

CÉSAR CHÁVEZ ACADEMY

REQUEST FOR PROPOSALS FOR HVAC EQUIPMENT, LABOR & SUPPLIES

ALL INVITATIONS TO BID BY THE CÉSAR CHÁVEZ ACADEMY WILL BIND BIDDERS TO THE CONDITIONS AND REQUIREMENTS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND SUCH CONDITIONS SHALL FORM AN INTEGRAL PART OF ANY SERVICE AGREEMENT AWARDED BY THE CÉSAR CHÁVEZ ACADEMY.

1. Definitions

1.1. "César Chávez Academy" shall mean the César Chávez Academy, a Michigan nonprofit and a Michigan public school academy chartered by Saginaw Valley State University.

1.2. "Board of the Academy" shall mean the Board of Directors of the César Chávez Academy.

1.3. "HVAC Contractor" shall mean a HVAC or construction company or group of HVAC or construction companies providing a Sealed Bid to César Chávez Academy pursuant to this Request for Proposal.

1.4. "Sealed Bid" shall mean a formal offer to provide services in accordance with policies and monetary limitations set by the Board of the Academy, the general conditions, and the specifications. The bidder to be considered must indicate Bid Number and date on outside of reply.

1.5. "Successful Bidder" shall mean any vendor to whom an award to provide services is made by the César Chávez Academy.

1.6. "Specification(s)" shall mean a general description of the scope of work and the conditions for their purchase by César Chávez Academy as outlined on Exhibit A to the Request for Proposals.

2. General Conditions:

2.1. Sealed Bids - Must be received NO LATER THAN THE TIME AND DATE SPECIFIED at the location listed below. They will be opened and read aloud at the Board of the Academy's next regularly scheduled meeting on June 13, 2019. If a proposal is transmitted by U.S. Mail, or other delivery medium, the bidder shall be responsible for its timely delivery to the designated location. Proposals must be clearly marked "HVAC Equipment, Labor & Supplies Proposal."

DUE DATE:	June 6, 2019
TIME:	5:00 p.m. local time
PLACE:	César Chávez Academy c/o Dr. Juan Jose Martinez 1761 Waterman St.

Detroit, Michigan 48209

PROPOSALS RECEIVED AFTER THE APPOINTED TIME WILL NOT BE OPENED.

2.2. The submission of a Sealed Bid will be construed to mean that the bidder is fully informed as to the extent and the character of the services and a representation that the bidder can furnish the service in complete compliance with the Specifications.

2.3. The César Chávez Academy reserves the right to make awards within thirty (30) days after the due date of the bid opening during which time bids may not be withdrawn. Respondents shall not be allowed to modify their proposals after the opening time and date.

2.4. One clearly-labeled original proposal with a manual signature and two (2) copies of the proposal are to be sealed in one package clearly labeled "HVAC Equipment, Labor & Supplies Proposal" on the outside of the package.

2.5. Failure to submit one original Sealed Bid with a manual signature may result in the rejection of the proposal. All proposals shall be signed by an officer or employee having authority to bind the HVAC Contractor presenting a Sealed Bid.

2.6. Verbal discussions of items in this Request for Proposal with the César Chávez Academy or The Leona Group, LLC personnel are not to be construed as changing any of the Request for Proposal requirements. Any changes to the requirements or Specifications will be communicated in writing to the bidders by César Chávez Academy.

2.7. The César Chávez Academy reserves the right, before awarding any HVAC services opportunity and agreement, to require the HVAC Contractor to submit such evidence of qualification as it may deem necessary, and may consider any information available to it, in making the award in the best interest of the César Chávez Academy.

2.8. The César Chávez Academy reserves the right to cancel the contract or portions thereof, without penalty for reasons of funding limitations.

3. Guarantees by the Successful Bidder. The Successful Bidder guarantees:

3.1. That the Successful Bidder has carefully checked the information contained its Sealed Bid and understands that the Successful Bidder shall be responsible for any error or omission in a Sealed Bid.

3.2. That the Successful Bidder has carefully examined the instructions and specifications and will provide this student transportation services for the price set forth in the Sealed Bid.

4. Elements / Requirements of Bid.

4.1. Introduction. César Chávez Academy seeks through this Request for Proposal to enter into a professional HVAC equipment, labor & supplies service agreement with a HVAC Contractor to update the HVAC system at its lower elementary campus located at 8126 W. Vernor Hwy., Detroit, Michigan 48209.

4.2. Background. César Chávez Academy is a public school academy which has five (5) campuses located within the City of Detroit, State of Michigan.

4.3. Project Scope. César Chávez Academy seeks an agreement with a HVAC Contractor that is capable of providing high quality professional HVAC services as outlined in the Specifications.

4.4. Contents of Sealed Bid. The HVAC Contractor shall submit a Sealed Bid for providing HVAC equipment, labor & supplies to the César Chávez Academy on or before June 6, 2019 in the form of one original and two (2) copies of a detailed proposal that includes information on the following topics:

4.4.1. A general description of the HVAC Contractor including a brief history. Provide the name, address and telephone number of the HVAC Contractor's headquarters and the location(s) of the HVAC Contractor that will be directly providing serving services to the César Chávez Academy.

4.4.2. Describe the HVAC Contractor's availability and capability to provide HVAC services to César Chávez Academy.

4.4.3. Generally, describe how the HVAC Contractor would meet the Specifications by indicating any suggested modifications to the Specifications.

4.4.4. List the proposed fees and structure for the HVAC services to be provided to César Chávez Academy. Please specify all billing procedures.

4.4.5. List all Michigan public school and public school academy ("Michigan Public Schools") customers the HVAC Contractor has served in the last five years. Please provide names of contact persons who are willing to share comments about the HVAC Contractor's services with representatives from these Michigan Public Schools.

4.4.6. Provide the name of the HVAC Contractor's insurance company and the name, address and phone number of the agent in charge. Describe the HVAC Contractor's errors and omissions, general commercial liability and other current insurance policies along with coverage limits and length of time with the current insurance company(ies).

4.4.7. Has the HVAC Contractor had litigation, arbitration or a claim filed against the HVAC Contractor by a Michigan Public School? Has the HVAC Contractor filed any such actions against a Michigan Public School? If yes to either inquiry, please provide a brief explanation.

4.4.8. Please provide any other information the HVAC Contractor feels will be helpful to César Chávez Academy in selecting an HVAC contractor.

5. Evaluation Criteria.

5.1. The evaluation criteria will include, but is not limited to:

5.1.1. Quality of service and HVAC Contractor reliability.

5.1.2. Experience of the HVAC Contractor and relevant personnel.

5.1.3. Capability.

5.1.4. Past performance.

5.1.5. Price.

5.1.6. Warranties, insurance and other contractual issues.

5.2. The Board reserves the right to accept or reject any or all Sealed Bids and to accept any Sealed Bid which appears to be the best advantage to César Chávez Academy. It is anticipated that the Successful Bidder will enter into a mutually agreed upon service / retainer agreement with César Chávez Academy which shall provide for César Chávez Academy's ability to unilaterally terminate the service agreement upon certain conditions agreed upon by the parties.

6. Submittal of Proposals. Please submit one original and two (2) copies of the HVAC Contractor's Sealed Bid signed by a duly authorized officer of the HVAC Contractor. Mark outside of envelope "Student Transportation Services Proposal."

Sealed Bids should be submitted to:

César Chávez Academy
c/o Dr. Juan Jose Martinez
1761 Waterman St.
Detroit, Michigan 48209

Exhibit A

HVAC Equipment, Labor & Supplies Specifications

1. Installation of a 4-ton ducted mini split system for eighteen (18) classrooms at: Cesar Chavez Academy Lower Elementary School – 8126 Vernor Hwy., Detroit, MI 48209.
2. Installation of the 4-ton ducted mini split system to include:
 - a. Ducting each class room out and installing a thermostat into each room.
 - b. Installing condenser on the roof of the building.
 - c. Running power to each condensing unit.
 - d. Each condensing unit should be capable of cooling and heating each class room to - 13° OAT.
 - e. Upgrading switch gear, if necessary.
3. Bid price should include:
 - a. 18 – 4-ton condensers
 - b. 18 – 4-ton ducted evaporators
 - c. 18 – Line sets
 - d. 18 – Condensate pumps
 - e. 72 – Supply diffusers
 - f. 18 – Return grills
 - g. Pitch pockets
 - h. Roofing
 - i. Electrical
 - j. Crane
 - k. Mechanical permit
 - l. Labor