

**SCHOOL OF EXCELLENCE  
IN EDUCATION**

**REQUEST FOR PROPOSALS  
FOR HEAT, VENTILATION & AIR CONDITIONING (HVAC)**

**I. NOTICE OF REQUEST FOR PROPOSALS**

Pursuant to the provisions of Texas Education Code Section 44.031(a)(3), as amended, it is the intention of the School of Excellence in Education (“District”) to select via the Request for Proposals process a person or firm to provide new split systems heat, ventilation and air conditioning (“HVAC”) equipment as generally described herein. Responses to this Request for Proposals are referred to herein as “proposals”. Entities submitting proposals are referred to as “offerors” or “vendors”.

**PROPOSALS MUST BE RECEIVED NO LATER THAN  
3:00 P.M, June 16, 2017**

Proposals may be opened by the District upon receipt. Any proposal received after such time may not be considered. Proposals may be submitted by mail, courier service, or dropped off in person at the district office. Proposals will be received by:

Ms. April Short, Director of HR  
School of Excellence in Education  
1826 Basse Road  
San Antonio, Texas 78213  
Phone: 210-431-9881 extension 2148  
Fax: 210-582-2604  
E-mail: ashort@excellence-sa.org

Proposal must be plainly marked as follows:

**PROPOSAL  
HVAC Unit**

**PROPOSALS MUST BE SUBMITTED ON THE PROPOSAL FORM ATTACHED AS EXHIBIT A. THIS RFP CONTAINS REQUIRED TERMS AND DESCRIPTIVE INFORMATION ABOUT THE SERVICES. RESPONSES NOT MADE AS SET FORTH IN THE RFP MAY BE DEEMED NON-RESPONSIVE AND MAY NOT BE CONSIDERED.**

*For questions regarding this RFP, please contact Ms. Lois Butler the 1826 Basse Rd or phone 210-431-9881 ext. or cell 210-508-1997*

Proposals are to include the information requested in Section IV of this RFP in the sequence and format prescribed. In addition to and separate from the requested information, offerors submitting

proposals may provide supplementary materials further describing their capabilities and experience.

The District will select a vendor from the offerors or reject all proposals.

District will rank the proposals based on the following criteria and relative weights:

	WEIGHT	CRITERIA
1.	40%	the price
2.	10%	the reputation of the offeror and of the offeror's goods or services
3.	20%	the type of device proposed
4.	10%	the manage factory warranties and seller warranties
5.	10%	the vendor's past relationship with the District
6.	10%	

All responses in the proposal may be used to help the District select a vendor based on these criteria. The District reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the District without regard to whether such information appears in the proposal.

## II. INSTRUCTIONS TO OFFERORS

**A. PROPOSAL FORM:** The Proposal Form attached as Exhibit A must be filed out and signed by the offeror. Submit one signed original and three copies.

**B. TIME:** Offeror agrees to hold the proposal open for acceptance for one hundred-twenty (120) calendar days from the proposal date.

**C. PROCUREMENT SCHEDULE:** The District intends to complete procurement of the services on the following schedule:

Issue Date of RFP:	5/17/2017
Deadline for Receipt of Proposals:	6/15/2017
Tentative Contract Award:	6/20/2017
Start Date:	6/26/2017

**D. WITHDRAWAL OF PROPOSALS:** Offerors may request permission to withdraw a proposal prior to the actual time for proposal opening. Such request must be made in person or in writing at the same location designated to receive the proposal. The District will return the proposal documents unopened at that time.

**E. WAIVER:** By submitting a proposal, each offeror agrees to waive any claim it has or may have against the District, its trustees, agents and employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents; acceptance or rejection of any proposal; and award

of a contract. The District shall have no contractual obligation to any offeror, nor will any offeror have any property interest or other right in the proposal or contract being proposed unless and until the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the offeror have been fulfilled by the offeror.

**F. INSURANCE:** Vendor must carry and provide proof of insurance which meets the requirements established by the District. Proof of insurance coverage must be submitted with the proposal. Insurance coverage should name the District as an additional insured. Failure to provide proof of required insurance could result in disqualification of the proposal. The following minimum coverages are required:

Insurance Requirements	
Workers Compensation	Statutory Limits
Employers Liability	\$500,000 each accident \$500,000 policy limit \$500,000 each employee
General Liability/Bodily	
Injury	\$500,000 combined single/limits
Property damage	\$1,000,000 aggregate
Automotive Liability	\$250,000 each person/\$500,000 each accident
Property damage	\$250,000

**G. CRIMINAL HISTORY RECORD CHECKS.** Vendor will, at least annually, obtain criminal history record information that relates to an employee, applicant, agent or subcontractor of vendor or a subcontractor of vendor, if the person has or will have continuing duties related to the contract, and the duties are or will be performed on the District's property or at another location where students are regularly present. Vendor shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony or a misdemeanor involving moral turpitude from the District's property or other location where students are regularly present. The District shall determine what constitutes "moral turpitude" or "a location where students are regularly present".

**H. ADDITIONAL PROVISIONS:**

1. The District is exempt from state sales tax.
2. All services shall be performed in accordance with the federal Occupational Safety and Health Act.
3. All information, documentation, and other materials submitted in response to this request for proposals is considered non-confidential and/or non-proprietary and is subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, *et seq.*) after the solicitation is completed.
4. The District does not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political beliefs or disability in its educational programs, employment practices and procurement processes. The offeror, by submitting a proposal, commits that it has a similar policy, and will comply with the District's non-discrimination policy.

**I. OTHER INFORMATION:** The District believes the information included in this RFP is materially accurate, however, the District does not warrant this information to be free from errors or omissions. Offerors are encouraged to inspect the premises prior to submitting a response.

**J. THE OFFEROR MUST SUBMIT THE FOLLOWING ITEMS:**

“Proposal Form”, Exhibit A, signed by offeror.

“Responses to Information to be Provided by Offerors”, Section IV, signed by offeror.

**III.SCOPE OF WORK**

**A. Term.** Will be determined by the number of days needed to remove old equipment and install new equipment.

**B. Locations.** Gym at 802 Oblate

**C. Unit:**

**2 units-** Air Handler 25 Ton  
25-ton nominal cooling capacity R-410A  
Dual Circuit-R410A  
208-230 Volt 3 Phase 60Hertz

**2 units-**25 ton condensing unit  
TTA air condensing outdoor unit  
25-ton Nominal Cooling capacity R410  
Dual manifold comp- R410A microchannel  
208-230 volt 3 phase 60 hertz  
Condenser coil hail/vandal guard kit (fld)  
\*\*APR hot gas valve on the lead CU\*\*

Indoor gas heating products  
High efficiency indoor gas duct furnace  
Natural gas 350 MBH input/290 MBH output  
115/60/1 main power supply  
#409 stainless steel heat exchanger, burners, flue collector, drain pan  
Open drip proof (ODP)  
Two stage gas control, intermittent pilot, Fan time delay control, Summer/winter switch

All permits needed  
Any crane cost  
Miscellaneous parts  
Refrigerant to charge the new units  
Removal and destruction of old unit.

**IV. INFORMATION TO BE PROVIDED BY OFFERORS**

Please provide the following information concerning your firm:

**A. Offeror Information**

1. Name of Firm
2. Business Address
3. Telephone Number
4. Fax Number
5. Type of Organization (Individual, Partnership, Corporation, Association)
6. Number of Permanent Employees. (Employees hired for the duration of a specific project or under a fixed-term contract are not considered permanent employees for purposes of this proposal).
  - i. Home Office
  - ii. Field
7. Primary Contact Person for District inquiries
8. Main Office Location (if different than above)
9. Describe and substantial changes in ownership of your firm during the past five years.
10. How many years has your firm operated under its current form of business organization?
11. List all professional or industry organizations in which your firm or its principals are members.
12. In order to assist the District in determining whether there exist any conflicts of interest, please describe any business or family relationships between any member of the Board of Directors of the District and:
  - i. your firm;
  - ii. any principal of your firm;
  - iii. any subcontractor you are considering using to perform any portion of the project work; or,
  - iv. any principal of such subcontractor.

**B. Personnel Information.** Provide brief resumes (2-page limit) for the persons listed below:

1. Principals/ Corporate Officers:
  - President
  - Vice President(s)
  - Partners
  - Primary manager of HVAC maintenance services for the District

**C. School Services.** List all schools, school districts or charter schools your firm has provided HVAC maintenance services for within the past five years. For each school, list:

1. Client, Client Contact Person, and Telephone Number
2. Duration of services

**D. Non-Educational Services (Optional).** List up to five non-school district clients your firm has provided HVAC maintenance services for within the past five years. For each client, list:

1. Client, Client Contact Person, and Telephone Number
2. Duration of services

**E. Organization**

1. Describe the most common problem or challenge which you have encountered in school HVAC maintenance and your method for addressing the issue. (Maximum 2 page).
2. Describe your firm's concepts for working in a team relationship with the Owner (Maximum 2 Page).
3. List the classifications of work or trades which you anticipate performing with in-house forces.

**F. Claims and Litigation**

1. Identify any claims or suits, if any, brought against your firm within the last five years.
2. Describe all instances in which your firm was unable to complete the work under a contract.
3. Identify any judgments, claims arbitration proceedings or suits pending or outstanding against your firm or its officers.
4. Identify any lawsuits filed or arbitration requested by your firm with respect to construction contracts of your firm.

**G. Current Work Load.** Provide the following information for the five largest current HVCA Maintenance contracts:

1. Owner
2. Location of facilities
3. Current Annual Contract Amount

**H. Financial Information**

1. Total amount of HVAC maintenance work performed for each of the past five years.
2. Bank reference(s).
  - i. Individual, Title
  - ii. Name of Bank
  - iii. Address
  - iv. Telephone
3. Dunn & Bradstreet rating, if available

**I. Execution.** The foregoing is true and correct. The District, or any authorized representative of the District, is authorized by the undersigned to contact any firm, institution, or person listed above to obtain information about our firm's services, financial condition, and any other information which the District might determine as being desirable.

Offeror: \_\_\_\_\_

By: \_\_\_\_\_

(Signature)

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Walkthroughs of campus will be held on May 31, 2017 from 10-11 or can be arranged by scheduling through Ms. Butler via email [lbutler@excellence-sa.org](mailto:lbutler@excellence-sa.org).

SCHOOL OF EXCELLENCE IN EDUCATION  
RFP SUMMARY PROPOSAL  
FOR HEAT, VENTLATION AND AIR CONDITIONING (HVAC)  
PROPOSAL DATE:

\*\*\* SUMMARY PROPOSAL MUST BE COMPLETED FOR PROPOSAL TO BE VALID \*\*\*

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	COST
	<u>PROPOSAL</u>
<b>1 COMPANY NAME, ADDRESS, PHONE NUMBER</b>	
a) Company Name: _____	
b) Address: _____	
c) Phone: _____	
<b>2 CONTACT NAME:</b>	
_____	
<b>3 INSURANCE COVERAGE PER RFP:</b>	
Yes _____ No _____	
<b>4 CRIMINAL BACKGROUND CHECK:</b>	
Yes _____ No _____	
<b>5 40 TON AIR HANDLER:</b>	
a) Brand: _____	
b) Cost _____	\$ _____
<b>6 (2) 20 TON CONDENSING UNITS:</b>	
a) Brand: _____	
b) Cost _____	\$ _____
<b>7 OTHER ASSOCIATED COST(S):</b>	
a) ALL Permits:	
_____	\$ _____
_____	\$ _____
b) ANY Crane Costs:	
_____	\$ _____
_____	\$ _____
c) New Heat Strip(s):	
_____	\$ _____
_____	\$ _____
d) Copper Fittings, Tubing & Isulation:	
_____	\$ _____
_____	\$ _____

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PROPOSAL DATE:**

e) Thermostat(s)	_____	\$ _____
	_____	\$ _____
f) Supply and Return Smoke Dector(s)	_____	\$ _____
	_____	\$ _____
g) Electrical Whips and Wire	_____	\$ _____
	_____	\$ _____
h) Other Miscellaneous Parts:	_____	\$ _____
	_____	\$ _____
h) Refrigerant to Charge New Units:	_____	\$ _____
	_____	\$ _____
i) Removal of ALL Old equipment and Items Being Replaced:	_____	\$ _____
	_____	\$ _____
<b>Total - Other Associated Costs</b>	_____	\$ _____

8 Number of Schools, ISDs, Charter Schools provided HVAC Services  
\_\_\_\_\_

9 Number of Non-School clients provided HVAC Services  
\_\_\_\_\_

10 Most Common HVAC Problems

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

11 Clamims/ Suites Over the Last Five (5) Years:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

**SCHOOL OF EXCELLENCE IN EDUCATION  
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PROPOSAL DATE:**

12 Five (5) Largest HVAC Maintenance Contracts:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

13 Financial Information:

A. Total Amount HVAC Maintenance Work for the Past Five (5) Years:

\_\_\_\_\_

B. Bank Name, Address

\_\_\_\_\_  
\_\_\_\_\_

C. Bank Contact:

\_\_\_\_\_

D. Dun & Bradstreet Rating:

\_\_\_\_\_

**TOTAL PROPOSAL COSTS**

\_\_\_\_\_  
\$  
\_\_\_\_\_







**EXHIBIT B**

SCHOOL OF EXCELLENCE IN EDUCATION  
HVAC RFP  
DATED: MAY 16, 2017

General Decision Number: TX170280 04/21/2017 TX280

Superseded General Decision Number: TX20160280

State: Texas

Construction Type: Building

County: Bexar County in Texas.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.20 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2017. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	01/06/2017
1	01/27/2017
2	04/14/2017
3	04/21/2017

ASBE0087-014 01/01/2016

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR (Duct, Pipe and Mechanical System Insulation)....	\$ 21.57	10.02

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BOIL0074-003 01/01/2017

	Rates	Fringes
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HVAC RFP  
DATED: MAY 16, 2017

BOILERMAKER.....\$ 28.00 22.35

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ELEC0060-003 06/01/2016

Rates Fringes

ELECTRICIAN (Communication  
Technician Only).....\$ 21.57 9%+4.65

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ELEC0060-004 06/01/2016

Rates Fringes

ELECTRICIAN (Excludes Low  
Voltage Wiring).....\$ 27.50 16%+4.65

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ELEV0081-001 01/18/2017

Rates Fringes

ELEVATOR MECHANIC.....\$ 38.14 31.585+a+b

FOOTNOTES:

A. 6% under 5 years based on regular hourly rate for all hours worked. 8% over 5 years based on regular hourly rate for all hours worked.

B. Holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving Day; Christmas Day; and Veterans Day.

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ENGI0450-002 04/01/2014

Rates Fringes

POWER EQUIPMENT OPERATOR  
Cranes.....\$ 34.85 9.85

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IRON0066-013 06/01/2015

Rates Fringes

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 HVAC RFP  
 DATED: MAY 16, 2017

IRONWORKER, STRUCTURAL.....	\$ 21.30	5.95
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IRON0084-011 06/01/2015		
	Rates	Fringes
IRONWORKER, ORNAMENTAL.....	\$ 23.02	6.35
-----		
PLUM0142-009 07/01/2016		
	Rates	Fringes
HVAC MECHANIC (HVAC Electrical Temperature Control Installation Only).....	\$ 30.25	11.35
HVAC MECHANIC (HVAC Unit Installation Only).....	\$ 30.25	11.35
PIPEFITTER (Including HVAC Pipe Installation).....	\$ 30.25	11.35
PLUMBER (Excludes HVAC Pipe Installation).....	\$ 30.25	11.35
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* SFTX0669-002 04/01/2017		
	Rates	Fringes
SPRINKLER FITTER (Fire Sprinklers).....	\$ 29.03	15.84
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SHEE0067-004 04/01/2016		
	Rates	Fringes
Sheet metal worker Excludes HVAC Duct Installation.....	\$ 25.60	13.54
HVAC Duct Installation Only.	\$ 25.85	14.73
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SUTX2014-006 07/21/2014		

EXHIBIT B

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HVAC RFP  
DATED: MAY 16, 2017

	Rates	Fringes
BRICKLAYER.....	\$ 22.15	0.00
CARPENTER (Acoustical Ceiling Installation Only).....	\$ 17.83	0.00
CARPENTER (Form Work Only).....	\$ 13.63	0.00
CARPENTER, Excludes Acoustical Ceiling Installation, Drywall Hanging, Form Work, and Metal Stud Installation.....	\$ 16.86	4.17
CAULKER.....	\$ 15.00	0.00
CEMENT MASON/CONCRETE FINISHER...\$	22.27	5.30
DRYWALL FINISHER/TAPER.....\$	13.81	0.00
DRYWALL HANGER AND METAL STUD INSTALLER.....\$	15.18	0.00
ELECTRICIAN (Low Voltage Wiring Only).....\$	20.39	3.04
IRONWORKER, REINFORCING.....\$	12.27	0.00
LABORER: Common or General.....\$	10.75	0.00
LABORER: Mason Tender - Brick...\$	11.88	0.00
LABORER: Mason Tender - Cement/Concrete.....\$	12.00	0.00
LABORER: Pipelayer.....\$	11.00	0.00
LABORER: Roof Tearoff.....\$	11.28	0.00
LABORER: Landscape and Irrigation.....\$	8.00	0.00

EXHIBIT B

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HVAC RFP  
DATED: MAY 16, 2017

OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 15.98	0.00
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 14.00	0.00
OPERATOR: Bulldozer.....	\$ 14.00	0.00
OPERATOR: Drill.....	\$ 14.50	0.00
OPERATOR: Forklift.....	\$ 12.50	0.00
OPERATOR: Grader/Blade.....	\$ 23.00	5.07
OPERATOR: Loader.....	\$ 12.79	0.00
OPERATOR: Mechanic.....	\$ 18.75	5.12
OPERATOR: Paver (Asphalt, Aggregate, and Concrete).....	\$ 16.03	0.00
OPERATOR: Roller.....	\$ 12.00	0.00
PAINTER (Brush, Roller and Spray), Excludes Drywall Finishing/Taping.....	\$ 13.07	0.00
ROOFER.....	\$ 12.00	0.00
TILE FINISHER.....	\$ 11.32	0.00
TILE SETTER.....	\$ 14.94	0.00
TRUCK DRIVER: Dump Truck.....	\$ 12.39	1.18
TRUCK DRIVER: Flatbed Truck.....	\$ 19.65	8.57
TRUCK DRIVER: Semi-Trailer Truck.....	\$ 12.50	0.00
TRUCK DRIVER: Water Truck.....	\$ 12.00	4.11

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**EXHIBIT B**

SCHOOL OF EXCELLENCE IN EDUCATION  
HVAC RFP  
DATED: MAY 16, 2017

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

**EXHIBIT B**

SCHOOL OF EXCELLENCE IN EDUCATION  
HVAC RFP  
DATED: MAY 16, 2017

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

Company: \_\_\_\_\_

Signed by: \_\_\_\_\_

Dated: \_\_\_\_\_

Printed Name: \_\_\_\_\_