



East Providence School Department
RFP# EPSD.EPHS.2023.001
HVAC Preventative Maintenance

1. RFP OVERVIEW

1.1 Company Description

The East Providence School District (EPSD) is a K-12 public school district supporting the City of East Providence, Rhode Island. The district maintains thirteen facilities including multiple K-5, middle and high school campuses.

1.2 Purpose of the RFP

EPSD is seeking proposals from well qualified vendors for a multi-year contract for preventative maintenance on the Heating and Cooling and Plumbing equipment at East Providence High School.

1.3 General Conditions

1.3.1 This RFP is not an offer to contract. Acceptance of a proposal neither commits our school district to award a contract to any Vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a Vendor for reasons other than lowest price. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility and customer support.

1.3.2 Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and in their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

1.3.3 The Vendor will absorb all costs incurred in the preparation and presentation of the proposal.

1.3.4 All Vendors who submit proposals will be notified of the results of the selection process.

1.3.5 East Providence School District reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, East Providence School District may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of East Providence School District, bidder presentations may be requested before award of the



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contract. East Providence School District may also request the opportunity to conduct an on-site review of the Vendor’s facility and/or other locations where these services are provided, or a demonstration of the proposed technology.

1.4 Proposal Effective Period

Vendors should state in writing that all furnished information, including prices, will remain valid for 90 days from the date their proposal is received by East Providence School District.

2. VENDOR INSTRUCTIONS

Any changes in deadlines will be communicated to all Vendors via E-Bids@epschoolsri.com email address. We reserve the right to disqualify any vendor that does not comply with these deadlines.

A voluntary information meeting will be held via Zoom to review the requirements of the RFP on March 2,, 2023 at 10:00am. Contact Craig Enos cenos@epschoolsri.com if interested in attending.

2.1 RFP Schedule

Activity	Date/Time
RFP Released	March 1, 2023
Deadline for questions	March 3, 2023 at 10:00am
Q&A Addenda Issued	March 3, 2023
Proposal Submission Deadline	March 9, 2023 at 10:00am
Project awarded	March 14, 2023

2.2 Vendor Questions and RFP Addenda

2.2.1 Questions regarding the content of or schedule for the RFP must be submitted in writing by e-mail to E-Bids@epschoolsri.com according to the RFP schedule provided in Section 2.1.



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2.2.2 East Providence School District will issue answers to all Vendor questions, as noted in that schedule. In the event that modifications or additions to the RFP become necessary, vendors will be notified in writing and posted to www.epschoolsri.com/purchasing.

2.3 Proposal Format and Submission Requirements

2.3.1 Proposals are to be organized in the following format:

2.3.1.1 Section 1: Executive Summary. The one page maximum executive summary is to briefly describe the vendor's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Proposer. The reader should be able to determine the essence of the proposal by reading the executive summary.

2.3.1.2 Section 2: Vendor Information. Proposers must provide in-line responses to all requirements outlined in RFP Section 3.3 - Vendor Information.

2.3.1.3 Section 3: Response to RFP Requirements. Proposers must provide in-line responses to all requirements outlined in Section 3.

2.3.1.4 Section 4: Pricing. Proposers must attach a formal company quote to the last page. Additional vendor sales quotes, hardware details, or other pricing material may be included in this section. Pricing will include product and installation, as well as any other needed attachments. Shipping is to be included in the pricing.

2.3.1.5 Section 5: Additional Information. Proposers may include additional information regarding their products and services in this section.

2.3.2 Sealed Bid Requirements

Two (2) printed copies of the proposal must be submitted in an envelope clearly marked: Request for Proposals, "HVAC Preventative Maintenance". Mail or deliver sealed bid proposals to the following address by the date and time identified in the schedule in Section 2.1. The EPSD Finance Department will receive all bids and include a timestamped form to record arrival date/time.



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Craig Enos
Director of Finance
RFP# EPSD.EPHS.2023.001
1998 Pawtucket Avenue
East Providence, RI 02914

2.3.3 Bid Evaluation

2.3.3.1 The district contemplates award to the lowest price, technically acceptable vendor proposal. To determine whether proposals are technically acceptable:

2.3.3.1.1 The district will determine whether each proposal is complete

2.3.3.1.2 The solution specified in the proposal meets the technical needs of EPSD and offers the most value to the schools

2.3.3.1.3 Whether it is responsive to all requirements established in the RFP and addenda.

2.3.3.1.4 Whether the proposing vendor maintains and has submitted documentation of applicable certifications from Manufacturer(s) selected

2.3.3.1.5 Whether references related to past performance are favorable.

2.3.3.1.5.1 With regard to references, vendors are free to submit references they wish the East Providence School District to consider; however, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration

2.3.3.2 The East Providence School District may choose to seek clarifications from vendors with regard to their proposals.

2.3.3.2.1 All responses will be provided in writing to the E-Bids@epschoolsri.com address, and incomplete or unclear responses may result in a proposal being deemed technically unacceptable. However, the East Providence School District reserves the right to make a selection without requesting clarification.



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Additionally, the East Providence School District may not necessarily seek clarifications from all vendors submitting proposals.

2.3.3.3 Any contract awarded under this RFP is subject to funding, and approval by the East Providence School Committee. The East Providence School District reserves the right to make no awards under this RFP.

3. REQUIREMENTS

3.1 Background

The new East Providence High School opened in September 2021. This RFP is being done to develop a multi-year preventative maintenance program.

3.2 Scope of Services / Product

Mechanical Systems inspection/Preventative Maintenance to be done 2 times a year

3.2.1 Roof Top Units (13)

- Lock Out Tag Out
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Inspect fan wheel for proper operation, cleanliness, and tolerances. Clean wheel and re-torque set screws as required
- Inspect drive sheave for wear, glazing and alignment
- Inspect and lubricate motors and bearings
- Replace belt and adjust tension
- Replace pre-Filters twice a year & Box Filters once a year
- Inspect all coils and clean as required
- Clean condensate drain pans, P-traps as required
- Remove Lock Out Tag Out and Restore Power
- Inspect and test R TU for normal operation
- Report all finds
- Disposal of filters
- Preventative Maintenance (PM) 2 times per year

3.2.2 Air Handling Units (2)

- Lock Out Tag Out



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- Check all electrical and control terminations for loose connections and re-torque as necessary
- Inspect fan wheel for proper operation, cleanliness, and tolerances. Clean wheel and re-torque set screws as required
- Inspect drive sheave for wear, glazing and alignment
- Inspect and lubricate motors and bearings
- Replace belt and adjust tension
- Replace all filters
- Inspect all coils and clean as required
- Clean condensate drain pans, P-traps as required
- Remove Lock Out Tag Out and Restore Power
- Inspect and test AHU for normal operation
- Report all finds
- Disposal of filters
- Lift Rental is an add alternate
- Preventative Maintenance (PM) 2 times per year

3.2.3 Make -up Air Units (2)

- Lock Out Tag Out
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Inspect fan wheel for proper operation, cleanliness, and tolerances. Clean wheel and re-torque set screws as required
- Inspect drive sheave for wear, glazing and alignment
- Inspect and lubricate motors and bearings
- Replace belt and adjust tension
- Replace all filters
- Inspect all coils and clean as required
- Remove Lock Out Tag Out and Restore Power
- Inspect and test MAU for normal operation
- Report all finds
- Disposal of filters
- Preventative Maintenance (PM) 2 times per year

3.2.4 Gas Fired Boilers (4)

- Lock Out Tag Out



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- Check all electrical and control terminations for loose connections and re-torque as necessary
- Remove Lock Out Tag Out and Restore Power
- Boilers tuned up and serviced per manufacturers specifications
- The burners will be fired and set up for maximum efficiency firing. All equipment will be ready for the heating season
- Flush/clean limestone and replenish as required
- Report all finds
- Preventative Maintenance (PM) 1 time per year

3.2.5 Chillers (2)

- Lock Out Tag Out
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Check operation and glycol level at spring startup and record readings
- Wash condenser coils and surrounding area
- Shut down and winterize chiller in fall
- Check for any issues and alarms
- Check glycol level for winter hibernation
- Report all finds
- Preventative Maintenance (PM) 2 times per year

3.2.6 AC Split Systems

- Lock Out Tag Out
- Check all electrical and control terminations for loose connections and re-torque as necessary.
- Inspect fan wheel for proper operation, cleanliness and tolerances.
- Wash filters
- Inspect all coils and clean as required
- Clean condensate drain pans, P-traps and pumps as required
- Remove Lock Out Tag Out and Restore Power
- Inspect and test split for normal operation
- Report all finds
- Preventative Maintenance (PM) 2 times per year

3.2.7 Water Circulation Pumps (4)



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- Lock Out Tag Out
- Check pump for proper operation, check suction and discharge pressures
- Check all electrical and control terminations for loose connections
- Grease motor and bearings. Check motor and pump coupling alignment and visually inspect for water leaks
- Inspect and test pump for normal operation
- Remove Lock Out Tag Out and Restore Power
- Report all finds
- Preventative Maintenance (PM) 1 time per year

3.2.8 Exhaust Fans (27)

- Lock Out Tag Out
- Lubricate and inspect motors and bearings
- Inspect fan wheel for proper operation, cleanliness, and tolerances. Clean wheel and re-torque set screws as required
- Inspect drive sheave for wear, glazing and alignment
- Inspect belt alignment and tension.
- Replace belt and adjust tension.
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Remove Lock Out Tag Out and Restore Power
- Check all exhaust fans for proper operation
- Report all finds
- Preventative Maintenance (PM) 1 time per year

3.2.9 Domestic Water Booster Pump (1)

- Lock Out Tag Out
- Visual Equipment Inspection
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Inspect fan for proper operation, cleanliness and tolerances. Re-torque set screws as required
- Inspect and lubricate motors and bearings as required
- Brush and vacuum coils and fan as required
- Remove Lock Out Tag Out and Restore Power
- Inspect and test domestic booster pump for normal operation
- Report all finds



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- Preventative Maintenance (PM) 1 time per year

3.2.10 Fan Coil Units (7)

- Lock Out Tag Out
- Visual Equipment Inspection
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Inspect fan for proper operation, cleanliness and tolerances. Re-torque set screws as required
- Inspect and lubricate motors and bearings as required
- Brush and vacuum coils and fan as required
- Remove Lock Out Tag Out and Restore Power
- Inspect and test FCU for normal operation
- Report all finds
- Preventative Maintenance (PM) 1 time per year

3.2.11 Water Heaters (6)

- Lock Out Tag Out
- Visual Equipment Inspection
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Drain tank and flush sediment from bottom
- Remove Lock Out Tag Out and Restore Power
- Report all finds
- Preventative Maintenance (PM) 1 time per year

3.2.12 Dust Collector (1)

- Lock Out Tag Out
- Visual Equipment Inspection
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Change belt and filters as needed
- Remove Lock Out Tag Out and Restore Power
- Report all finds
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3.2.13 Air Compressor Automotive Shop (1)



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- Lock Out Tag Out
- Visual Equipment Inspection
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Drain tank and flush sediment from bottom
- Change compressor oil
- Change air filter and belt as needed
- Remove Lock Out Tag Out and Restore Power
- Report all finds
- Preventative Maintenance (PM) 1 time per year

3.2.14 Acid Neutralizers (2)

- Lock Out Tag Out
- Visual Equipment Inspection
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Flush tank and replace limestone rocks replenish as necessary
- Remove Lock Out Tag Out and Restore Power
- Report all finds
- Preventative Maintenance (PM) 1 time per year

3.2.15 Glycol Feeder Tank

- Lock Out Tag Out
- Visual Equipment Inspection
- Check all electrical and control terminations for loose connections and re-torque as necessary
- Check operation and glycol level at spring startup and record readings
- Remove Lock Out Tag Out and Restore Power
- Report all finds
- Preventative Maintenance (PM) 1 time per year



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3.3 Vendor Information

3.3.1 Company Background Information

- 3.3.1.1 Legal name of the company
- 3.3.1.2 Number of years in business
- 3.3.1.3 Headquarters location address, phone number, website
- 3.3.1.4 Company type
- 3.3.1.5 Number of employees
- 3.3.1.6 Tax ID number

3.3.2 Company Experience and References

3.3.2.1 Please describe the product/market differentiators that distinguish you in the industry and make you capable of competing for this project.

3.3.2.2 Please provide project details for at least two (2) projects of similar size and scope to that requested by EPSD. Project details should include:

- 3.3.2.2.1 Deployment date and period of performance
- 3.3.2.2.2 Overview of project performance, including successes, challenges, etc.

3.3.2.3 Vendors are free to submit references they wish the East Providence School District to consider. However, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years.

3.3.3 Vendor/Subcontractor Information

3.3.3.1 The vendor and subcontractors of the vendor will maintain at their own expense during the term of this contract, the following insurances:

- 3.3.3.1.1 Workers' Compensation Insurance with Rhode Island statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.



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3.3.3.1.2 Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.

3.3.3.1.3 Automobile Liability Insurance covering all owned, hired and non-owned vehicles with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

3.3.3.1.4 Insurance companies, named insurers and policy forms shall be subject to the approval of the East Providence School District. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to the East Providence School District. Vendor and any subcontractors shall furnish East Providence School District Project Coordinator with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract.

3.3.4 Minority/Women Business Enterprise

In accordance with RI Gen. Law § 37-14.1-1, it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs). Pursuant to §§ 37-14.1-2 and 37-14.1-6, MBEs and WBEs shall be included in all state purchasing, including, but not limited to, the procurement of goods, services, construction projects, or contracts funded in whole or in part with state funds, or funds which, in accordance with a federal grant or otherwise, the state expends or administers. MBEs and WBEs shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project. MBE participation credit shall only be granted for firms duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity, MBE Compliance Office (MBECO). The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php> or by contacting MBECO at (401) 574-8670.



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4. EVALUATION PROCESS

The district contemplates award to the lowest priced, technically acceptable vendor proposal. To determine whether proposals are technically acceptable, the district will determine whether each proposal is complete; whether it is responsive to all requirements established herein; whether the proposing vendor maintains and has submitted documentation of applicable certifications from Manufacturer(s) selected; and whether references related to past performance are favorable. With regard to references, vendors are free to submit references they wish the East Providence School District to consider. However, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration

The East Providence School District may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete or unclear responses may result in a proposal being deemed technically unacceptable. However, the East Providence School District reserves the right to make a selection without requesting clarification. Additionally, the East Providence School District may not necessarily seek clarifications from all vendors submitting proposals.

Any contract awarded under this RFP is subject to funding, and approval by the East Providence School Committee. The East Providence School District reserves the right to make no awards under this RFP.

Each vendor proposal will be reviewed and scored using the following criteria and maximum point values per topic:

Criteria	Available points	Points awarded
Meets technical requirements	30	
Pricing	35	
Past project experiences	25	
References	10	

Attach vendor quote to last page