

Invitation for Bid: 4-HVACPM-0523  
Bid Posting: Thursday, March 23, 2023 @ 8:00AM CST  
Bid Due Date: Monday, May 1, 2023 @ 2:00PM CST  
Contact: [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org)

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VENDOR



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**1. BACKGROUND INFORMATION**

IDEA is a nonprofit corporation and a tax-exempt organization pursuant to the Section 501(c)(3) of the Internal Revenue Code. Pursuant to Chapter 12, Subchapter D of the Texas Education Code and its Contract for Charter with the Texas State Board of Education, as renewed by the Commissioner of Education, IDEA is an open-enrollment charter holder, governmental entity and public school system. IDEA prepares Texas students from underserved communities for success in college and citizenship. IDEA is a growing network of 123 high-performing charter schools serving approximately 67,988 students located throughout Texas in the Austin, El Paso, Pflugerville, Round Rock, San Antonio, and San Marcos areas. IDEA's growth is rapid, it is also carefully planned. Schools begin with select grade levels and eventually reach full scale as a Pre-K-12 school.

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*contract is only for goods or services provided to IDE*

**2. GENERAL INTENT**

Through this Invitation for Bids (IFB), IDEA is soliciting bids for the Heating, Ventilation, and Air Conditioning Preventative Maintenance for twelve (12) IDEA Texas campuses identified herein in Attachment "L"



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be inspected for the 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 fans.
5. **Check** proper operation of any outside, supply and return air dampers.
6. **Clean** and flush all condensation pans and drain lines.
7. **Check** all electrical components and connections to include safety controls.
  - Safety controls are strictly prohibited from being bypassed.



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12. **Provide** quotes to Facilities Manager 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 Facilities Manager prior to work being performed.
  - Work will not commence until a Purchase Order is provided to vendor.
13. **Provide** a report per unit of the Preventative Maintenance within 5 business days of completion via email to the Facilities Manager and copy HQ Facilities.
14. **Provide** a detailed report with repairs, costs and expected time.
15. **Obtain** all trash and clean up areas.

\*The Following Logs should be printed out by the awarded vendor(s) , completed and turned in to IDEA agent/Operator.



# PREVENTIVE MAINTENANCE LOG

Instructions: Please print this log, complete each entry, and submit it to the Facilities Manager.

Campus: \_\_\_\_\_ Building: \_\_\_\_\_

Date: \_\_\_\_\_

Brand: \_\_\_\_\_ M/N \_\_\_\_\_

S/N \_\_\_\_\_

Brand: \_\_\_\_\_ M/N \_\_\_\_\_

S/N \_\_\_\_\_

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Tech Name \_\_\_\_\_ Tech Signature \_\_\_\_\_

# PREVENTIVE MAINTENANCE LOG

Instructions: Please print this log, complete each entry, and submit it to the Facilities Manager.

Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment: \_\_\_\_\_ Label: \_\_\_\_\_ Model: \_\_\_\_\_

Serial No: \_\_\_\_\_

## DX RTUs

### Annually

|                                                                                                                                                                                                             | Initials | Comments                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------|
| Check for unusual noise or vibration.                                                                                                                                                                       | _____    | _____                                                              |
| Turn off equipment and lock out power source.                                                                                                                                                               | _____    | _____                                                              |
| Check condition of evaporator coil including possible refrigerant leaks. Report any issues to FM.                                                                                                           | _____    | _____                                                              |
| Clean and Wash evaporator coil following manufacturer recommended procedures.<br>Flush coil                                                                                                                 | _____    | _____                                                              |
| _____ filters and return air ducts wet.                                                                                                                                                                     | _____    | and condensate drain with water taking care not to get insulation, |
| Clean and Wash condenser coil following manufacturer recommended procedures.                                                                                                                                | _____    | _____                                                              |
| 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 | _____    | _____                                                              |

Instructions: Please print this log, complete each entry, and submit to Facilities Manager.

Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Date: \_\_\_\_\_  
Equipment: \_\_\_\_\_ Label: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No: \_\_\_\_\_

# Air handlers / Fan Coil Units

## Annually

- Check condition of evaporator coil including possible refrigerant leaks. Report any issues to FM.
- Wash evaporator coil but only with a prior approval from the FM.
- Tighten all electrical connections in the electrical panel
- Check for frayed wiring insulation, corroded terminals, and tightness of spades connections.
- 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

Instructions: Please print this log, complete each entry, and submit to Facilities Manager.

Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment: \_\_\_\_\_ Label: \_\_\_\_\_ Model: \_\_\_\_\_ Serial No: \_\_\_\_\_

# Condensing Units

## Annually

Check for unusual noise or vibration.

Turn

Initials

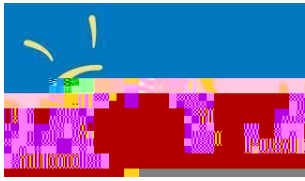
Comments

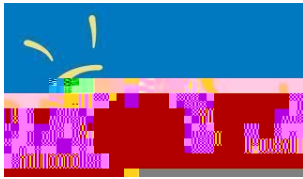
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\_\_\_\_\_

# PREVENTIVE MAINTENANCE LOG

Instructions: Please print this log, complete each entry,





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1. In accordance with 2 CFR § 200.320(b)(1)(ii)(D), a firm fixed price contract will be awarded to the lowest responsive and responsible bidder(s).
2. Warranty and all other pertinent documentation shall be included for each item(s)/equipment under this IFB.
3. All bids must include a detailed statement of exceptions taken to any part of the request. Any deviations





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- rendered.
- d. Items should be shown in numerical order and must correspond with the item numbers shown on the purchase order.
- e. Quantity, unit, and price of each item must be shown. All prices should be extended on the invoice.
- f. Total all extensions on the invoice.
- g. A discount, if applicable, must be stated, extended and deducted to arrive at a Net Total for invoice.
- h. A copy of the bill of lading, and the freight weight bill when applicable, should be attached to the invoice.
- i. Shipment date of merchandise must be shown.
- j. Date of purchase order must be shown.
- k. Payment shall not be due until the above instruments are submitted after delivery.
- l. Vendors should keep IDEA advised of any changes to remittance addresses.
- m. ~~Do not include Federal Excise, State or City Sales Tax. IDEA shall furnish exemption certificate, if required.~~ Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for goods will be returned to Vendor by IDEA.
- n. Do not include Federal Excise, State or City Sales Tax. IDEA shall furnish exemption certificate, if required.
- o. If a credit is due, the next/subsequent invoice must show the credit owed and applied.
- p. If IDEA denies or rejects a product deemed unacceptable, IDEA staff will make a notation directly on the invoice.

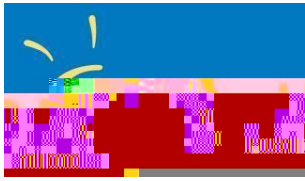


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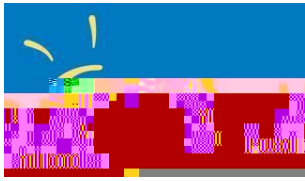
that any services rendered by the Vendor in relation to the warranty of items will be fully and timely performed in a professional and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Agreement, and all applicable Federal, State, and local laws, rules, and regulations.



Invitation for Bid: 4-HVACPM-0523  
Bid Posting: 241.01 740.04 Tm0 g0 G[0 TITQ25.77 710.26



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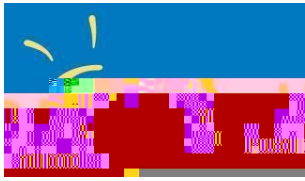


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#### **14. IFB RESPONSE FORMAT AND CONTENT**

1. Page/Items to return/include.

- Ø Title Page
- Ø Business Identification
- Ø Additional







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**ATTACHMENT "A"**

**CERTIFICATION OF RESPONDENT**

I, the undersigned, submit this bid and have read the specifications, terms, and conditions, which are a part of this solicitation. My signature also certifies that I am authorized to submit this 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: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

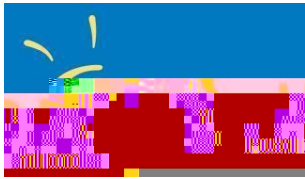
Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

Web Site Address (if applicable): \_\_\_\_\_



Invitation for Bid: 4-

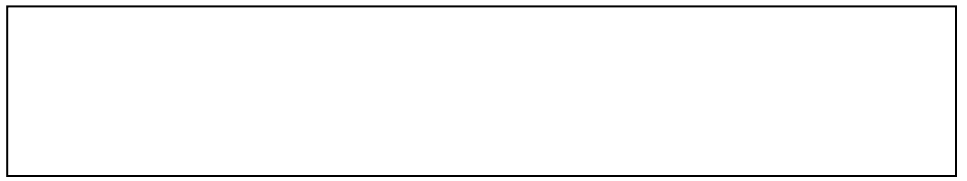
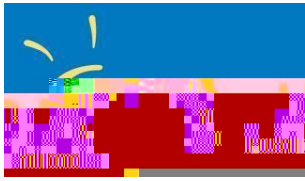


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**ATTACHMENT "C"**

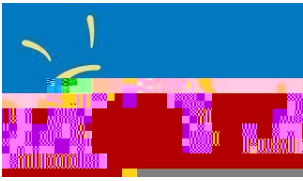
**CERTIFICATION REGARDING WORK HOURS AND SAFETY STANDARDS**

*Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of*

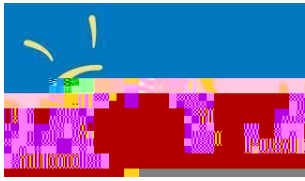




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(Respondent Name) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. (Respondent Name) takes positive steps to eliminate any systematic discrimination from personnel practices. (Respondent Name) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative





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C





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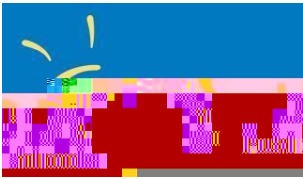
**ATTACHMENT "I"**

**CERTIFICATION REGARDING LOBBYING**

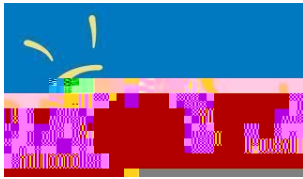
**PROCUREMENT**

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



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**ATTACHMENT "K"**

**DEVIATIONS AND EXCEPTIONS.**

Instruction to respondent: This





23  
2023 @ 8:00AM CST  
2023 @ 2:00PM CST  
[cschools.org](https://cschools.org)

3, AND PRICING

Response. Attachment "L" is available for  
request with this bid document at

Conditioning Bid Sheet

### Bid Sheet

|         |               |                                                 | Total Price (USD) |
|---------|---------------|-------------------------------------------------|-------------------|
| El Paso | Edgemere      | 15101 Edgemere Blvd. El Paso, Texas 79938       | \$                |
| El Paso | Rio Vista     | 210 N. Rio Vista Dr Socorro TX 79927            | \$                |
| El Paso | Mesa Hills    | 405 Walleberg El Paso, Texas 79912              | \$                |
| El Paso | Horizon Vista | 201 Horizon Crossing St. Horizon City, TX 79928 | \$                |
|         | Asquite Hills | 11881 Dyer St., El Paso, Texas 79934            | \$                |



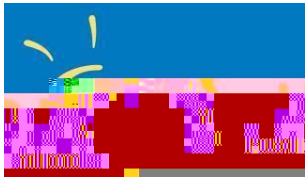
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**ATTACHMENT "N"**

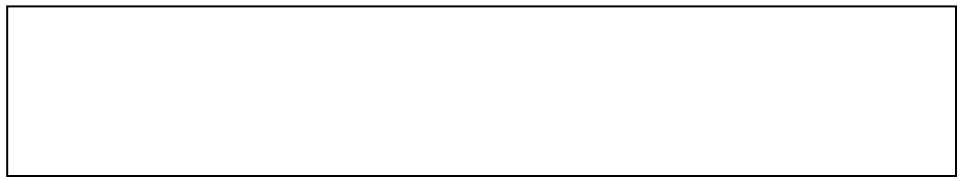
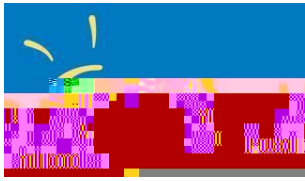
**TERMS & CONDITIONS FOR CONTRACTS PAID WITH FEDERAL FUNDS**

Instruction to bidder: With respect to the use of federal funds for the procurement of goods and services, pursuant to § 200.326 of Title 2 to the Code of Federal Regulations and Appendix II to 2 CFR 200, the following contract provisions are hereby made a part of this IFB and the resulting contract between IDEA Public Schools and Bidder. A duly authorized representative must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the bid.

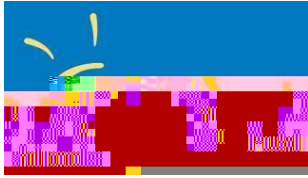
- A. Remedies for Contract Breach or Violations. Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
- B. Termination for Cause and Convenience. All contracts in excess of \$10,000 must address termination for cause and for convenience by the School, including the manner by which it will be affected and the basis for settlement.
- C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR 60, all contracts that meet the simplified acquisition threshold must include the equal opportunity clause provided under 41 CFR 60. 1.4(b), in accordance with Executive Order FFG 14176 and Employment U] ] [ 'c } a q (30 FR 12319, 12935, 3 CFR 1964. 1965 Comp., p. 339), a Aa ^ } a^aAa^ Aoc^ & a^ AU: a^! AFFH i^ Aoc ^ } aa \* Aoc^ & a^ AU: a^! AFFG i^ AU^ | aca \* Aq AO ~ a^ A Employment U] ] [ 'c } a q and implementing regulations at 41 CFR 60, 41 CFR of Federal Contract O[ { ] | aq & AU! \* | aq • EO ~ a^ O[ ] [ { ^ } AU] ] [ 'c } a q ^ } a^ Aca | i q
- D. Davis-Bacon Act. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by School must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141, 3144, and 3146. 3148) as supplemented by Department of Labor regulations (29 CFR 1. Aca | i q aca • AU: [ ca a } • Aq ] | aca | Aq Aq ] cao Aq [ ca^ } a \* Federally Financed and Assisted O[ ] • d^ & ca } q In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. School must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. School must report all suspected or reported violations to the Federal awarding agency. The 61[( 61[( 61[-\$89 Tm0



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# END OF IDEA PUBLIC SCHOOLS IFB

PACKAGE FOR FACILITIES DEPARTMENT