Roof Top Unit Replacement

**Due:** 12/3/2021, 4:00 p.m. MST

**Buyer:**
Elizabeth School District  
634 South Elbert Street, Elizabeth, Colorado

**Section I: Introduction**

Elizabeth School District (“ESD”) is a school district located in Elizabeth, Colorado.

ESD reserves the right to make multiple awards resulting from this RFP or to award no contract at all.

Please do not directly contact any member of ESD’s staff or faculty, or any member of the Selection Committee other than Lloyd Nelson lnelson@esdk12.org or Ron Patera rpatera@esdk12.org.

**SCOPE OF PROJECT**

Elizabeth School District in Elizabeth, Colorado is requesting quotes from qualified firms and/or individuals to remove and replace 15 Trane rooftop units listed as follows:

1 - 17.5 ton  
1 - 8.5 ton  
1 - 6 ton  
1 - 30 ton  
3 - 20 ton  
8 - 10 ton

All units factory built to order with economizers, hail guards, oversized multi speed blower motors, bottom electrical provisions, service outlets, BACnet communications interface, 460/3/60. Trane provided curb adaptors for specified units.

**SPECIFICATIONS**

Contractor must supply all necessary equipment, tools and manpower to remove and dispose of current unit and reinstall new unit including Automated Logic controls and any electrical wiring necessary. If the curb from old unit needs adjusted to fit new unit, Contractor will supply all material and labor required to adjust the curb.

New unit will be compatible with BACnet protocol. The contractor will be responsible for installation, software and module to connect the new unit to an Automated Logic BAS control program existing in the building and have the controls commissioned. Units must be able to accommodate MERV-13 filters. CO2 monitors must be part of the equipment.

Specified equipment: Trane (BACnet compatible not Lonworks).

**SERVICES TO BE PROVIDED:**

1. Shut down existing unit and lock out tag out the electrical power supply.
2. Recover the R-22 refrigerant from the Rooftop unit into ESD’s supplied recovery cylinders and return to ESD’s operational manager.
3. Crane and rigging services.
4. Remove and properly dispose of the existing unit.
5. If the curb from the old rooftop unit needs adjusted to fit the new unit for an air tight fit, the contractor will make the needed modifications. Contractor must provide supplies, material and labor for the curb modifications.
6. Install the new rooftop unit onto the existing curb per manufacturer’s install manual/specs.
7. Connect the electrical supply to the existing unit disconnect
8. Install new electrical and conduit from the junction box to the unit’s disconnect and terminals board where the new unit footprint requires this.
9. Reconnect existing Automated Logic Card/hardware and sensors.
10. Install new condensate drain lines as needed.
11. Provide factory start-up, by the manufacturer’s representative and First Year Warranty.
12. Verify all Automated Logic controls and sensors values.

GENERAL INFORMATION:

1. If a permit is deemed to be required for the location above, the Contractor will be responsible for the procurement of the permit from the local agency having jurisdiction.
2. All work shall be done in accordance with the current National Electrical Code (NEC) and applicable jurisdictional codes.
3. The Contractor shall be solely responsible for furnishing all labor, materials, equipment, tools, transportation and supervision and for performing all work as required to complete the work of this project as described.
4. The Contractor shall be responsible for maintaining a safe worksite for the duration of the project. Cleanup shall be performed to the satisfaction of ESD operation’s manager

START UP SERVICE

1. Inspect the new rooftop unit for damage to the unit casing.
2. Clean and inspect ductwork.
3. Inspect the compressors, coils, motors and fans for damage.
4. Verify the air filters are installed.
5. Adjust fan belts to the proper belt tension.
6. Verify correct supply voltage to the unit.
7. Verify all motors for proper rotation and amp draws.
8. Verify the operation of the compressors crank case heater.
9. Verify the compressors have the proper oil level per manufacture specs.
10. Verify proper rotation on scroll/ screw compressors if equipped.
11. Verify the compressors voltage and amp draws.
12. Verify proper rotation on the condenser fan motors.
13. Verify operation of the outside air damper.
14. Verify the variable speed drive(s) parameters and operations if equipped.
15. Start up the unit per manufacturer’s written specs and instructions.
16. Verify the refrigeration system(s) operations only if the ambient temperature is above the manufactures operating spec.
17. Verify all control operations and sensors values on the Automated Logic system.

TIMELINE

Earliest start date is May 23, 2022 and all work must be completed on or before August 1, 2022, including all final inspections and any punch list items.

Section II: Timeline

a. **JOB WALKTHROUGH.** If a prospective bidder desires a walkthrough, please contact Lloyd Nelson at lnelson@esdk12.org.
b. **Timeline Modification.** ESD reserves the right to modify this timeline at any time. Any changes will be posted to the ESD Purchasing Department’s website as soon as the information is available. All times are Mountain.

<table>
<thead>
<tr>
<th>TIMELINE</th>
<th>DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Issue date</td>
<td>October 26, 2021</td>
<td>4:00 p.m.</td>
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<tr>
<td>Questions and Clarifications Due</td>
<td>November 12, 2021</td>
<td>2:00 p.m.</td>
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<tr>
<td>Questions Answered</td>
<td>November 19, 2021</td>
<td>4:00 p.m.</td>
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<tr>
<td>Request for Proposals (RFP) Due</td>
<td>December 3, 2021</td>
<td>4:00 p.m.</td>
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<tr>
<td><strong>Target Award Date</strong> (Subject to Change)</td>
<td>December 10, 2021</td>
<td>4:00 p.m.</td>
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**Section III: Instructions to Bidders**

1. Please send your submittal to Elizabeth School District to rpatera@esdk12.org in a PDF format:
   a. Name, title, and contact information of the official representative submitting your proposal.
   b. Legal company name, address, phone, and email.
   c. RFP number and name as it appears on this document.
   d. Minimum of three references with contact information for recent work that is similar in nature.
   e. Insurance certificate (for evidence of coverage only).

2. Bidders should carefully read the information contained herein, and in any addenda, and submit a complete proposal to all requirements and questions as directed.

3. Questions regarding this RFP should be submitted via email to lnelson@esdk12.org or rpatera@esdk12.org. ESD will attempt to answer all relevant questions submitted to this email address prior to the question deadline in the timeline above. All such addenda issued by ESD prior to the time that proposals are received shall be considered part of the RFP. Only those inquiries that ESD replies to which are made by formal written addenda shall be binding. Oral and other types of interpretations or clarifications will be without legal effect.

4. ESD makes no guarantee that an award will be made as a result of this RFP, and reserves the right to accept or reject any or all proposals, waive any formalities or technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in ESD’s best interest.

**Section IV: Selection Criteria**

The Selection Committee for this project will evaluate proposals to identify the best value for ESD. Specifically, the Selection Committee will select the successful Bidder based on the following criteria in no order of importance:

1. Overall quality of response and services/products proposed
2. Company qualifications, experience and demonstration of technical competence
3. References
4. Pricing
5. Service capability including evaluation of past performance and number and scope of any conditions included in the proposal
Note: Criteria may be modified in subsequent addenda. ESD is not bound to accept the lowest priced proposal if that proposal is not the best value for ESD in the sole discretion of the ESD Selection Committee. Submission of a proposal indicates Bidder’s acceptance of the evaluation technique and recognition that some subjective judgments must be made by ESD during the selection process.

Section V: RFP Terms & Conditions

☐ **SUBMITTAL INSTRUCTIONS.**
All submittals must adhere to the instructions provided above to be considered.

☐ **PROPRIETARY INFORMATION.**
It is understood that ESD is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. (“CORA”). Except as otherwise agreed prior to the award or finalization of any vendor transaction, district shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and ESD’s obligations under CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction. Please contact the ESD Purchasing Department if you feel you need to submit confidential information. Any information uploaded to ESD or otherwise submitted to ESD may be posted on our website or made available to third parties.

☐ **DISCUSSIONS/NEGOTIATIONS.**
ESD reserves the right to contact any Bidder for clarification of information submitted; ESD reserves the right to conduct discussions with Bidders, to accept or not accept revisions of Proposals, and to negotiate any point in the proposal or the subsequent contract at the sole discretion of the Director of Purchasing & Contracts.

☐ **AWARD.**
Awards shall be made to any or all responsible Bidders whose submittals are determined to be advantageous to ESD based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. ESD reserves the right to ask for the “Best and Final Offer” from any or all Bidders.

☐ **CONTRACT.**
The successful Bidder is expected to enter into a standard contract with ESD that includes standard terms and conditions. ESD may choose to add additional terms to this contract. Sample contract attached.

☐ **INSURANCE.**
Successful Bidders shall have their insurance company send the ESD compliant certificate of liability insurance.

☐ **ILLEGAL ALIENS.**
By submitting a proposal, a Bidder certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.

Section VI: Warranties, Representations and Acknowledgements of Bidder

a. By submitting a proposal, Bidder acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract and (2) the submission of a proposal by Bidder in response to this RFP will not create a contract between ESD and Bidder.
b. By submitting a proposal, Bidder offers and agrees to furnish to ESD the products and/or services described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions, and requirements set forth in the RFP documents and contained herein.

c. By submitting a proposal, Bidder represents and warrants that (1) Bidder is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFP; (2) Bidder has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP; (3) Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances; (4) Bidder understands the requirements and specifications set forth in this RFP and the terms and conditions set forth; and (5) all statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. Bidder acknowledges that ESD will rely on such statements, information, and representations in selecting the successful Bidder. If selected by ESD as the successful Bidder, Bidder will notify ESD immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.

d. By submitting a proposal, Bidder agrees to be in compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Davis-Bacon wage requirements.

Elizabeth School District Insurance Requirements

All vendors/companies/groups (herein referred to as “Vendor”) providing services to or doing business with the Elizabeth School District (“ESD”) must maintain the following types of insurance with minimum limits of liability as stated below for the duration of the contract. Please send these requirements to your insurance agent or broker and have them provide a compliant Certificate of Liability Insurance (preferably a standard Acord form) to ESD.

Certificates of Liability Insurance evidencing the coverage, limits and endorsements outlined below must be issued by the insurance agent or carrier at least (5) working days prior to contract execution or work commencing.

<table>
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<tr>
<th>Coverage</th>
<th>Minimum Limit</th>
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<tr>
<td>Commercial General Liability (CGL)</td>
<td>$1,000,000 Occurrence/$2,000,000 aggregate</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 Products / Completed Operations aggregate</td>
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The Vendor shall maintain CGL coverage for itself and all additional insureds for the duration of the services performed for ESD and maintain Completed Operations coverage required herein in full force and effect until the expiration of any applicable statutes of limitations. Colorado Mountain College, a Local College District and its affiliates shall be listed as an additional insured, including without limitation for Ongoing Operations and Products and Completed Operations. The insurance shall include a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance or self-insurance maintained by the additional insureds. In addition, a Waiver of Subrogation shall be issued in favor of ESD.

Workers’ Compensation

Statutory Limits ($100,000/$500,000/$100,000)

Vendor shall maintain the coverage required by the state for Workers’ Compensation / Employer’s Liability insurance. The policy shall contain a Waiver of Subrogation in favor of ESD. If Vendor is not required by the state to carry Workers’ Compensation / Employer’s Liability insurance and officers have rejected coverage, Vendor is required to complete a Declaration of Independent Contractor Status form.

Additional Provisions

Vendor shall require in all Vendor’s subcontracts, if any, the same limits and coverage required herein.

Each insurance policy shall state that ESD will receive thirty (30) days prior written notice of any cancellation, non-renewal, or material alteration of the Vendor’s insurance policies. Renewal certificates should be automatically sent to ESD.

Certificate Holder:

Elizabeth School District
633 Dale Court, PO Box 610
Elizabeth, Colorado 80107