

**NOTICE OF REQUEST FOR PROPOSALS
IN PREPARATION FOR A CAPITAL PROJECT in Steilacoom, WA**

NOTICE IS HEREBY GIVEN that proposals shall be submitted in writing no later than February 27th, 3:00 pm at the Steilacoom Historical School District No. 1: District Administrative Center, 511 Chambers St, Steilacoom, WA 98388 **Attn:** Shae Emery, Maintenance and Facilities Manager.

ITEM FOR BID:

The Project includes Architectural, Engineering, Construction, Administrative Services and other incidentals for the construction project of Cherrydale HVAC Replacement located at Cherrydale Elementary School, 1201 Galloway St, Steilacoom, WA 98388. It will be the responsibility of the interested firms to submit a proposal outlining labor, owner selected materials, required permitting steps and responsibilities, in addition to final cost for the scope of work:

- Replacing (23) rooftop units, (1) mini split, (5) indoor split system units, electrical and BAS controls connections, startup/commissioning, ensuring equal or better operations and functions in comparison to existing mechanical equipment and controls capabilities as well as ensuring the current integrity of the building, building envelope and/or all existing building materials.
- The firm will be required to submit all required documentation specified by the school district under contract and abide by all pertinent State and Federal Laws.

SUBMITTAL REQUIREMENTS

The firm submitting an RFP must have demonstrated technical and managerial capability across a broad range of energy, design, construction, operations, and maintenance areas. A technical walk-through must be completed in order to submit an accepted proposal and can be scheduled through February 27th before 3:00pm. Contact information for scheduling, detailed PROJECT and SUBMITTAL REQUIREMENTS can be found on our website www.steilacoom.k12.us, go to Departments, then Maintenance tab. Questions may be directed to Shae Emery at semery@steilacoom.k12.wa.us or via phone at 253.405.3516.

RIGHT TO ACCEPT OR REJECT:

The Owner shall reserve the right to reject any or all proposals and the right to waive any irregularities or informalities in any proposal, subject to the laws of the State of Washington as pertinent to Public Works and congruent with requirements and policies of Steilacoom Historical School District No. 1, and as may be deemed in the best interest of the Owner. In particular, the Owner reserves the right to reject incomplete or irregular proposals which may exclude any item(s) as may be required by the Bid Documents. **NO PROPOSALS WILL BE ACCEPTED AFTER THE TIME SET FOR RECEIPT OF BID PROPOSALS.**

WITHDRAWAL OF PROPOSAL:

No proposal may be withdrawn after the time set for the opening thereof, unless the Award of the Contract is delayed for a period of forty-five (45) calendar days.