

**Minidoka County Joint School District #331
Issues the Following**

**REQUEST FOR PROPOSALS (RFP)
RFP Number 201718-03**

Paul Elementary School HVAC Upgrade

Date of Release: April 17, 2018

Proposal Due Date: May 11, 2018

Issuing Office:	Minidoka County Joint School District #331
Single Point of	
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RFP 201718-03

1 ADVERTISEMENT:

REQUEST FOR PROPOSALS
Paul Elementary School HVAC Upgrade

RFP# 201718-03

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331, RUPERT, IDAHO

Sealed proposals will be received at the Minidoka County Joint School District #331 Service Center, 310 10th St, Minidoka, Idaho until 11:00 AM, Mountain Time, Friday, May 11, 2018 for materials/services as described in the specifications on file at the District Service Center.

The intent of this RFP is to provide Minidoka County Joint School District #331 with Minidoka County Joint School District is requesting proposals from qualified and endorsed service providers for Removal/install of a new Steam Heating System services for the period of July 1, 2018 through June 30, 2019.

The School District reserves the right to reject any proposal not in compliance with all prescribed public procedures and requirements and to waive informalities in this proposal.

Specifications may be obtained at the District Service Center of the Minidoka County Joint School District #331, 310 10th St., Rupert, Idaho 83350, or by contacting Michelle Deluna, Business Manager, at 208-436-4727 x1105 or mdeluna@minidokaschools.org.

Publish:

Local Paper

April 26, 2018

May 3, 2018

INTRODUCTION

1.1 Request for Proposal (RFP)

Minidoka County Joint School District #331 is requesting proposals from qualified and contractors for Minidoka County Joint School District is requesting proposals from qualified and endorsed service contractors for Removal/install of a new Steam Heating System services for the period of July 1, 2018 through June 30, 2019. Services to be completed by August 1, 2018.

1.2 Time line for Request for Proposal Submission and Award

Activity	Date
Release of RFP Documentation	April 17, 2018
Publication of RFP Announcement	April 26, 2018
RFP Closing /Proposal Opening	May 11, 2018
Proposal Evaluation	May 11-14, 2018
Proposal Approval by Board	May 21, 2018

2 INSTRUCTIONS TO PROSPECTIVE CONTRACTORS

2.1 Directives

Prospective contractors are expected to read all sections of the RFP thoroughly. It is the responsibility of the prospective contractor to understand the requirements of the RFP.

2.2 Authority

This RFP is issued under the provisions of the Idaho Administrative Code (IDAPA). All prospective contractors are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid, executed proposal by any prospective contractor shall constitute admission of such knowledge on the part of the contractor. Contractor must be able to successfully negotiate and execute a satisfactory contract with Minidoka County Joint School District #331.

2.3 Proposal Conditions

The following relates to both the RFP and the prospective contractor proposal:

2.3.1 RFP Not an Offer

This RFP does not constitute an offer by the Minidoka County Joint School District #331. No binding contract, obligation to negotiate or any other obligation shall be created on the part of unless Minidoka County Joint School District #331 and the successful contractor execute a contract. No recommendations or conclusions from this RFP process concerning the prospective contractor shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of Idaho.

2.3.2 Right to Terminate Discussions

The prospective contractor's participation in this process might result in Minidoka County Joint School District #331 selecting the prospective contractor to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by Minidoka County Joint School District #331 to execute a contract or to continue discussions. The Minidoka County Joint School District #331 can terminate discussions at any time and for any reason.

2.4 Submission of Proposals

2.4.1 All Proposals Submitted Must Include:

1. Hard Copies:
Three (3) total copies: one (1) with original signature, plus two (2) additional copies of the proposal are required.

2.4.2 Submission Date

The complete proposal must be hand-delivered, delivered by USPS or FedEx to be received at Minidoka County Joint School District #331 office by 11:00 AM, May 11, 2018 to 310 10th St., Rupert, ID, 83350
Any proposal received after this date and time shall be rejected without exception.

Proposals sent by email or fax will not be accepted.

2.4.3 Proposal Format

All proposal responses must meet the following requirements:

1. All proposals shall be 8 1/2" x 11" formatted with all standard text no smaller than eleven (11) points;
2. The (1) original and (2) hard copies must arrive in a sealed package.
3. Materials must be submitted in a format that allows for easy removal.

2.4.4 When received, all proposals and supporting materials, as well as correspondence relating to this RFP, shall become the property of the Minidoka County Joint School District #331. The content of all proposals will be held confidential until the selection of the District contractor is made. ***Any proprietary data must be clearly marked.***

2.4.5 Do not arrive at the Minidoka County Joint School District #331 on the proposal due date for the purpose of reviewing your competitor's proposals, the proposals will not be read aloud nor made available to inspect or copy.

2.5 Withdrawals

Prospective contractors may withdraw proposals through written notification (email accepted) at any time.

2.6 Cancellation of Request for Proposal

The request for proposal may be canceled at any time, and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of Minidoka County Joint School District #331.

Any cost incurred by a prospective contractor in preparing or submitting a proposal is the responsibility of the contractor.

2.7 Rejection of Proposals

Minidoka County Joint School District #331 reserves the right to consider as acceptable only those proposals which meet all requirements set forth in this RFP and comply with the service specifications defined herein. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP will be rejected without further notice.

2.8 Evaluation of Proposals

All proposals shall be evaluated using the methodology and criteria described in **Section 5 (five)**.

2.9 Prospective Contractor Requirements:

Each prospective contractor must meet the following:

- 2.9.1 Qualify to do business in Idaho.
- 2.9.2 Be able to meet the requirements of Minidoka County Joint School District #331 Operational Procedures.
- 2.9.3 Comply with the Americans with Disabilities Act (ADA), comply with Title VI of the Civil Rights Act of 1964, the policy guidance issued in 2000 by the Federal Office of Civil Rights and the final standards on culturally and linguistically appropriate services (CLAS) in health care issues.
- 2.9.4 Obtain and maintain insurance as listed in the RFP Section Three (3) Scope of Work, from a company that is acceptable to Minidoka County Joint School District #331 and is authorized to do business in the State of Idaho.
- 2.9.5 Comply with all Federal Drug-Free Workplace Act of 1988 requirements.

2.10 Contractor Requirements at Point of Contract

If the prospective contractor is awarded the contract, the contractor must comply with the following:

- 2.10.1 Before funds may be distributed to the contractor, contractor must file with the Minidoka County Joint School District #331 a notarized copy of the contractor's policy addressing conflicts of interest that may arise involving the contractor's management, employees or other governing body. The policy shall address situations where any of these individuals may directly or indirectly benefit, except as the contractor's employees or other governing body, from the contractor's disbursing of funds provided under this contract, and shall include actions to be taken by the contractor or the individual or both, to avoid conflicts of interest.
- 2.10.2 Upon execution of the contract, Minidoka County Joint School District #331 shall be given full opportunity to review performance indicators on-site to evaluate provision of services. The Minidoka County Joint School District #331 has the authority to conduct local monitoring to evaluate compliance with Federal, Idaho State, and other applicable rules and statutes, and the contractor shall cooperate with Minidoka County Joint School District #331 in such monitoring. The frequency and the intensity of the local monitoring will be at the discretion of Minidoka County Joint School District #331.

3 SCOPE OF WORK

3.1 Introduction

Minidoka County Joint School District #331 is issuing this Request for Proposal (RFP) to identify a contractor to provide for the Paul Elementary School HVAC Upgrade as outlined below

3.2 Project Specifications

Minidoka County Joint School District #331 is issuing this Request for Proposal (RFP) to identify a contractor to remove and replace eight (8) Water Source Heat Pumps (WSHP) for the period of July 1, 2018 through June 30, 2019. The Minidoka County Joint School District #331 is seeking a proposal to remove eight (8) Water Source Heat Pumps (WSHP) and

replace them with Variable Refrigerant Flow (VRF) Multi Zone system that will support these eight (8) rooms. If the purchase of additional equipment is needed, the proposal shall include items to operate the system. This includes vales, tubing, control panels, network cabling, safety switches, power supplies, interface equipment, and labor to satisfy the requirements as outlined. Contractors having general questions concerning this RFP must email in writing pswigert@minidokaschools.org. The project is to be completed no later than August, 1, 2018.

3.3 Insurance Coverage

Contractor will be responsible for obtaining insurance and liability coverage as determined by Minidoka County Joint School District #331. Contractor shall acquire and maintain:

General Liability

Contractor shall be solely liable for any losses or damage resulting from contractor's performance of any services covered by this contract. Contractor shall maintain bodily injury and property damage liability coverage as shall protect contractor and any approved subcontractor performing work under this contract from claims of bodily injury or property damage which arise from operations of this contract whether such operations are performed by contractor, any subcontractor or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$300,000 each occurrence. Proof of insurance shall be submitted to the District within ten (10) days of the date of contract or prior to initiation of services. District shall have the right to terminate the contract if proof of such is not timely submitted.

Worker's Compensation

Contractor shall meet the statutory requirements of the State of Idaho for Worker Compensation.

4 PROPOSAL FORMAT

The Minidoka County Joint School District #331 desires all proposals to be identical in format in order to facilitate comparison. Page numbering of the proposal should be consecutive, beginning with page one (1) and continuing to the end. Written responses to all areas are required.

4.1 Overview

Prospective contractors are required to organize the information requested in this RFP in accordance with the format outlined below. Failure of the prospective contractor to organize the information required by this RFP as outlined may result in Minidoka County Joint School District #331, at its sole discretion, deeming the proposal non-responsive to the requirements of this RFP. The prospective contractor, however, may reduce the repetition of identical information within several sections of the proposal by making the appropriate cross-references to other sections of the proposal. Appendices for certain technical or financial information may be used to facilitate proposal preparation.

4.2 Proposal Content

4.2.1 Cover Letter

The cover letter shall provide the name, address, telephone and facsimile numbers of the prospective contractor along with the name, title, address, telephone and facsimile numbers of the executive that has the authority to contract with Minidoka County Joint School District #331. The letter should contain the following statement

“I/We are familiar with the requirements of being a contractor for Minidoka County Joint School District #331 as outlined in the Request for Proposal. I/We are submitting the attached proposal application, which to my/our knowledge, is a true and complete representation of the required information”.

4.2.2 Application Form

The application form must be completed with responses to all questions.

4.2.3 Experience and Capability

1. The contractor shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the proposed project and their ability to comply with contract requirements as outlined above.
2. The prospective contractor shall also provide a listing of verifiable experience with similar projects or contracts for the most recent five years.

5 PROPOSAL EVALUATION

Each proposal will be evaluated based on the prospective contractor’s ability to meet the performance requirements of the RFP. This section provides a description of the evaluation criteria that will be used to evaluate the proposals. To be deemed responsive, it is important for the prospective contractor to provide appropriate detail to demonstrate satisfaction of each criteria and compliance with the performance provisions outlined in this RFP. The prospective contractor’s proposal will be the source of information used in the evaluation process. Proposals must contain information specifically related to the service described and requested herein.

The District reserves the right to not accept the low bid of the information in a proposal provides sufficient information to justify

Proposals will be reviewed by an evaluation team to include:

Minidoka County Joint School District #331, Business Manager

Minidoka County Joint School District #331, Maintenance Manager

Minidoka County Joint School District #331, Mechanical Technician

Each proposal will be read and evaluated based on the following categories:

Possible Points	Point Basis
10 Points	Written Proposal Presentation – all items addressed, easily located, and clearly identified.

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- 25 Points The Proposal describes timelines for delivery of services.
- 20 Points The Proposal lists verifiable experience with similar projects or contracts from the most recent five years.
- 45 Points The Proposal lists the line-item costs of the project as outline in the RFP.

6 APPLICATION FORM

6.1 Prospective Contractor's Application

Contact Information

Prospective Contractor's Name _____

Prospective Contractor's Address: (Street) _____

City _____ State _____ ZIP _____ County _____

Telephone: Office: _____ Office Hours: _____

Fax: _____ Mobile: _____ Office Manager: _____

Recommended Primary Contact: _____

Primary Contact E-mail Address: _____

Executive Director:(Name) _____ (Title) _____

1. Contractor Legal Entity Type:

- C-Corporation General Partnership Cooperative
 S-Corporation Sole Proprietorship Not for Profit
 Limited Liability Corporation Limited Liability Partnership

2. Federal Tax ID #: _____

3. Insurance Coverage and Professional Liability:

- | | Yes | No |
|---|--------------------------|--------------------------|
| A. Have you ever had a claim against you?
If "Yes", please list the name and amounts of the insurance and disposition.
_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Are there any current, unsettled claims? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Have you ever had a policy cancelled? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Has there ever been any action or investigation against you or
any owner or qualified professional in your company relating to: | | |
| 1. license | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. certification | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. registration | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. privileges | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. billing practices? | <input type="checkbox"/> | <input type="checkbox"/> |

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E. Have you or any owners ever been convicted of a crime, including, but not limited to, crimes involving children, fraud, or narcotics other than minor traffic violations? **Yes** **No**

If "Yes", please list charge, disposition and dates.

F. Have you or has anyone in your company who has an ownership, managerial or clinical role ever been sanctioned by any professional organization or government contractor?

G. Have you ever had a contract discontinued in Idaho or similar entity in another state?

(If you answered "yes" to any of the above questions, please explain in an attachment.)

4. Please list all relevant contracts your contractor currently has or has had for the past five (5) years other than contracts with Minidoka County Joint School District #331. Please include for each:
- A. Contractor Name
 - B. Contact name
 - C. Phone number
 - D. Email address
 - E. What services are provided
 - F. Beginning and ending dates
 - G. Dollar amount of contract

Section III: Supporting Information Required

Proposed Timeline for Project Completion (to be completed by August 1, 2018)

List all line items to be bid upon as outlined in Scope of Work.	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Proposal Total Bid: _____