of Education is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.</p>

<p><b>O.</b></p>	<p>E-Verify Requirement. Beason-Hammon Alabama Taxpayer and Citizen Protection Action (Act No. 2011-535) requires that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-Verify Memorandum of Understanding MUST be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site <a href="http://www.uscis.gov/everify">www.uscis.gov/everify</a>. The Alabama Department of Homeland Security (<a href="http://immigration.alabama.gov">http://immigration.alabama.gov</a>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.</p>
<p><b>P.</b></p>	<p>The final awarding of this bid will be made by the Houston County School District Board of Education based on a recommendation from the Superintendent.</p>
<p><b>Q.</b></p>	<p>Houston County School District reserves the right to reject any and all bid proposals, waive any technicalities, and award all or part of the contract in a manner that is in the best interest of Houston County School District if deemed necessary.</p>
<p><b>R.</b></p>	<p>Houston County School District will review all proposals for services utilizing guidelines outlined by the Alabama State Bid Law.</p>
<p><b>S.</b></p>	<p>Bidder must have been in continuous business for a minimum of three (3) years.</p>
<p><b>T.</b></p>	<p>The Bidder shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Bidder's expense. Labor shall include all restoration (leveling, sod, etc.) of grounds broken up during the installation of this network.</p>
<p><b>U.</b></p>	<p>The Bidder and his representatives shall follow all applicable school district regulations while on Houston County School property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All Bidder personnel shall comply with school sign-in policies when on school district property and be easily identified by the use of identification badges and uniforms or shirts with the Bidder's logo clearly visible.</p>
<p><b>V.</b></p>	<p>Houston County School District reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Non-performance includes but is not limited to failure to supply good quality service, failure to provide services for the full term of the contract, poor installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.</p>
<p><b>W.</b></p>	<p>This bid and any resulting contract does not restrict Houston County Schools from using comparable equipment from other providers.</p>

<p><b>II.</b></p>	<p><b>SERVICES SPECIFICATIONS</b></p>
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<p><b>A.</b></p>	<p><b>Background and Basic Description of the Requirement:</b>                  Location: Wicksburg High School                  1172 Alabama Hwy 123                  Newton, Al. 36352</p> <p>Scope of work:</p> <ul style="list-style-type: none"> <li>• Remove Existing roof top package unit</li> <li>• Install new 10-ton package heat pump unit with 24 kw aux heat Trane Commercial series. (Houston County Board education will only except Trane commercial series equipment in order to match existing new equipment presently at location).</li> <li>• Make all electrical changes and connections for new equipment to meet all local and state electrical codes</li> <li>• Replace existing service disconnect at equipment location.</li> <li>• Install any or all duct work required to adapt new equipment to existing duct system.</li> <li>• Make weather proof seals on ductwork at building entrance and at equipment</li> <li>• Install secondary weather shield on all exposed ductwork</li> <li>• Preform any or all building alteration required for proper equipment installation. These alterations must meet all state and local building codes.</li> <li>• Note: Because this work is being performed at a public school any overhead lifting or work during regular school hours will have to be approved by representative of school board prior to starting.</li> <li>• Perform all equipment startups and adjustments to assure proper equipment operation</li> <li>• Supply all barriers and safety equipment required to maintain a safe work area. Maintain temporary egress from existing occupied facilities</li> <li>• Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weather tight enclosures for building during construction process.</li> <li>• Houston county schools are smoke free campuses. Smoking is not permitted.</li> <li>• Project completion shall not exceed more than 90 days from bid awarding date. However, adverse weather conditions or delays beyond contractors control may affect completion schedule, it is the responsibility of the contractor to give written notice to the board within 10 days after the delay has occurred and its probable effect on set completion date.</li> </ul>
<p><b>B.</b></p>	<p><b>Pre-bid meeting will be held at the bid location on October 31, 2018 at 9:00am. Vendors are not required to attend meeting, however Houston county schools are closed campuses and this will be the only time vendors will have the opportunity to view job site.</b></p>
<p><b>C.</b></p>	<p>System must be available twenty-four hours daily, seven days per week, except for brief periods for scheduled maintenance which must be coordinated with and approved by the Houston County School District Technology representative.</p>

<b>D.</b>	Bidder must provide a toll free number for support Monday-Friday 7:00 a.m. to 5:00 p.m. as a minimum (Central).
<b>E.</b>	<p>Bidder shall furnish to Houston County Schools a Certificate of Insurance showing compliance within the following limitations and is required to maintain this insurance for the duration of the contract. Below is a list of the insurance coverage that must be procured and maintained by the Bidder at his own expense:</p> <ul style="list-style-type: none"> <li>• Personal injury, including death. Limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.</li> <li>• Property Damage limits of \$1,000,000.00 for each accident and \$5,000,000.00 for the aggregate</li> </ul>
<b>F.</b>	<p>The Bidder must provide a transition plan defining and describing the activities and timelines necessary to complete seamless implementation and transition to the requested services (site by site).</p> <p>Bidder must identify any actions required during the transition and implementation that will be the responsibility of Houston County School District personnel and provide estimated time needed by district personnel to complete these actions.</p>
<b>G.</b>	The Bidder must describe the resources they will use to monitor, manage and repair equipment infrastructure at all locations.
<b>H.</b>	Alabama Bid Law requires a bid bond for contracts which will total \$10,000.00 or more. The bond must be included with your bid. In lieu of a bond the Houston County Board of Education will accept a CERTIFIED CASHIER CHECK. The bond and/or check must be 5% of your bid proposal. Check will be held until lowest bidder is determined and the contract awarded

*Failure to provide any of the information requested in this solicitation, in the requested format, or to meet any of the criteria outlined herein is reason for disqualification without consideration.*

**III. Questions Concerning Specifications**

Bidders with questions regarding bid specifications must submit their questions in writing via **Email only:** to Dominick Curran at curran.dominick@hcoe.us **no later than Tuesday November 6, 2018, 12:00pm Central.** Questions received in any other manner will not be accepted.

All questions and answers will be posted on the District website at the same location as the posted RFP.

**IV. Basis of Award**

A contract will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Price of the eligible services will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may be but are not limited to price of the products and services; prior experience, including past performance; personnel qualifications, including technical excellence; transition plan; management capability, including schedule compliance; environmental objectives; and flexibility of

leasing terms and arrangements. Houston County School District does not guarantee the award of a contract and reserves the right to reject some, none, or all bids.

Award will be made to the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the Houston County School District.

**Houston County School District may elect to award all, some or none of the services bid if deemed in the best interest of Houston County School District.**

*Failure to provide the required information in the specified manner will be a basis for disqualifying the bid and causing the bid to be thrown out without consideration.*

**Houston County School District**

**Wicksburg Kitchen A/C Unit**

**Request for Proposal (RFP)**

**Bid Opening Date & Time Friday November 9, 2018 9:00am (Central Time)**

**BID RESPONSE FORM (Page 1 of 2)**

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

\_\_\_\_\_

Representative's Name (Type or Print): \_\_\_\_\_

\*Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

**\*Signature certifies the proposed solution and services meet all requirements and the vendor will comply with all specified requirements unless exceptions are noted below.**

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**EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS**  
**(Attach additional pages if needed)**

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### Bid Response Form

<b>Minimum Bid Package Requirements</b>	<b>YES</b>	<b>NO</b>
The following list is provided for information purposes only to assist bidders in the preparation of their bid response. <b>This list is only a guideline; it is the responsibility of each bidder to read and comply with the RFP in its entirety.</b>		
Completed & Signed Bid Response Form (all pages)		
E-verify Documents		
Copy of all applicable State ,County and City Licenses		
Bid Bond or Certified check		
Bidder agrees to meet all requirements as specified in this RFP and any exceptions are identified in the Bid Response Form.		
Proof of Insurance		
Equipment Specifications		

NAME OF FIRM: \_\_\_\_\_

NAME (TYPE OR PRINT): \_\_\_\_\_