Coldspring-Oakhurst Consolidated Independent School District
Notice of Request for Proposals

RFP 2303.23 HVAC Supplies, Equipment and Services

Due Date/Time:
March 9, 2023 @ 9:30am (CST)

Posted Date:
February 15, 2023

Contract Period
See details on page 3

Submit Response to:
Coldspring Oakhurst CISD
Po Box 39
Coldspring, TX 77331

District Contact:
J.W. Kirkham
Asst. Sup. Of Fin. / Oper.
jwkirkham@cocisd.org

********Please submit 1 Original, 1 Copy, and 1 USB********

Special Instruction:

Documents must be received prior to Opening Date/Time listed above. Any response received after this date/time will not be considered.

Respondents finding errors, requests for additional information, omissions, or corrections that need to be made in these document specifications shall contact the COCISD Finance office in writing before **March 01, 2023 at 4pm (CST).** Addenda (If required) will be posted **March 03, 2023.** Addenda's can be found by going to the Business/Bids Website via the COCISD Website: www.cocisd.org

*****Response envelopes should be marked on the lower left hand corner as follows: *****

RFP 2303.23 HVAC Supplies, Equipment and Services

As a notification of your intent to bid, **Please begin by completing this page and email it immediately to Coldspring - Oakhurst CISD Purchasing Department**. (Email: jwkirkham@cocisd.org). DO NOT email other documents with this form. Please include the original of this form when submitting your entire response.

Company Name_____

Address_____**City**_____**State**_____**Zip**_____

Telephone_____**Fax**_____

Contact Name _____ **Email** _____

CERTIFICATION:

_____ (Individual/Company/Firm) hereby notifies Coldspring-Oakhurst Consolidated Independent School District of our intention to respond to stated request. Furthermore, I certify that I am an agent of the company authorized to enter into a contractual relationship on behalf of the Company listed above and I have read and understand the General Terms and Conditions for this request located on the District's Website: www.cocisd.org (under Departments – Business - Purchasing). For any discrepancies between the General Terms and Conditions and this proposal; the proposal shall supersede. Company acknowledges that all documents must be received by the District prior to the opening date/time stated in the request.

_____ _____
Date Signature

_____
Printed Name

Proposal Information

General Terms and Conditions (as noted on page 1) can be viewed by going to www.cocisd.org (select Departments and go to Purchasing)

Purpose of Solicitation: COCISD seeks to receive proposals for RFP 2303.23 HVAC Supplies, Equipment and Services

Demographics of the District: Coldspring-Oakhurst Consolidated Independent School District is located approximately 60 miles north of Houston, TX between US Highway 59/Interstate 69 and Interstate 45. The district has experienced sustained enrollment over the past several years and is currently positioned for growth as the Houston area reaches growth in the North East. The student enrollment for the current school year is over 1,600 students. The district currently has the following campuses:

- 1 High School
- 1 Middle School
- 1 Flex Campus (Currently used for Child Nutrition, Operations & Maintenance, DAEP, Credit Recovery, additional COCISD classrooms, and houses a district community room)
- 1 Elementary & Intermediate Combined Campuses
- Multiple Administrative and Athletic Facilities

Proposal Review Process: The COCISD Purchasing Department along with other district personnel shall evaluate all responses to this solicitation and make a recommendation to the Board of Trustees at the next available Board Meeting after the evaluation process is complete. Selection criteria are based upon standards set forth in Texas Education Code 44.031. Although the Board of Trustees may choose to award to a single vendor, the district's intent is to evaluate all responses and recommend an award to multiple or all proposers in order to build a pool of qualified companies that the district may do business.

Based upon district procedures and cost thresholds, individual project or supply quotes may be requested from multiple awarded vendors prior to a purchase being made. This process is used to provide further competition and insure the best price for the district. Although lowest prices are important to the district, a final decision used to select a company to provide supplies or services may not be based completely upon lowest price. Quality of the product, past relationship with the district, availability of the product or service, and other factors related to the individual need will also be considered. Decisions that are made will ultimately be base upon what is in the best interest of the district at the time of the individual need.

Non-Guarantee: Approval by the Board of Trustees does not guarantee a certain dollar amount to any company that is approved under this solicitation.

Cooperative Vendors: Coldspring-Oakhurst Consolidated ISD is a member of multiple purchasing cooperatives. At the district's discretion, COCISD may use a cooperative contracted vendor to provide product or services.

Term of Award: The initial term of the award shall be for one (1) year with future extensions available. All extensions under this RFP shall be at the sole discretion of the COCISD Board of Trustees. Extensions approved by the Board will be at one (1) year increments. This RFP allows for four (4) one year extensions for a total agreement term of five (5) years.

Negotiations and Award: This is a NEGOTIATED PROCUREMENT, and as such, a company's discount percentage may be negotiated to a higher percentage at any time.

Grading Criteria: Will be as follows

Criteria	Possible Points
Supplies, Services, Maintenance Discount & Availability	30
Quality & Extent to which the goods, services, or maintenance meet the COCISD's needs and stated criteria	25
References & Reputation of the Vendor and of the Vendor's goods or services	25
Total long-term cost to the District to acquire the vendor's goods and/or services & Warranties	15
Vendor's principal place of business *see below	5
	100

*For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: a) Has its principal place of business in this state. b) Employs at least 500 persons in this state. (0 points)

Proposers Answers

Coldspring-Oakhurst Consolidated ISD is requesting proposers to provide the district with a HVAC Supplies, Equipment and Services answers to the following criteria be questioned.

Supplies, Services, & Maintenance Discount (%): _____

Supplies Availability: (Please list manufacturer's names and timeline of delivery) _____
_____
_____
_____
_____

Quality of Supplies, Services, & Maintenance: (Please list manufacturer's / names of products that you provide and the term & relationship your company has with these vendors.)
_____
_____
_____
_____

Please provide a list of five (5) references. Texas School Districts that you have performed similar services are preferred. References will include contact name and telephone number. Proposals submitted without five references may be disqualified from consideration.

1. School _____ Phone Number (____)_____
Contact Name _____ Title _____

2. School _____ Phone Number (____)_____
Contact Name _____ Title _____

3. School _____ Phone Number (____)_____
Contact Name _____ Title _____

4. School _____ Phone Number (____)_____
Contact Name _____ Title _____

5. School _____ Phone Number (____)_____
Contact Name _____ Title _____

Total long-term cost to the District to acquire the vendor's goods and/or services & Warranty (Time / Extent): _____
_____
_____
_____

Vendor's principal place of business _____

Vendor's number of Employees _____

Proposers are welcomed to provide additional product/service information to assist the district in decision making. _____
_____
_____
_____

COCISD requires that vendors accept the General terms and Conditions as per the COCISD's webpage www.cocisd.org > Departments > Business > Forms Please sign General Term affidavit form and submit with RFP responses.