



IDEA Public Schools
REQUEST FOR PROPOSALS (RFP)
For
HVAC Preventive Maintenance

CONTENTS

PART I - GENERAL INFORMATION 5

 BACKGROUND 5

 FUNDING 5

 SERVICES SOLICITED 5

 RFP Calendar 6

 PAYMENT TERMS 7

PART II- PROPOSAL CONTENT AND PROCESS 7

 PURPOSE 7

 NOTICE TO ALL VENDORS 7

 SCOPE OF SERVICES 8

 RESPONDENT RESPONSIBILITY 9

 DESIRED SERVICES 9

 IDEA PUBLIC SCHOOLS RESPONSIBILITY 19

 PRE-BID MEETING (Conference call) 19

 BID OPENING 19

 WHO IS ELIGIBLE TO RESPOND? 10

 INSURANCE REQUIREMENTS 10

 PROCUREMENT CONDITIONS/GENERAL TERMS 11

 ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS 12

 PROPOSAL CONSIDERATION/SELECTION CRITERIA 13

 RESPONSIVE/RESPONSIBLE RESPONDENTS 22

 EVALUATION 22

 HOW TO SUBMIT A PROPOSAL 14

PART III- PROPOSAL FORMAT 15

 TITLE PAGE 15

 RFP RESPONSE FORMAT AND CONTENT 16

 RESPONDENT IDENTIFICATION 16

 ADDITIONAL REQUIREMENTS 17

 NOTICE TO RESPONDENTS 18

ATTACHMENTS..... 26

Bid Information

Bid Owner Daniel Garza
Email: [7] TJETQq0.0 612 792-2111@ideapublicschools.org

Bid Number #16-RFP-FCL-2021 HVAC PM's
Title HVAC PM's
Issue Date April 23, 2021
Pre-Proposal Conf. May 7, 2021 at 2 pm via web @ <http://bluejeans.com/9566782403>

Close Date / Turn In May 14, 2021 no later than 3pm via mail
Subject line: #15-RFP-FCL-2021 Lawn Maintenance
IDEA PUBLIC SCHOOLS
ATTN.: Facilities Department
2115 W. Pike Blvd
Weslaco, TX 78596

Bid Packages Available Weblink@ideapublicschools.org

Bid Questions to: Elda Pruneda
Email:

PART I - GENERAL INFORMATION

NOTICE TO OFFERORS

Proposals shall be submitted in an envelope marked on the outside with the vendor's name, address, and "#16-RFP-FCL-2021 HVAC PM's". Please submit 1 original and two copies of the proposal to:

IDEA Public Schools
ATTN: Elda Pruneda – A.D. Facilities Finance and Procurement
2115 W. Pike Blvd.
Weslaco, TX 78596
Telephone: 956-678-2403

BACKGROUND

IDEA Public Schools is a growing network of tuition-free K-12 public charter schools serving more than 45,000 students in 79 schools throughout the Rio Grande Valley, San Antonio, Austin, El Paso, Tarrant County, Houston, and Baton Rouge, LA. IDEA is committed to "College for All Children" and has sent 100% of its graduates to college for six consecutive years.

FUNDING

IDEA Public Schools is a 501(c)(3) non-profit organization. Funding for IDEA Public Schools operations and programs are provided through fundraising.

7. IDEA will make every good faith effort to notify the vendor 10 business days

2. Test blower components- Replace belts every 6 months regardless of condition, if applicable. Used belts are to be turned in to FM for disposal. Units with extremely worn belts should be inspected for condition of sheaves and/or pulleys, along with the belt alignment and tightening.
3. Test voltage and, amperage on all condenser fan motors and evaporator fan motors. Inspect conditions of condenser fan and evaporator fan blades.
4. Check for proper air flow on condenser fans and evaporator fan.
5. Check proper operation of any outside, supply and return air dampers.
6. Clean and flush all condensate pans and drain lines.
7. Check all electrical components and connections to include safety controls. Safety controls are strictly prohibited from being bypassed. Report any bypassed safety controls to the FM and get approval prior commencing any corrective measures.
8. Check for proper operation of expansion valves or any other metering devices.
9. Check for proper operation of exhaust fans (including kitchen hood fans). Clean fans once a year.
10. Refer to Preventive Maintenance Logs for additional checking and testing to be performed. Fill out Preventive Maintenance Logs accordingly and issue them to the F
11. Provide quotes to FM based on findings and suggested corrective actions. Vendor needs to verify manufacturer labor and material warranty status so that it properly reflects the quote. All corrective actions are to be directed and approved by FM prior to work being performed. Work will not commence until a PO is provided to vendor.
- 12.

8. Check all electrical components and connections, including safety controls. Safety controls are strictly prohibited from being bypassed. Report any bypassed safety controls to the FM and get approval prior commencing any corrective measures.
9. Check for proper operation of expansion valves or any other metering devices.

| | | | | |
|--------------------|---|-----------|-------------|---------|
| SAN ANTONIO | IDEA Walzem | July -Aug | Dec/Jan | |
| AUSTIN | IDEA Austin Health Professions | July -Aug | Dec/Jan -22 | |
| AUSTIN | IDEA Bluff Springs | July -Aug | Dec/Jan | |
| AUSTIN | IDEA Kyle | July -Aug | Dec/Jan | |
| AUSTIN | IDEA Montopolis | July -Aug | Dec/Jan | |
| AUSTIN | IDEA Parmer Park | July -Aug | Dec/Jan | |
| AUSTIN | IDEA Pflugerville | July -Aug | Dec/Jan | |
| AUSTIN | IDEA Round Rock Tech | July -Aug | Dec/Jan | |
| AUSTIN | IDEA Rundberg | July -Aug | Dec/Jan | |
| EL PASO | IDEA Edgemere | July -Aug | Dec/Jan | |
| EL PASO | IDEA Horizon Vista | July -Aug | Dec/Jan | |
| EL PASO | IDEA Mesa Hills | July -Aug | Dec/Jan | |
| EL PASO | IDEA Rio Vista | July -Aug | Dec/Jan | |
| EL PASO | IDEA Mesquite Hills <i>(New 21-22)</i> | | | Apr -22 |
| TARRANT COUNTY | IDEA Achieve | July -Aug | Dec/Jan -22 | |
| TARRANT COUNTY | IDEA Edgecliff | July -Aug | Dec/Jan | |
| TARRANT COUNTY | IDEA Rise | July -Aug | Dec/Jan | |
| TARRANT COUNTY | IDEA Southeast <i>(New 21-22)</i> | | | Apr -22 |
| HOUSTON | IDEA Hardy | July -Aug | Dec/Jan -22 | |
| HOUSTON | IDEA Houston Lake <i>(New 21-22)</i> | | | Apr -22 |
| HOUSTON | IDEA Spears | July -Aug | Dec/Jan | |
| PERMIAN BASIN | IDEA Yukon <i>(New 21-22)</i> | | | Apr -22 |
| LOUISIANA | | | | |
| SOUTHERN LOUISIANA | IDEA Bridge | July -Aug | Dec/Jan -22 | |
| SOUTHERN LOUISIANA | IDEA Innovation | July -Aug | Dec/Jan | |
| SOUTHERN LOUISIANA | IDEA University Prep <i>(New 21-22)</i> | | | Apr -22 |
| SOUTHERN LOUISIANA | IDEA Oscar Dunn | July -Aug | Dec/Jan | |
| FLORIDA | | | | |
| TAMPA BAY | IDEA Hope <i>(New 21-22)</i> | | | |

IDEA Site Addresses

KON RD

MIAN BASIN

021 HVAC PM's RFP

Public Schools

Campus: _____ Building: _____ Date: _____
 Equipment: _____ Label: _____ Model: _____ Serial No: _____

Initials Comments

- Check for unusual noise or vibration. _____
- Turn off equipment and lock out power source. _____
- Check all electrical connections inside the compressors electrical box, all relays for worn points, and all contactors for worn/pitted contact points. _____
- Tighten all electrical connections. _____
- Check for frayed wiring insulation, corroded terminals, and tightness of spade connections. _____

Check operation of the control system.

Check all pressure controls, safety controls, operation of the room temperature thermostat/sensor.

Check oil level in the compressor and crankcase heater operation (oil level should as per manufacturer recommendations).

Check condition of refrigerant line insulation open, torn, or with water accumulation.

Check proper refrigerant level and correct pressures in the system (sight glass should be clear and full during normal operation).

Check the systems for refrigerant leaks.

Check system superheat and sub cooling at the condensing unit

Report missing valve-caps and/or unit covers.

Wash condenser coil but only with a prior approval from the FM.

Campus: _____ Building: _____ Date: _____

Equipment: _____ Label: _____ Model: _____ Serial No: _____

Initials Comments

| | | | |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Check condition of evaporator coil including possible refrigerant leaks. Report any issues to FM. | _____ | _____ |
| <input type="checkbox"/> | Wash evaporator coil but only with a prior approval from the FM. | _____ | _____ |
| <input type="checkbox"/> | Tighten all electrical connections in the electrical panel | _____ | _____ |
| <input type="checkbox"/> | Check for frayed wiring insulation, corroded terminals, and tightness of spades connections. | _____ | _____ |
| <input type="checkbox"/> | Check filter condition and report it to FM. | _____ | _____ |

Check fan motors and blades.

Check the blades for unusual wear patterns or stress fractures.

Check motor belts and sheaves for integrity, proper tension and alignment.

Clean the surface of each fan blade and apply lubricant as necessary.

Check all heaters for correct amperage draw.

Check voltage at each heater terminal and ensure each heater terminals is in good condition

Clean the drain pan and check for proper drainage.

Remove foreign material from the drain pan

Clean the condensate drain line and check for proper drainage.

Clean interior and exterior surfaces with a damp cloth.

Restart equipment and check for proper operation.



Campus: _____ Building: _____ Date: _____

Equipment: _____ Label: _____ Model: _____ Serial No: _____

| | | Initials | Comments |
|--------------------------|---|----------|----------|
| <input type="checkbox"/> | Check for unusual noise or vibration. | _____ | _____ |
| <input type="checkbox"/> | Turn off equipment and lock out power source. | _____ | _____ |
| <input type="checkbox"/> | Check condition of evaporator coil including possible refrigerant leaks. Report any issues to FM. | _____ | _____ |
| <input type="checkbox"/> | Clean and Wash evaporator coil following manufacturer recommended procedures. Flush coil and condensate drain with water taking care not to get insulation, filters and return air ducts wet. | _____ | _____ |
| <input type="checkbox"/> | Clean and Wash condenser coil following manufacturer recommended procedures. | _____ | _____ |
| <input type="checkbox"/> | Some Condenser coils are made of single and two formed slabs. On units with two slabs, dirt and debris may become trapped between the slabs. To clean between slabs, carefully separate coil slabs and wash them thoroughly. Flush coils with water following cleaning. | _____ | _____ |
| <input type="checkbox"/> | Clean washable outside air damper filter. Spray with factory recommended coating when dry prior reinstallation. | _____ | _____ |
| <input type="checkbox"/> | Inspect supply air blower wheel for accumulated dirt or dust. Clean as necessary. | _____ | _____ |
| <input type="checkbox"/> | Check fan motors and blades. | _____ | _____ |
| <input type="checkbox"/> | Check the blades for unusual wear patterns or stress fractures. | _____ | _____ |
| <input type="checkbox"/> | Check motor belts and sheaves for integrity, proper tension and alignment. | _____ | _____ |
| <input type="checkbox"/> | Clean the surface of each fan blade and apply lubricant as necessary. | _____ | _____ |
| <input type="checkbox"/> | Tighten all electrical connections in the electrical panel | _____ | _____ |
| <input type="checkbox"/> | Check for frayed wiring insulation, corroded terminals, and tightness of spades connections. | _____ | _____ |
| <input type="checkbox"/> | Check filter condition and report it to FM. | _____ | _____ |
| <input type="checkbox"/> | Check all heaters for correct amperage draw. | _____ | _____ |
| <input type="checkbox"/> | Check voltage at each heater terminal and ensure each heater terminals is in good condition | _____ | _____ |
| <input type="checkbox"/> | Clean the drain pan and check for proper drainage. | _____ | _____ |
| <input type="checkbox"/> | Remove foreign material from the drain pan | _____ | _____ |
| <input type="checkbox"/> | Clean the condensate drain line and check for proper drainage. | _____ | _____ |
| <input type="checkbox"/> | Clean interior surfaces with a damp cloth. | _____ | _____ |
| <input type="checkbox"/> | Restart equipment and check for proper operation. | _____ | _____ |
| <input type="checkbox"/> | Check operation of the control system. | _____ | _____ |
| <input type="checkbox"/> | Check all pressure controls, safety controls, operation of the room temperature thermostat/sensor. | _____ | _____ |
| <input type="checkbox"/> | Check oil level in the compressor and crankcase heater operation (oil level should as per manufacturer recommendations). | _____ | _____ |
| <input type="checkbox"/> | Check condition of refrigerant line insulation open, torn, or with water accumulation. | _____ | _____ |

| | | | |
|---------|-----------|-------|----|
| Campus: | Building: | Date: | |
| Brand: | M/N | S/N | |
| Brand: | M/N | S/N | |
| Unit: | | | |
| | L1 | L2 | L3 |
| VOLTS: | | | |

Insurance Requirements: Worker's compensation is required for this proposal. Insurance Certificates must be submitted with vendor's proposal. This document is titled Certificate of Insurance (ACORD 25). IDEA Public Schools reserves the right to review all insurance policies pertaining to this solicitation to guarantee that the proper coverage is obtained by the contractor.

Contractor will be required to maintain in full force and in effect the following types of insurance:

- a) Worker's Compensation..... 100,000/500,000/100,000
- b) Comprehensive General Liability..... 1,000,000 per occurrence
- c) Bodily Injury Liability (CSL)* 300,000
- d) Property Damage Liabilitt

execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by IDEA Public Schools.

- Ø IDEA Public Schools reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent

PROPOSAL CONSIDERATION/SELECTION CRITERIA

"Most Advantageous Proposal". In evaluating proposals, the following considerations will be considered for the award recommendations as per TEA Education Code 44.031(b):

- The purchase price
- The reputation of the vendor and of the vendor's goods and services
- The quality of the vendor's goods or services
- The extent to which the goods or services meet IDEAS' needs
- The vendor's past relationship with IDEA
-

PART III- PROPOSAL FORMAT

TITLE PAGE

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See coversheet below:

Auxiliary Services

A Proposal Submitted in Response to

IDEA Public Schools

Request for Proposals #15-RFP-FCL-2021 Lawn Maintenance

Submitted by:

(Full Legal Name of Respondent)

On:

(Date of Proposal Submission)

RFP RESPONSE FORMAT AND CONTENT

1. Page/Items to return/include.

- Ø Title Page
- Ø Table of Contents
- Ø Business Identification
- Ø Additional Requirements
- Ø Compliance with Specifications
- Ø Past Performance/Demonstrated Effectiveness/References
- Ø Evaluation Requirements
- Ø Cost Proposal

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the service.

RESPONDENT IDENTIFICATION

Enter the Respondent's firm's name and address below.

- 1. Name of Firm _____
- 2. Street Address _____
- 3. City, State & Zip Code _____

NOT

ATTACHMENT "B"

CERTIFICATION OF RESPONDENT

I, the undersigned, submit this quote/bid and have read the specifications, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

Signature of Authorized Agent: _____

Printed Name and Title of Agent:

ATTACHMENT "C"**CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- Providing each employee with a copy of the subcontractor's policy statement;
- Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- Notifying IDEA Public Schools within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
- Taking appropriate personnel action against an employee convicted of violating a criminal drug45çg0 GSa005rrequired4(so

ATTACHMENT "D"

CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this bid proposal, Respondent covenants and affirms that:

- X No manager, employee or paid consultant of the Respondent is a member of the Board, or an employee of IDEA Public Schools;
- X No manager or paid consultant of the Respondent is married to a member of the Board, the CEO, or an employee of IDEA Public Schools;
- X No member of the Board, the CEO or an employee of IDEA Public Schools is a manager or paid consultant of the respondent;
- X No member of the Board, the CEO or an employee of IDEA Public Schools owns or controls more than 10 percent in the Respondent;
- X No member of the Board, CEO, or employee of IDEA Public Schools receives compensation from Respondent for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- X Respondent has disclosed within the Bid any interest, fact or circumstance which does or may present a potential conflict of interest;
- X Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Idea Public Schools and shall immediately refund to IDEA Public Schools any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by Idea Public Schools relating to that contract.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT "F"

BIDDER CERTIFICATIONS FORM
(Return signed to your submitter)

1. Felony Conviction Notification

Texas Education Agency Code, Sec. 260.001 contract with a school district must give notice. The notice must include a general description of the felony conviction of a person for purposes of this code and the conduct resulting in the conviction.

Section 260.001, Texas Education Agency Code, requires that a contractor provide the following information:

My company or myself did not employ or contract with any individual who has been convicted of a felony after employing or securing the services of the employee or agent, and has or will have continuing direct control in the every other services if the employee or agent has or will have direct control with students. The Bidder further agrees that if an armed criminal, shall possess all weapons associated or in the criminal's baggage and check and all immediately remove any employee or agent who was convicted of a felony, or his companion involving mental hospital's, as defined by Texas law, from District property or the location where students are present.

None of my employees or agents have or will have direct control with students.

I am willing to immediately provide information regarding any of my employees or agents who have or will have direct control with students to the District upon request of the District.

If you cannot agree to the above, please provide a written explanation of any other requirements or conditions that you require to provide services to the District.

ATTACHMENT "G"**CERTIFICATION REGARDING LOBBYING****PROCUREMENT**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awtin

ATTACHMENT "H"

CERTIFICATION REGARDING DEBARMENT

