



REQUEST FOR QUALIFICATIONS (RFQ)

ALAMEDA UNIFIED SCHOOL DISTRICT (AUSD)
MAINTENANCE, OPERATIONS AND FACILITIES (MOF) DEPARTMENT

**ON CALL HEATING VENTILATION
AND AIR CONDITIONING (MECHANICAL)
MAINTENANCE SERVICES**

MARCH 2022

ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS NOTICE

ALAMEDA UNIFIED SCHOOL DISTRICT (AUSD)
MAINTENANCE, OPERATIONS AND FACILITIES (MOF) DEPARTMENT

**ON CALL HEATING VENTILATION
AND AIR CONDITIONING (MECHANICAL)
MAINTENANCE SERVICES**

Description: The Alameda Unified School District (“District” or “AUSD”) is accepting proposals to provide on call heating ventilation and air conditioning maintenance services.

Proposal Due Date/Time: Prior to 5:00 PM PST, Friday, March 25, 2022

Forms Available at: Request for Qualifications packages will be available online upon request beginning March 11, 2022.

RFQ package will provide a detailed description of the information required for the proposal. Any addenda issued will be posted on the website.

For Download & Viewing: Navigation: www.alamedaunified.org/mof > Current RFPs, RFQs, & RFI

Link: <https://www.alamedaunified.org/mof>

Proposers may want to bookmark the link; related correspondence will be posted at this location in the future. Bidders are responsible to ascertain all correspondence regarding this solicitation, prior to submitting a proposal.

The District reserves the right to reject any and all proposals.

I. INTRODUCTION AND OVERVIEW

A. Introduction:

Alameda Unified School District ("AUSD" or "District") is requesting professional proposals from qualified service providers ("Service Provider(s)" or "Provider(s)") to assist the District with services for Heating Ventilation Air Conditioning ("HVAC" or "Mechanical") Maintenance Services. The purpose is to award multiple contractor agreements to allow for the completion of on-call mechanical maintenance, on an as-needed basis for repairs at various sites.

B. Overview:

AUSD is requesting a response package ("Statement of Qualifications", "SOQ", or "Proposal") submitted in response to this RFQ from qualified service providers to the District for ("Services"), as described herein.

Respondents to this RFQ shall submit a fully completed Proposal, as further described herein.

All Proposals must be received on or before Friday, March 25, 2022, no later than 5:00 PM PST.

Proposals must be submitted by email to the MOF Department general email account;

mof@alamedaunified.org

Hand delivered proposals will not be accepted. Proposals received after this date and time will not be accepted and will be returned to the Provider.

Questions regarding this RFQ may be directed in writing to Brian Addicott, Facilities Maintenance Manager at mof@alamedaunified.org and must be submitted on or by 5:00 PM on March 18, 2022.

Proposers are directed not to contact any other person with inquiries regarding this RFQ.

The District may respond to questions presented via addenda to this RFQ.

C. Methodology of Contracting:

This Request for Qualifications (RFQ) for On Call Mechanical Maintenance Services will result in a pool of qualified companies from which the MOF Department may select at their discretion for Heating, Ventilation, and Air Conditioning maintenance services across all AUSD sites.

Selected firms will enter into a contract for a not-to-exceed amount of **Ninety-nine thousand and one hundred dollars (\$99,100)**. The District anticipates the start date no later than April 2022. The Contractor will be required to enter into a contract substantially in the form of Contract attached as Attachment A.

Any modifications to the contract will be at the District’s sole discretion.

II. RFQ TIMELINE

DEADLINE	ACTION ITEM
March 11, 2022	RFQ Issued
March 18, 2022 - 5:00PM	Last day to receive written questions
March 21, 2022	Last day for District to issues addenda or answer questions
March 25, 2022 - 5:00PM	Deadline for submission of Statement of Qualifications / Proposal
April 8, 2022	Notification of Intent to Award
April 2022	Anticipated Contract Start Date

III. DESCRIPTION OF SERVICES

The District desires to obtain the services of vendors with expertise in Heating, Ventilation, and Air Conditioning (“HVAC” or “Mechanical”) systems to assist with mechanical maintenance. The District requires qualified service providers to provide inspections and preventive maintenance to improve equipment operations, increase efficiency, minimize breakdowns and prolong equipment life and to perform scheduled inspections of the District’s systems. The contractor shall furnish all necessary labor, tools, parts and materials as may be required to provide all on call repair service(s) as required.

The scope of work includes, but not limited to, the following;

A. Operation, Maintenance and Repairs

General services include, but not limited to, the following;

1. Operation, maintenance & repair of all boilers, heaters pumps, valves, appurtenances and lines used in the distribution of steam and heated or processed water.

2. Operation, maintenance and repair of refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves and float valves, together with all refrigerant lines and devices used to control temperature, and air conditioning systems in their entirety, including the use of approved recovery equipment and processes to comply with the law.
3. Operation, maintenance and repair of pumps handling brines or other secondary refrigerating liquids, including water, together with all valves, appurtenances and lines used in the system.
4. Operation, maintenance & repair of air compressors, distribution lines and all valves and devices for air control, including air dryer and filtering and separating systems.
5. Operation, maintenance and repair of all natural and manufactured gas distribution lines, including all valves and devices for their distribution, regulation and control.
6. Operation, maintenance and repair of building automation systems for HVAC, lighting and other controlled mediums, including consoles, data gathering panels, remote sensors and indicating devices.

B. Preventative Maintenance

Services may include, but are not limited to;

1. Scheduled inspection visits, proactive, hands-on maintenance services to improve equipment operations, increase efficiency, minimize breakdowns and prolong equipment life in.
2. Typical tasks may include, but not limited to; fan blade/blower cleaning, safety controls adjustments, belt adjustments/replacements, operating control adjustments, refrigerant charge adjustments, bearing lubrications, coil cleaning, calibrations, equipment cleaning, motor lubrications, condensate drain cleaning, oil analysis

C. Inspections

Services may include, but are not limited to, scheduled routine visits to perform inspection tasks on mechanical systems that include the following, as applicable:

1. Compressor operations, motor operations, voltage & amp draws, refrigerant charge, cabinet and ductwork, heat exchangers, refrigerant piping, bearings,

belts & pulleys, blowers, operating/safety controls, condensate drains, oil levels, water levels, fans/blades, reversing valves, electrical/relays & contactors at equipment

D. Filter Service/Changes

Service provider will be scheduled at a frequency designed for best operating conditions and overall value to the District. Type and frequency of service to be determined based on observed and expressed needs. Service may include, but are not limited to;

1. Removal and proper discard of used filters/medias, provide and install new filters and wash and clean filter media, as required and applicable.
2. Conduct regular general housekeeping of equipment during filter changes to clear equipment, plenums, etc. of excess dirt and debris
3. Perform cursory inspection of equipment and note any discrepancies for any required follow on work

E. Water Treatment Services

Service provider will conduct scheduled visits to test, analyze and adjust water treatment levels as applicable. This service is to include the chemicals required to maintain levels within industry standards as well as calibrations and operational testing of existing equipment.

F. Outdoor Coil Cleaning Services

This service will improve efficiency and contribute to a longer coil and equipment life. The service provider is to use environmental and equipment safe cleaning agents to outdoor coil surfaces and rinse with pressured water.

G. Building Automation Controls / Energy Management System (EMS)

This service will improve efficiency and contribute system optimization. Services may include, but are not limited to:

1. Software maintenance, file management and backups and system optimization
2. Control sequence evaluation, modification, and enhancement

3. Historic log reviews
4. Field sensor verification and calibration spot checks
5. Hardware communication tests and functional verification
6. Control program and loop evaluation, modification, and enhancement

H. District HVAC Standards

HVAC equipment supplying heating, ventilation and cooling, where available, shall be maintain temperatures and set points in accordance with the District comfort guidelines below and industry standards.

DISTRICT STANDARDS
<p>Cooling Season Occupied Set Points Starting 74°F [Range 74°F – 77°F] Unoccupied Set Point: 85°F</p>
<p>Heating Season Occupied Set Points Starting 68°F [Range 65°F – 71°F] Unoccupied Set Point: 45°F]</p>

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IV. CONTRACTOR'S RESPONSIBILITIES

A. AUSD-MOF Work Orders

The standard method for assigning On-Call Maintenance Work to the contractor will be the use of the AUSD-MOF Standard Work Order generated from its computerized maintenance management software, School Dude – Maintenance Direct. This work order will be sent electronically to the contractor and the unique Work Order ID Number shall be referenced for all service records, inspection reports, invoices and other correspondence.

Alameda City USD		Page 1 of 1					
Date Created: 11/9/2021 3:15PM		Printed on: 11/9/2021					
Work Order ID: 60726		Completion Date:					
Description	Please check the thermostat in Room D-203. Thermostat is set at 68 but it is running at 75-77. Very hot in room. Time Available: any						
Location	Alameda High School	Building	SCIENCE BLDG (D)				
Area	Classroom	Priority	Medium				
Area Number	D-203	Craft	Heating/Ventilation /Air Conditioning				
Custom Category		Type					
Status	Work In Progress	Estimated Hour	0.00				
Assigned To	Trades, MOF	Requester					
Estimated Start	11/9/2021	Request Date	11/9/2021				
Est. Completion Date		Req. Completion Date	11/10/2021				
Budget Code		Purpose Code	Contractor/Vendor Services				
Project Code		Project Description					
Equip Item No.		Equip Desc					
Notes							
Purchases							
			To Date:				
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	
Labor				To Date:	h		
Date	Name				Hours		
_____ Technician Name		_____ Date		_____ Confirmation		_____ Date	
www.schooldude.com MaintenanceDirect							

Fig 1.1 MOF Work Order Example

B. Scheduling of Work

All assigned Work Orders shall be classified into two (2) priorities as shown below which set the expected contractor response time and action upon notification.

1. HIGH – Respond, repair and/or identify a repair solution and report to AUSD-MOF within 4 hours
2. MEDIUM – Respond, repair and/or identify a repairs solution and report to AUSD-MOF within 24 hours

The Contractor shall work with MOF to schedule all services, so as not to conflict with previously-scheduled AUSD programs and events.

For any maintenance and repairs, time shall be based on actual time spent on the job site(s), travel charges to and from the job site will NOT be allowed.

C. Materials

Materials and supplies provided by Contractor: If Contractor procures materials and supplies, AUSD shall reimburse Contractor for actual cost of materials, including sales tax. Documentation of such material costs, such as copies of invoices for the materials or other valid documentation, shall be furnished with the invoice to AUSD

All materials supplied shall be new or first-class condition.

Refurbished materials must be submitted for to the AUSD for approval prior to use and/or installation.

D. AUSD Furnished Materials

Materials and supplies may be provided by AUSD which, at its sole discretion, reserves the right to furnish all or a portion of the materials required for a job and deliver materials to the job site.

For materials provided by AUSD, the Contractor shall not charge for materials or handling.

E. Markup for Materials and Subcontractors

AUSD shall reimburse the Contractor for materials and Subcontractor as provided for in Rate Sheet – Attachment B.

V. DELIVERY OF SERVICES

A. Requirements

Contractor shall, prior to commencing work, thoroughly examine and become familiar with the System Equipment and AUSD facilities to insure the service can be

completed in an orderly, safe manner.

1. Any shutdown of service and/or utilities must be pre-approved and scheduled with MOF prior to commencing any work.
2. The Contractor shall be responsible for providing the appropriate types and skill levels of personnel necessary to accomplish the work required.
3. Only qualified HVAC technicians shall be utilized in performance of this contract
4. Once started, work is to be completed in a timely and professional manner and shall continue without interruption until completed. For on-call services, Contractor may be audited to ensure hours are accurate.

B. Pre-Approvals

Contractor shall obtain pre-approvals for any service work that may be outside the scope of the specific assigned project. Contractor shall submit a scope of work in advance of commencing the work.

Where any work assigned upon inspection is expected **to exceed \$5,000** (parts, labor and equipment) the contractor shall immediately contact AUSD-MOF and provide an estimate. **All work exceeding the \$5,000** may be competitively bid at the discretion of AUSD.

C. Deliverables

Contractor shall provide a service report after each scheduled inspection/maintenance. The service report shall include the AUSD MOF Work Order ID number, facility name and address, description of work, technician appointment time, start time and completion time, facility equipment, tasks performed on AUSD equipment, comments and the technicians signature. Contractor can provide additional information on the report; however, the above listed items are required.

VI. WORK LOCATION(S) AND HOURS

The services shall be performed as required or requested by District at the following District facilities (“Site(s)”): All District facilities, which is comprised of 22 different sites, with approximately 75 buildings with the City of Alameda, CA.

Mechanical maintenance services to be provided five (5) days per week, Monday through Friday, from typical working hours of 7:00am through 5:00pm, or during the work hours determined, (“Regular Service Hours”) for the services requested. Upon

request, provide maintenance services for work outside of Regular Service Hours.

VII. LICENSE CLASSIFICATION

Proposers that are included in the On-Call Contract as a result of this request for quote (“RFQ”) shall be licensed and registered with the California Department of Industrial Relations as a Contractor to do the specified work. Employees shall be appropriately certified or supervised as required by applicable codes, ordinances, or industry standards and meet other requirements as set forth in the On-Call Contract

VIII. SELECTION PROCESS

A. Evaluation and Selection Criteria

All proposals received by the due date will be evaluated by the District. Only information which is received in response to the RFQ will be evaluated. The District will review, in detail, all proposals received.

The District will evaluate proposals using the criteria below. Awards, if made, will be based on the highest scored proposals.

CRITERIA	MAXIMUM POINTS
Cover Letter	0
Company Profile & Experience	20
DVBE and Diversity Participation	5
Billing Rates (Rate Sheet – Attachment B)	15
Total Number of Points	40

B. Interviews

Finalists may be invited to meet with the District’s selection committee, based on the District’s discretion.

C. Final Determination and Selection

The District reserves the right to contract with any entity responding to this Request for Qualifications for all or portions of the above-described services, to reject any proposal as non-responsive, and not to contract with any provider for the services described herein.

The District makes no representation that participation in the Request for Qualifications process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal in response to this Request for Qualifications/Proposals.

The District reserves the right to waive irregularities and omissions in the information contained in any Proposal, and to make all final determinations. The District may use other sources of information outside of the Proposals to investigate respondents or to verify answers.

This is neither a formal request for bids, nor an offer by the District to contract with any party responding to this request. The District reserves the right to reject any and all proposals.

The District reserves the right to seek SOQs from or to contract with any firm not participating in this process.

Responses to this RFQ will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure.

The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the firm agrees, by submission of its response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

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IX. STATEMENT OF QUALIFICATIONS (SOQ) PACKAGE FORMAT

A. Overview: Please provide the following information, in the order outlined below. Proposals will be carefully reviewed and assigned evaluation points based on the criteria below.

B. Cover Letter (max 1 page): 0 points

1. Proposer’s Name, Address, telephone number, and federal tax identification number
2. Name, title, address, telephone number, and email address of the individual who will act as Proposer’s designated representative for the purposes of this RFQ
3. The purpose of this letter is to transmit the Proposal, therefore, they should be brief

C. Company Profile & Experience (max 3 pages): 20 points

1. Provide a brief company history, including years in business
2. Provide a list of all licenses held. Include each license type and number, as applicable
3. Describe your capacity in performing the services and its experience in performing services of a similar nature for California K-12 public school districts
4. Describe your emergency response services and procedure
5. Provide a list of all applicable services provided
6. Provide typical work hours.

D. DVBE and Diversity Participation (max 1 pages): 5 points

Describe how your team will encourage DVBE and diversity participation in these projects, if applicable

E. Billing Rates (max 1 page): 15 points

Prepare and submit Rate Sheet – Attachment B. Rates should reflect the fully burdened rates for Standard Straight Time, Overtime and Double Time for each respective job classification. It will also include the proposed markup rates for materials, equipment and subcontractors where applicable.

MAXIMUM LENGTH OF PROPOSAL/SUBMITTAL: 6 pages
MAXIMUM POINTS POSSIBLE: 40 points

END OF REQUEST FOR QUALIFICATIONS