

RFP #: HC07152020

**REQUEST FOR PROPOSALS
FOR
HVAC EQUIPMENT, LABOR, AND SUPPLIES SYSTEMS
RFP #: HC07152020**

PROPOSAL DUE: July 15, 2020 @ 4:30 P.M. CST

**PROPOSALS MUST BE SEALED and DELIVERED TO:
Frederick Hill, Chief of Administrative Services
1133 Calhoun Avenue
Yazoo City, MS 39194
fhill@masd.k12.ms.us**

OVERVIEW

The Mississippi Achievement School District- Humphreys Region is requesting proposals for the upgrade of HVAC units. The awarded provider will remove existing units, provide and install a new replacement. Proposals will be accepted until 4:30 p.m., July 15, 2020, at the office of the Division of Administrative Services at 1133 Calhoun Avenue Yazoo City, MS 39194. The contract will be awarded to the best proposer on Wednesday, July 17, 2020. It is important to emphasize the lowest proposer may not be the best. The district has the right to reject any and all bids.

SCOPE OF SERVICE

The scope of services includes the removal of old heating and installation of new heating and air units in schools located in Humphreys County. Requested services include the following:

A. Humphrey's High School/Jr: Remove and replace the following

- High School:
 - Boiler System
 - De-commission/drain the hot water boiler system—drain it and leave it in place
 - (38) Split Systems (Replace with Heat Pumps)
- Cafeteria
 - (4) Rooftop Units (Replace with DX Cooling/gas heat RTUs)
- Jr High School:
 - (11) Rooftop Units (Replace with DX Cooling/gas heat RTUs)
 - (3) Split Systems (Replace with Heat Pumps)
- Auditorium:
 - (3) Split Systems (Replace with Heat Pumps)
 - Built Up Air Handling Unit:
 - Re-furbish AHU with New DX Coils
 - Replace (2) Condensing Units connected to the AHU
 - Replace existing Boiler

- Boiler Building:
 - (3) Split Systems (Replace with Heat Pumps)
- Band
 - (3) Split Systems (Replace with Heat Pumps)
- Field House
 - (3) Split Systems (Replace with Heat Pumps)

B. Vo Tech: Remove and replace the following:

- (2) Rooftop Units (Replace with DX Cooling/gas heat RTUs)
- (5) Heating only Rooftop Units (Replace with Gas Heat Units)

C. Administration: Remove and replace the following:

- (3) Rooftop Units (Replace with DX Cooling/gas heat RTUs)
- (1) Split Systems (Replace with Heat Pumps)

D. Ida Greene: Remove and replace the following:

- (22) Split Systems (Replace with DX Cooling Only with Gas Heat Furnaces)
- (3) Split Systems (Replace with Heat Pumps)
- Demo (3) Heating only units, cap return , and install an outside air damper with filter for the building supply

E. OM McNair: Remove and replace the following:

- (13) Rooftop Units (Replace with DX Cooling/gas heat RTUs) o
- Museum
 - (9) Split Systems (Replace window units with Split Heat Pumps)

Includes:

- Disconnect and reconnect the following: condensate lines, ductwork
- Curb Adapters as required

- Electrical: Disconnect and reconnect the electrical. Utilize the existing disconnects where applicable.
- Demolish and replacement of the units mentioned above.
- Flush, test, and utilize the existing refrigerant piping.
- Insurance as required.
- Performance and Payment Bond.

PROPOSAL PROCEDURES

A. COMMUNICATIONS REGARDING THE RFP:

All questions regarding the RFP must be submitted in writing via email to Frederick Hill, Chief of Administrative Services by Monday, June 29, 2020, at fhill@masd.k12.ms.us. All responses to written questions and changes to specifications will be communicated via email to the person submitting the question(s). All questions, comments and requests for clarifications must be in writing. Any oral communication shall be considered unofficial and non-binding. Only written responses to written communication shall be considered official and binding upon the school district. The Mississippi Achievement School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

B. MINIMUM ELIGIBILITY REQUIREMENTS FOR CONTRACT AWARD

1. Applicants must provide documentation of a minimum of three (3) years' experience providing services related to the services requested.
2. Applicants must have financial stability and adequate staff and/or resources to manage the program.
3. Applicants must comply with all applicable licensing and certification requirements specific to the proposed services.

C. PROCEDURES FOR DELIVERY OF PROPOSALS:

Mail one hard copy and one electronic in "read only" PDF format on a flash drive. All proposals must be received by Monday, July 15, 2020 at 4:30 p.m. Mail or ship proposals to:

Attn: Frederick Hill
Mississippi Achievement School District
1133 Calhoun Avenue
Yazoo City, MS 39194

1. Upon receipt, the sealed proposals will be stamped and dated. The applicant is responsible for ensuring that the competitive proposal is delivered by the required time and assumes all risk of delivery. Incomplete proposals will not be accepted

and cannot be returned for revisions. No faxed or emailed copies will be accepted and the original must have original signatures. Because the process is competitive, please proofread the proposal. We strongly recommend that you plan to submit the proposal early in order to allow for unforeseen circumstances. Proposals will not be accepted after the deadline.

2. Acceptance of Proposals: The Mississippi Achievement School District reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation from the Request for Proposals (RFP) that does not affect the proposal, or give one party an advantage or benefit not enjoyed by other parties or adversely impact the interest of the Mississippi Achievement School District. Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP requirements if the party is awarded the grant.
3. Rejection of Proposals: Proposals that do not conform to the requirements of this RFP may be rejected by the Mississippi Achievement School District. Proposals may be rejected for reasons that include, but are not limited to, the following:
 - a. The proposal contains unauthorized amendments to requirements of this RFP.
 - b. The proposal is conditional.
 - c. The proposal is incomplete and contains irregularities that make the proposal indefinite or ambiguous.
 - d. The proposal is not signed by the authorized representative.
 - e. The proposal contains false or misleading statements or references.
 - f. The proposal does not meet all requirements of the RFP.

D. CONDITIONS OF SOLICITATION:

The release of this proposal does not constitute an acceptance of any offer, nor does such release in any way obligate the Mississippi Achievement School District to execute an agreement. The Mississippi Achievement School District reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained in this document. The final decision to execute an agreement with any external partner rests solely with the Mississippi Achievement School District. Before preparing the proposal, external partners should note that:

- The Mississippi Achievement School District will not be liable for any costs associated with the preparation of proposals.
- All proposals, in their entirety, will become the property of the Mississippi Achievement School District upon submission;
- An agreement for any proposed program is contingent upon the following:
 - Approval of the proposal by a review panel selected by mASD;

- Mississippi Achievement School District approval, and successful; negotiation of any changes to the proposal as required by the mASD;
- The mASD reserves the right to accept any proposal as submitted for services without substantive negotiation of offered terms, services or prices. Therefore, external partners are advised to propose their most favorable terms initially; Personnel, equipment, and facilities to perform the services will be made available at the time of contracting;
- The selected provider will be required to assume full responsibility for all specified services and may grant only those as specified in the proposal package;
- The mASD reserves the right to cancel this solicitation when it is determined in writing to be in the best interest of the District and
- The mASD may accept an offer in full or in part.

E. TYPE OF CONTRACT:

It is anticipated this agreement will be a fixed price contract with payment made upon completion of tasks or services identified within the proposal.

F. SELECTION CRITERIA AND PROCEDURES

All proposals received by the stated submission deadline will be evaluated using the selection criteria described in the following section. Proposals will be rated and ranked by a review team from the Mississippi Achievement School District. The evaluation committee will forward the proposal to the Mississippi Achievement School District Superintendent for approval. One or several contracts may be negotiated with the applicant(s) whose proposal(s) best meets the needs of the Mississippi Achievement School District as determined by the evaluation committee.

The Mississippi Achievement School District reserves the right to reject any and all of the proposals. Evaluation of proposals will be based upon the following criteria:

- Organizational Experience 25 points
 - Ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services and
 - Qualifications and abilities of personnel proposed to be assigned to perform the services.
- Organizational Performance 25 points
 - Record of past performance of similar work within the last 3 years and
 - Letters of support from organizations and/or individual reference letters detailing levels of success with the services/resources.
- Cost Efficiency 20 points
 - Total cost of proposed services and
 - Service and support cost

- Program Operations 30 points
 - Adequacy of resources, including personnel, equipment, financial stability and other related factors,
 - Plan for performing required services within the district and schools,
 - Management and planning: procedures and organizational structures proposed for completion of the work as it relates to scheduling of consultants, submission of service reporting, availability to provide technical assistance, communication with district and school leaders, and project management systems and
 - Timeliness of services.
- Total Possible Score: 100 Points

The applicant should propose its best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.

G. TENTATIVE TIMELINE

July 15, 2020 Proposals Due

July 15-17, 2020 Proposal Evaluation

July 18, 2020 Vendor Notifications

July 22, 2020 Final Approval/Agreement Awarded to External Partner(s)

H. PROPOSAL FORMAT

The narrative sections of the proposal must be double-spaced and the font used must not be smaller than 12-point. A standard font such as Times New Roman, Tahoma, Arial or Calibri must be used. Proposals must consist of the following components:

- Part 1 is the Submission Cover Sheet (Attachment A) which shall serve as the cover page of the proposal. (1 page only).
- Part 2 is the Vendor Profile, which shall provide satisfactory evidence of the vendor's capability to manage and coordinate the types of activities and to provide the services described in this RFP in a timely manner. Special attention should be given to the qualifications listed in the Minimum Eligibility Criteria section of this RFP. The description shall include:
 - the vendor's background
 - the vendor's relevant experience as related to the specific area of focus for which the vendor is applying, and
 - a description of at least three successful experiences that the vendor has had in demographically similar districts. A minimum of three (3) references shall be provided.

- The Vendor Profile shall not be more than three pages. Samples of consultant resumes and previous work outcomes and may be attached as an appendix.
- Part 3 is the Program Narrative that shall provide a clear and concise plan describing
 - which area(s) of focus the vendor is proposing to support,
 - how the services will be managed, performed, and evaluated to meet the identified needs of the mASD,
 - the process for submitting reports,
 - the process for communicating with the district and
 - the process for evaluating services rendered

Note: Vendors may choose to address one or multiple areas listed in the “Scope of Services” section. Each component will be reviewed independently, and may be awarded independently. (Vendors may choose to include their menu of services as a part of the appendix.) The menu of services will not replace the program narrative.

- Part 4 is the Budget that shall include the cost proposal and must encompass all requirements of this RFP. In order to be considered, vendors must submit a proposal that includes the budget narrative/cost proposal that addresses all costs for services, expenses, and products specified in the RFP. The budget narrative is a maximum cost. The Mississippi Achievement School District will not pay any costs above this amount. A detailed budget narrative shall be included. Indirect costs will not be allowed. The budget narrative should include all costs associated with the project. A unit price shall be given for each service and such unit price shall be the same throughout the proposal. The Budget Summary form shall be completed and shall accompany the proposal.

PROPOSAL FORMS

Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name _____ Date _____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that _____ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

Authorized Signature

Date

Proposal Due Date: Wednesday, July 15, 2020 4:30 P.M. (CST)
Send To: Attention: Frederick Hill
Mississippi Achievement School District
1133 Calhoun Avenue
Yazoo City, MS 39194

ASSURANCES AND SIGNATURE FORM

In submitting this application, I certify that:

1. The organization will comply with applicable federal, state, and local policies and procedures.
2. Services will be provided under the supervision of qualified administrators.
3. The organization will maintain professionalism and confidentiality.
4. The organization is fiscally sound and will be able to complete services to the local educational agency.
5. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.
6. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h (20), 2854(3)(a-2), 2854(3)(a- 3), and 3035.
7. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in improving the quality of the schools, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, and community members can understand.
8. The organization agrees to the contractual terms and conditions required by the American Recovery and Reinvestment Act (Exhibit 1). The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Name of Organization

Printed Name of Authorized Representative

Signature of Authorized Representative

Date

VENDOR PROFILE

Special attention should be given to the qualifications listed in the Minimum Eligibility Criteria section of this RFP. The description shall include (a) the vendor's background and (b) the vendor's relevant experience as related to the specific area of focus for which the vendor is applying and (c) a description of at least three successful experiences that the vendor has had in demographically similar districts within the past three years. A minimum of three (3) references shall be provided. The Vendor Profile shall not be more than three pages. Samples of providers' resumes and previous work outcomes and should be attached as an appendix.

PROGRAM NARRATIVE

Provide a clear and concise plan describing:

1. which area(s) of focus the vendor is proposing to provide services and equipment,
2. how the services will be managed, performed, and evaluated to meet the identified needs of the mASD,
3. the process for submitting reports and/or updates,
4. the process for communicating with the district and
5. the process for evaluating services rendered. (No more than five pages). Note: Vendors may choose to address one or multiple areas listed in the “Scope of Services” section. Each component will be reviewed independently, and may be awarded independently. (Vendors may choose to include their menu of services as a part of the appendix. The menu of services will not replace the program narrative.)

BUDGET NARRATIVE

On this page, please provide a brief but detailed budget narrative that explains the basis for estimating the costs of services and any projected expenditures. This page may be reproduced as needed.

CATEGORY of SERVICE and EQUIPMENT	AMOUNT	EXPLANATION