

# HVAC Maintenance and Repair Contract

Request for Proposal 124-17



**GuilfordChildDevelopment**

1200 ARLINGTON STREET – GREENSBORO, NC 27406

PROPOSAL ISSUED: JUNE 7, 2017

PRE-BID MEETING: JUNE 19, 2017 AT 3:00 P.M. – 1200 ARLINGTON ST., GREENSBORO, NC 27406

PROPOSAL DUE DATE: JULY 14, 2017 AT 3:00 P.M.

## **CONTACTS FOR THIS REQUEST FOR PROPOSAL**

DIRECTOR PROCUREMENT – SHERRY MURR ([sherrym@guilfordchilddev.org](mailto:sherrym@guilfordchilddev.org))

DIRECTOR OF ADMINISTRATION AND FACILITIES – LARRY JONES ([larry.jones@guilfordchilddev.org](mailto:larry.jones@guilfordchilddev.org))

MAINTENANCE AND REPAIR SUPERVISOR – ANTHONY THOMAS ([anthony@guilfordchilddev.org](mailto:anthony@guilfordchilddev.org))

**GUILFORD CHILD DEVELOPMENT**  
**HVAC Maintenance and Repair Contract**  
**Proposal Issue Date: June 7, 2017**

**Section 1**

**Background**

Guilford Child Development (GCD) is a 501(c)(3) nonprofit organization that, in addition to other funding sources, manages the Head Start grant for Guilford County. Five (5) separate divisions operate under GCD in a collaborative partnership to provide child-focused, family-centered programs that help young children and families reach their full potential.

**GCD Divisions Summary**

- 1) Head Start/Early Head Start (HS/EHS) provides high-quality preschool education to at-risk children ages 0-5 years at thirteen child care centers located in Greensboro and High Point;
- 2) Regional Child Care Resources and Referral (RCCR&R) provides online child care search tool, online referral requests, parent counseling, child care scholarships, provider training and employer child care services;
- 3) Learning Together (LT) provides a supportive, comprehensive literacy program for immigrant and minority moms and their children as they work to accomplish and sustain their educational vocational goals;
- 4) Nurse-Family Partnership (NFP) provides nurse-home visitation to low-income first-time moms. A nurse-home visitor educates the mom about the growth and development of her baby and helps hers become more self-sufficient;
- 5) Catering for Kids (CFK) provides nutritious culturally-diverse, Child and Adult Care Food Program (CACFP) approved meals to kids at GCD child care centers, in addition to privately and publically owned day care centers.
- 6) More information about Guilford Child Development can be found at [www.guilfordchilddev.org](http://www.guilfordchilddev.org).

**Objective of Request for Proposal**

Guilford Child Development is requesting proposals from qualified vendors capable of performing HVAC Maintenance and Repair and repair on GCD's heating and air conditioning equipment. Vendors are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the services required. A pre-proposal conference is scheduled to begin at 3:00 P.M. on June 19, 2017 at Guilford Child Development located at 1200 Arlington Street, Greensboro, NC 27046.

**Scope of Work**

GCD operates thirteen (13) head start/childcare facilities at locations throughout Greensboro and High Point, NC and as such, has consistent need for HVAC Maintenance and Repair services. A list of the units and their locations are attached, labeled 'Attachment A' and by reference made part of this RFP. The needed services include general Maintenance and Repair and possibly new installations, all of which are directed by GCD's Director of Administration and Facilities. This Request for Proposal is inclusive for existing centers for which Guilford Child Development wishes to contract HVAC services. Future

additions of any centers not included in this Request for Proposal will be added as a separate addendum, witnessed and signed by Contractor and Guilford Child Development.

If GCD closes any existing head start center the Maintenance and Repair contract shall be reduced in accordance with the contract.

In preparing your bid please refer to Attachment A and quote each location separately based on the size of the units and number of filters required.

**Issuing Office**

Guilford Child Development  
1200 Arlington St.  
Greensboro, NC 27406  
RFP 124-17 HVAC Maintenance and Repair  
Attention: Sherry Murr, Director of Procurement

**Closing Date and Submittal Information**

Three (3) original signed proposals with terms and conditions made a part thereof must be received at the address specified above by 3:00 p.m. on July 14, 2017. Proposals shall not be accepted after the stated deadline; late proposals shall be returned to the vendor unopened and shall not be considered for the bid process.

Proposer shall put their name, address and RFP 124-17 on the outside of the envelope. It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. Guilford Child Development shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modifications or late withdrawals shall not be considered accepted after the stated bid closing date and time and shall be returned unopened. Facsimile and electronic (email) proposals will not be accepted.

Guilford Child Development reserves the right to:

- A. Reject any or all proposals;
- B. Postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening;
- C. Waive informalities in the proposals; and
- D. Select the proposal which appears to be in the best interest of Guilford Child Development and not necessarily the lowest bid.

**PROPOSER'S SPECIAL INSTRUCTIONS**

**SECTION 2**

**A. PROPOSAL TIMELINES**

June 7, 2017	Advertisement and Release of Proposals
June 19, 2017	Pre-Bid Meeting – 1200 Arlington St., Greensboro, NC
July 14, 2017 3:00 PM	Deadline for Submission of Proposals

July 21, 2017

Award of Contract

August/September 2017

Commencement of Services

***NOTE: Guilford Child Development reserves the right to modify this schedule at its discretion. Proper notification of changes in the proposal will be made to all interested parties.***

**B. GENERAL**

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

**REFERENCES**

A minimum of three (3) current or former customers shall be provided to the Director of Procurement. References must include names and phone numbers of the references.

**C. PROPOSAL SUBMITTAL**

The proposal and any amendments must be signed and submitted no later than July 14, 2017 at 3:00 PM to the address below. Each proposal must be submitted in a sealed envelope and designated with **Proposal Number RFP 124-17**. To assure that your proposal receives priority treatment, please mark as follows:

HVAC Quarterly Maintenance and Repair  
Proposal Number RFP 124-17  
Guilford Child Development  
Attention: Director of Procurement  
1200 Arlington Street  
Greensboro, North Carolina 27406

Due: July 14, 2017 – 3:00 PM

**D. PROTEST OF SCOPE OF WORK OR TERMS**

It is GCD's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Director of Procurement in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. A proposer who believes any details in the scope of work or terms detailed in the proposal packet are unnecessarily restrictive or limit competition may submit a protest in writing to the Director of Procurement and the Director of Administrative Services. Such notification must be received not later than ten (10) days prior to the date set for acceptance of proposals. Guilford Child Development shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established protest deadline.

Protests must be as specific as possible and identify the RFP section number and title, as well as a description and rationale for the objection. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The Director of Procure and the Director of Administrative Services shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarification via addenda to all interested Proposers. A protest may be submitted via facsimile or electronic mail (email)

RFP Specification/Term Protest  
RFP 124-17 HVAC Maintenance and Repair Contract  
Guilford Child Development  
Director of Procurement  
1200 Arlington Street  
Greensboro, North Carolina 27406

If a protest is received in accordance with section above, the proposal opening date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

**E. PROPOSAL SUBMISSION AND SIGNING**

Any requested forms and attachments (Signature Page, Acknowledgement Addendum, Statement of Proposal, etc.) must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

**F. COST OF PREPARING A PROPOSAL**

The RFP does not commit Guilford Child Development to paying any costs incurred by the Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

**G. INTERPRETATIONS AND ADDENDA**

All questions regarding this project proposal shall be directed to the Director of Procurement. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective Proposers within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, Guilford Child Development, at its discretion, can extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the "Acknowledgment of Addendum" with proposal. **Only questions answered by formal written addenda will be binding.** Oral and other interpretations or clarifications will be without legal effect.

**H. FEDERAL TAX ID REQUIRED**

Upon award of proposal Guilford Child Development requires contractor to complete a W-9 form.

**I. STATE/FEDERAL NONCOMPLIANCE NOTICE**

The contractor shall comply with all laws, rules and regulations of any Federal, State, County, or City government, bureau or department applicable to the operations of GCD.

**J. PROPOSAL VALIDITY PERIOD**

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Opening Date.

**K. FORM OF CONTRACT**

The contract will incorporate the terms and conditions from this RFP document and the successful proposer's response documents. **Firms taking exception to any of the contract terms shall submit a protest or request for change in accordance with Section 2.D. "Protest of Scope of Work or Terms" or their exceptions will be deemed waived.**

**L. TERM OF CONTRACT**

The term of the contract shall be for one (1) year with the option to renew for up to four (4) additional years. The contract shall commence on January 1, 2014 and expire on December 31, 2014. If both parties are in agreement, a contract extension may be issued on or before December 1, 2014.

**M. TERMINATION**

The contract may be terminated by mutual consent of both parties or solely by Guilford Child Development at its discretion with sixty (60) days written notice. If the agreement is so terminated, Proposer shall be paid in accordance with the terms of the agreement.

**N. NON-COLLUSION**

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

**O. PUBLIC RECORD**

All material submitted by bidder shall become the property of Guilford Child Development and is public record unless otherwise specified. A bid that contains any information that is considered trade secret should be segregated and clearly identified as such. This information will be kept confidential shall not be disclosed except in accordance with the North Carolina Public Records Law. The above restrictions may not include cost or price information, which must be open to the public.

**P. CONTRACT AWARD**

If a contract is to be awarded as a result of this Request for Proposal, it shall be awarded to proponent who is responsible and whose proposal provides the best potential value to GCD. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations. Notice in writing to a proponent and subsequent execution of a written agreement shall constitute the making of

a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever until the contract is signed.

Contractor shall furnish GCD's Director of Procurement within 10 calendar days after award the following items:

- a. Phone numbers for emergency contacts for the Contractor.
- b. Completed W-9 Form.
- c. Proof of Liability Insurance
- d. Proof of Worker's Comp Insurance

**Q. PROVISIONS**

The contract shall contain the relevant provisions of this Request for Proposal and of the successful proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto. In the event of any inconsistency between this Request for Proposal and the ensuing contract, the contract shall govern.

**R. CANCELLATION**

GCD has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent shall have any claim against GCD as a consequence.

**S. REVIEW**

An evaluation committee shall review each proposal. GCD reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. The proposal and accompanying documentation submitted by the proponents are the property of GCD and shall not be returned.

**SECTION 3**

**SCOPE AND SCHEDULE OF WORK**

Guilford Child Development requires the services of a Mechanical/HVAC Contractor to provide labor, material and equipment to perform preventative maintenance and inspection of HVAC heating/air conditioning systems at various child care centers. Contractor shall furnish Guilford Child Development and contracted centers listed in this RFP heating, ventilating and air conditioning routine preventive maintenance work. Typical maintenance work shall include, but not limited to the following: Routine preventative maintenance work is defined as scheduled equipment inspections and/or adjustments, oil, grease, filter changes, belts, and seasonal startup/shut down.

**A. ANNUALLY**

- a. Washing of all HVAC units (coils, etc.) shall be done during May/June. Only non-toxic environmentally safe and HVAC manufacturer approved solvents or solutions shall be used for washing. Contractor shall provide Material Safety Data Sheets on any and all chemicals used.

**B. QUARTERLY MAINTENANCE**

- a. Quarterly maintenance to be done in August/September, November/December, February/March and May/June and shall include, but not limited to:
  - i. Change all filters.
  - ii. Tighten electrical connections
  - iii. Check for proper voltage and amp draws on all motors
  - iv. Check, oil and grease motor bearings, if required
  - v. Check belts and pulleys for wear and replace if needed
  - vi. Check all electrical controls including thermostats for proper operation
  - vii. Check and clean condensate drain lines as needed
  - viii. Check heat exchangers for rust and cracks
  - ix. Pre-winter startup of HVAC system (furnaces, heat pumps and heaters) shall be done to coincide with quarterly tune up, belts/filter servicing in August/September.
  - x. Pre-summer startup of HVAC system (A/C and heat pumps) shall be done to coincide with the February/March quarterly tune up and belts/filters services.

**C. SPECIAL CIRCUMSTANCES**

- a. Two (2) of our locations, Hickory Chapel Woods, 505 Habersham Rd., High Point and Metropolitan, 1305 Julian St., Greensboro are currently not in operation.
  - i. Hickory Chapel Woods has an existing building with a split system (see Attachment A) that requires maintenance; additionally there are three (3) additional modular units with 4 4-ton wall mounted heat pumps that will be installed sometime in July. GCD will make an addendum to the contract to include Hickory Chapel Woods modular units maintenance contract is awarded and the information is available. This site is expected to open in August.
  - ii. Metropolitan will undergo major renovations and doesn't currently require quarterly maintenance. If service/repairs are needed, this site will be billed time and materials until such time as it enters this contract.



**D. LICENSES AND PERMITS**

- a. Contractor shall obtain and maintain in current status all applicable permits and licenses for inspections, tests and other services required for completion of work.

**E. REQUIREMENTS**

- a. If, during the course of work, the contractor experiences a conflict with plans/scope of work the contractor shall notify the Director of Administrative Services before proceeding with said work.
- b. Contractor shall provide Guilford Child Development with a detailed, written report for each service and emergency visit. The Guilford Child Development Director of Administrative Services must be notified prior to any service and maintenance that is performed outside of this contract. The Director of Administrative Services and the Director of Procurement must approve all services performed by the Contractor and all invoices as a result of contracted services and maintenance visits outside of this contract.
- c. Contractor shall be provided a quarterly maintenance calendar indicating center, arrival time, maintenance performed and departure time. Contractor will complete and have the maintenance calendar signed by the center director or designee. The original of the maintenance calendar must be submitted along with invoices before payment will be rendered for these contract services.
- d. Contractor shall keep the premises free from debris and accumulation of waste and shall remove construction smears and stains from finished surfaces. Contractor shall remove all surplus materials and tools from site at completion of job.

**F. PURCHASE ORDERS**

- a. Any work performed outside the scope of the maintenance contract shall require a written quote and purchase order. **EXCEPTION CLAUSE:** If a head start/early head start center is without heat or air conditioning and it is deemed an Emergency by the Director of Administrative Services, the work may be authorized verbally by the Director of Administrative Services.

**Please answer the following questions fully and to the best of your ability**

- 1) What is your hourly rate per person for required work beyond the scope of work described in this RFP?
- 2) What is the hourly charge time for trouble-shooting?
- 3) What, if any, additional charges will we incur?
- 4) What is your normal response time?
- 5) Our center operations involve the wellbeing of children and we are required by law to maintain a comfortable environment. If we are without heating or air conditioning we are obligated close the affected center(s). Bearing this in mind, what is your response time in this situation?
- 6) Given the various makes and models of our HVAC units, are there any makes or models with which you have no experience? Please refer to the attached equipment list.
- 7) GCD has two residential units. What is your residential rate?

**EVALUATION CRITERIA**

Total Cost	35 pts.
References	15 pts.
Experience with similar projects	25 pts.
Expertise and availability of key personnel to meet the requirements outlined in the RFP	25 pts.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date