PURCHASING & WAREHOUSE DEPARTMENT
2326 Bisso Lane, Concord, California 94520

REQUEST FOR BIDS

#1964

2025 As-Needed Mechanical Repair, Maintenance, and Improvements

FOR

MT. DIABLO UNIFIED SCHOOL DISTRICT

DATE DUE: November 20, 2025 10:00 a.m.

Mt. Diablo Unified School District
NOTICE FOR REQUEST FOR BIDS
RFB #1964 – 2025 AS-NEEDED MECHANICAL REPAIR MAINTENANCE AND IMPROVEMENTS

The Mt. Diablo Unified School District ("**District**") is requesting submission of Request for Bids ("RFB") from qualified firms, partnerships, corporations, associations, persons, or professional organizations ("**Firm(s)**") **for RFB #1964 – 2025 AS-NEEDED MECHANICAL REPAIR MAINTENANCE AND IMPROVEMENTS for Mt. Diablo Unified School District.** RFB #1964 applicant(s) may be selected as a pool for this RFB.

RFB documents and specifications may be reviewed and/or downloaded from the Mt. Diablo Unified School District Website. Go to Departments, Business Services, Purchasing & Warehouse, Bidding & Auction Information Tab. The IP address is as follows: https://mdusdorg.finalsite.com/departments/business-services/purchasing-warehouse/bid-information/non-construction-bids.

Interested companies are invited to submit their original Proposals as described below to: **Mt. Diablo Unified School District, Attn: RFB#1964, Purchasing Department, 2326 Bisso Lane, Concord, CA 94520.** Facsimile (Fax) and digital copies of proposals will NOT be accepted.

This request is a formal request for RFBs, but is not an offer by the District to contract with any firm responding to this RFB. **The District will select one or more firms to provide HVAC services as needed.**

Sealed Proposals must be received by 10:00 am, Thursday, November 20, 2025. Submittals received after this date and time will not be accepted by the District. There will be no public RFB response opening on this RFB.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible and qualified.

Dr. Adam Clark Board Clerk

Publication:
Contra Costa Times
Advertising Dates: October 31, 2025 and November 7, 2025

REQUEST FOR BIDS

2025 AS-NEEDED MECHANICAL REPAIR MAINTENANCE AND IMPROVEMENTS
RFB No. #1964

1.0 Overview of Request for Bids

1.1 Publication of Request for Bids

Mt. Diablo Unified School District ("MDUSD" or "District") is issuing this request for bids ("RFB") to solicit bids from mechanical service providers to provide mechanical repair maintenance and improvement services on an as-needed basis. This includes complete mechanical installation, repair, and maintenance services for various sites in District locations. The services being sought would be provided in an as-needed basis. The District seeks service providers that share our goals of student enrichment and preparedness for career and life skills while maintaining the highest levels of customer service.

As used in this RFB, the following words have the meanings assigned to them herein.

"Contractor." Contractor refers to the entity who the District selects for award of contract pursuant to this RFB and with whom the District successfully negotiates the terms of an agreement.

"Key Personnel." Key Personnel refers to the individuals who will perform essential roles in establishing, coordinating, and delivering the services requested under this RFB.

"Bidder." The Bidder refers to any entity submitting a response to this RFB. Also referred to as Respondent.

"Submittal." The Submittal refers to a response package submitted in response to this RFB. Also referred to as Statement of Bids or Bid.

1.2 Timeline and Key Dates

The anticipated schedule for this solicitation event is as follows.

Milestone	Weekday	Date
Issue Date	Friday	October 31, 2025
Document Posting (MDUSD Website)	Friday	October 31, 2025
First Advertising Run Date	Friday	October 31, 2025

Second Advertising Run Date	Wednesday	November 5, 2025
Pre-Bid Question Submission Deadline	Thursday	November 13, 2025
Question & Answer Posting	Monday	November 17, 2025
Bids Due (by 10:00 AM)	Thursday	November 20, 2025
Intent to Award Notice (Anticipated)	Tuesday	November 25, 2025
Board of Education Approval Date (Anticipated)	Wednesday	December 10, 2025
Contract Start Date (Anticipated)	Monday	December 15, 2025

2.0 General Information

2.1 Overview of the District

The Mt. Diablo Unified School District serves nearly 30,000 students at over 50 schools in the communities of Concord, Pleasant Hill, Clayton, Bay Point, Pittsburg, and parts of Walnut Creek, Martinez, and Lafayette. MDUSD is committed to ensuring high-quality education for all students and providing innovative programs that prepare them for success in college, career, and life.

2.2 Overview of the Maintenance Division

The Maintenance Division is under the Maintenance, Operations & Facilities Department of the District. Maintenance has the responsibility of maintaining the District's existing building systems in compliance with all governing codes and regulations. This responsibility applies to the more than 50 sites owned by the District. Maintenance is made up of multiple skilled and semi-skilled workers in various trade shops.

2.3 Background and Statement of Service Need

The primary role of the Maintenance Division is to address maintenance related work requests submitted by District staff, when existing building systems are in need of repairs. Additionally, Maintenance oversees minor non-construction improvements to the building infrastructures. Some of the repairs and improvements needed are mechanical in nature. Maintenance does not have sufficient staff in the HVAC shop to handle all the needs. It is therefore necessary for the District to contract with mechanical maintenance and improvement service providers to fill the need when District staff are not able to. Through this RFB, the District intends to award to a pool of the lowest responsive bidders to provide the requested services on an as-needed basis.

The selected contractor shall furnish all necessary labor, tools, parts, and materials as may be required to provide all on-call service(s) as required.

3.0 Scope of Work and Requirements

3.1 Scope of Work

As the services requested under this RFB will be provided on an as-needed basis, this Scope of Work is to be used only as a general guide. It is not intended to be a complete list of all services to be requested. The services to be provided shall be mechanical in nature and shall include, but is not limited to, inspections and preventive maintenance services designed to improve equipment operations, increase efficiency, minimize breakdowns, and prolong equipment the life of the equipment. At this time, the District has identified the following as the services required pursuant to this RFB.

- **HVAC Systems:**
  - Troubleshooting and testing of heating, ventilation, and air conditioning systems.
  - Troubleshooting and testing of refrigerant systems
  - Repairs and upgrades to packaged rooftop units, fan coil units, VRF Systems, boilers, air handlers, pumps, and compressors.
  - Installation, modification, and replacement of ductwork, piping, and related distribution systems.
  - Preventive maintenance, including filter replacement, lubrication, belt inspections, coil cleaning, and seasonal start-up/shut-down procedures.
  - Variable air volume (VAV) box maintenance and calibration.
  - Installation and maintenance of split systems and mini-splits.
- **Mechanical Equipment & Components:**
  - Inspection and servicing of exhaust fans, ventilation systems, and kitchen hood systems.
  - Maintenance and repair of boiler systems.
  - Motor, drive, and bearing replacement.
  - Installation, repair, and balancing of air distribution systems.
- **Preventive Maintenance:** Services may include, but not limited to:
  - Vibration analysis, infrared scanning, and performance testing.
  - Boiler seasonal inspections and certifications.
- **Inspections & Reporting**
  - Routine scheduled inspections of HVAC and other mechanical systems.
  - Detailed reporting on deficiencies, corrective actions, and system performance.

3.2 Protocol for Scheduling Services and Invoicing

3.2.1 Scheduling

After the award of contracts, Maintenance will have a list of the Contractors along with their rates. Maintenance will contact all of the Contractors with their needs including the date(s), time, and project scope. The Contractor(s) shall respond to the requesting Maintenance staff within two (2) business days of the request with the following information:

- Confirmation that Contractor can meet the service needs.
- Cost for providing the requested service as well as any charges for services over and/or beyond the requested services.
- Provide a customer service single point of contact for users to contact during mechanical repair maintenance and improvement services should issues of scheduling, service, or other issues arise and require immediate remedy by the Contractor.

3.2.2. Warranty

For a period of 365 days commencing with installation, all parts installed by the Contractor shall be warranted by the Contractor to be in satisfactory working order and condition.

Upon written notice from Maintenance, the Contractor shall immediately repair or replace, at his own expense, all or any parts that may prove to be defective during the period of this warranty, whether installed initially or as repair or replacement under this warranty.

The Contractor further warrants that any such repair or replacement shall remain in satisfactory working order and condition for a period of 365 days after the repair is made or the replacement parts installed.

3.2.3 Invoicing

Contractor shall submit itemized invoices for services rendered under this contract no later than fifteen (15) working days following the date the service is completed. In no event, shall the Contractor submit an invoice if they did not provide services. In submitting any invoice for payment for services rendered under this contract, Contractor certifies to the District that said services were rendered in compliance with Contractor's obligations under this contract.

- Contractor has the responsibility to keep track of services provided and to invoice Maintenance directly.

3.3 Requirements

The District has identified the following requirements as necessary for the successful performance of the tasks associated with provision of the requested services. Bidders are advised to review them carefully and confirm in their bid response (Section 4.2) that they have so reviewed and that they will abide by them for the duration of the contract term and any extensions to that.

Contractor must:

- Maintain valid and unexpired state and local permits and licenses required to operate as an mechanical service provider in the State of California.
- All contractors and subcontractors must be registered with the California Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5 in order to perform work on any public works project, including those for school districts.
- Maintain the required insurance types and levels in unexpired states; provide appropriate evidence of insurance renewals and continuance prior to expiration of current ones.
- Contractor shall provide one contract manager for the entire contract to oversee all projects issued under this contract. The contract manager shall have at least three (3) years of experience, managing, coordinating, or organizing mechanical repair maintenance and improvement services projects. The contract manager shall be the direct contact for the District and shall have oversight over all projects established under this contract.
- Ensure its project lead shall be available for up to two (2) meetings per project with District personnel to coordinate time frames, logistics and building access at no charge to the District.
- Verify and familiarize itself with existing site locations, conditions, and requirements prior to starting any service assignment and abide by any site location requirements while providing the requested service.
- Rectify any errors at no cost to the District within 24 hours of being notified of such errors.
- Conduct a post-completion site inspection with a District representative to confirm satisfactory completion at no cost to the District.
- All employees of Contractor shall wear a uniform or shirt that clearly identifies the company.
- All work performed by the Contractor shall be professional, current with the times utilizing state-of-art methods and equipment considered to be acceptable under existing mechanical standards.

4.0 Bid Format, Content, and Submission

Bidders shall abide by these format, content, and submission requirements and procedures. The District reserves the right to reject any Bids that fail to meet these requirements and procedures.

4.1 Bid Format

4.1.1 Minimum Qualifications Certification

Bidders should download, complete, and submit the Minimum Qualifications Certification (Appendix A). Any bids submitted without a completed Minimum Qualifications Certification will be deemed nonresponsive and will not be accepted.

4.1.2 Proposed Fees for Services

Bidders should download and use the Bid Sheet (Appendix B) to present their fee bid. The Bid Sheet should include for all service technicians hourly rate. ALL PRICES AND FEES ARE TO BE FIRM FOR THE INITIAL TERM OF THE CONTRACT.

4.1.3 Release of Liability for References

Bidders should download, complete, and submit all the required information in the Release of Liability form (Appendix D). The references will be asked to verify Bidder's experience, including length and level. In addition to other things, the information provided will be used in determining if Bidders meet the Minimum Qualifications. Bidders should therefore ensure that they only submit references that have first-hand knowledge of the information and can verify that information.

4.2 Bid Submission

A. Preparation of RFBs. RFB's must be submitted in ink or typewritten. Both **unit price and extension** (where applicable) for all line items must be shown where required on the RFB form. Signature on RFB's must be in **wet ink (blue ink)** to be considered acceptable. RFB on each item separately. Prices should be stated in units specified hereon. **RFB Bidders are requested to submit their pricing on the RFB forms provided**. Each RFB must be submitted in a separate ***sealed envelope*** with the RFB number on the outside, and must be submitted to the Purchasing/Warehouse Department of the Mt. Diablo Unified School District at the time and date specified. Fax or other electronic delivery of RFBs is not acceptable. Bids received other than through email or after the due date and time shall not be accepted.

B. **Bid Opening**. Bids will be opened at or after the time indicated for receipt of bids.

C. **Complete Bids**. Bidders must supply all information required by each Bid Document. Bids must be full and complete. District reserves the right in its sole discretion to reject any Bid as non-responsive as a result of any error or omission in the Bid. Each Bidder must complete and submit all of the following documents as its Bid:

- **Bid Document**
- **Appendix A - Minimum Qualifications**
- **Appendix B - Pricing**
- **Appendix D - Release of Liability (3)**
- **Appendix E - Noncollusion Declaration**

5.0 District's Evaluation / Selection Process

5.1 Overall Evaluation Process

Evaluation Phase	Scoring
Minimum Qualifications Certification	Pass/Fail
Bid Sheet	35
References	20
Qualifications & Experience	15
Past Performance	15
Work Plan/Responsiveness	15

This section describes the District's criteria for analyzing and evaluating the Bids. Submittals received in response to this RFB will be evaluated in phases.

Minimum Qualifications (Pass/Fail)

The Submittals will be reviewed by the District's Procurement Department staff for minimum qualifications. The evaluation results at this phase shall be based on pass/fail criteria. Only those Submittals that meet the minimum qualifications will be advanced to the next phases of the evaluation.

The District has established the following requirements as the minimum qualification for participating in this solicitation event:

1. Three (3) years of experience obtained within the most recent five (5) years providing mechanical and maintenance repair services. Provide copies of relevant licenses referenced in "2" (below) to verify.
2. Licensed and registered with the State of California as a **C-20 Mechanical Contractor.**
3. The contract manager shall have at least three (3) years of experience, managing, coordinating, or organizing mechanical repair maintenance and improvement services projects.

Bidders must complete and submit the Minimum Qualifications Certification in the form of ***Appendix A*** herewith along with information to verify their responses with their bids.

Bid Sheet Evaluation

Comparison of hourly rates and pricing submitted on Appendix B. Lowest responsive bid receives highest score. The bid sheets with the four lowest prices will be the highest ranked Bidders.

Reference Checks

District staff will review and check the references for each of the four highest ranked Bidders. The references will be asked to verify the Bidder's experience in providing the requested services, the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Bidder's problem-solving, project management, communication abilities, performance on deliverables and outcomes, effectiveness in meeting or exceeding project objectives. Bidders must provide with Submittals, a release of liability for checking references, consistent with Appendix D.

Qualifications & Experience

Depth of staff expertise, relevant project history, and certifications demonstrating capability to perform work described in Section 3.0.

Past Performance

Demonstrated record of satisfactory performance on prior MDUSD or comparable contracts, including adherence to schedule, budget, and workmanship standards.

Work Plan / Responsiveness

Evaluation of the Bidder's approach to scheduling, communication, and service delivery, as evidenced by the requirements in Sections 3.2 (Scheduling Protocol) and 3.3 (Contractor

Requirements). This includes the adequacy of single points of contact, ability to confirm service requests within two (2) business days, capacity to correct deficiencies within 24 hours, and procedures for post-completion inspections.

6.0 Contract Award

The District intends to award at its discretion, to a pool of up to four vendor contracts with **a collective not-to-exceed value of One Million Five Hundred Thousand Dollars ($1,500,000.00**) total to provide the services. The District will select the top four ranked responsive and responsible Bidder with whom to commence contract negotiations.

The selection of any bid shall not imply acceptance by the District of all terms of the bid, which may be subject to further negotiations and approvals before the District may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the District, in its sole discretion, may terminate negotiations with the highest ranked bidder and begin contract negotiations with the next highest ranked bidder. The selected bidder will be required to enter into a contract substantially in the form of the Organization/Professional Services Agreement, attached hereto as Appendix C "Form of Contract." Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

A contract made pursuant to this RFB shall have an initial term of three (3) years. In addition, the District shall have two options exercisable at its sole discretion, to extend the term of the contract for a period or periods of up to one year each. The maximum contract period shall not be more than five (5) years.

7.0 Terms for Receipt of Bids

7.1 Errors and Omissions in RFB

Bidders are responsible for reviewing all portions of this RFB. Bidders are to promptly notify the District in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFB. Any such notification should be sent by email to **Elizabeth McClanahan, Director of Purchasing & Warehouse,** mcclanahane@mdusd.org promptly after discovery, but in no event later than **4:00 P.M. (PST) on November 13, 2025**. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **ERRORS AND OMISSIONS FOR RFB #1964 2025 AS-NEEDED MECHANICAL REPAIR**

MAINTENANCE AND IMPROVEMENTS. Modifications and clarifications will be made by addenda as provided below.

7.2 Questions and Objections Regarding the RFB

Any questions and/or objections concerning the substance of this RFB including the Scope of Work, requirements, and evaluation criteria must be submitted, in writing, via email to **Elizabeth McClanahan, Director of Purchasing & Warehouse, mcclanahane@mdusd.org** by **4:00 P.M. (PST) on November 13, 2025**. Any questions concerning the RFB process shall be submitted no later than five (5) working days prior to the bid due date to the same email address. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **QUESTIONS FOR RFB #1964 2025 AS-NEEDED MECHANICAL REPAIR MAINTENANCE AND IMPROVEMENTS.** Bidders who fail to do so will waive all further rights to protest, based on these specifications and requirements.

If necessary, a "Questions and Answers" document will be developed from all submitted questions and posted on the District's Contracts Opportunities portal. It is the responsibility of the Bidder to check the portal for the Questions and Answers document and any addenda.

7.3 Change Notices

The District may modify the RFB, prior to the bid due date, by issuing an addendum, which will be posted on the District's Contracts Opportunities Portal. Bidders shall be responsible for ensuring that their bids reflect any and all RFB addenda issued by the District prior to the bid due date regardless of when their bid is submitted. Therefore, the District recommends that Bidders visit the portal frequently, particularly during the run up to the bid due date, to determine if they have downloaded any and all addendum/addenda and documents.

Submission of a bid signifies that the proposed services and fees/cost are valid for 120 calendar days from the bid due date and that the quoted fees are genuine and not the result of collusion or any other anti-competitive activity.

7.4 Revision of Bid

A bidder may revise a bid on the bidder's own initiative at any time before the deadline for submission of bids. The bidder must submit the revised bid in the same manner as the original. A revised bid must be received on or before the bid due date. In no case will a statement of intent to submit a revised bid, or commencement of a revision process, extend the bid due date for any bidder.

At any time during the bid evaluation process, the District may require a bidder to provide oral or written clarification of its bid. The District reserves the right to make an award without further clarifications of bids received.

7.5 Errors and Omissions in Bid

Failure by the District to object to an error, omission, or deviation in the bid will in no way modify the RFB or excuse the bidder from full compliance with the specifications of the RFB or any contract awarded pursuant to the RFB.

7.6 Financial Responsibility

The District accepts no financial responsibility for any costs incurred by any bidder in responding to this RFB. Submissions of the RFB will become the property of the District and may be used by the District in any way deemed appropriate.

7.7 Reservation of Rights by the District

The issuance of this RFB does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, bid, or bid procedure.
- Reject any or all bids.
- Reissue a Request for Bids.
- Prior to submission deadline for bids, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFB, or the requirements for contents or format of the bids.
- Procure any materials, equipment or services specified in this RFB by any other means; or
- Determine that no project will be pursued.

7.8 No Waiver

No waiver by the District of any provision of this RFB shall be implied from any failure by the District to recognize or take action on account of any failure by a bidder to observe any provision of this RFB.

8.0 Protest Procedures

8.1 Protest of Contract Award

Within five (5) working days of the District's issuance of a Notice of Intent to Award the contract, the next highest ranked Bidder may submit a written notice of protest if it believes that the District has incorrectly selected another bidder for award. Such notice of protest must be received by the District on or before five (5) working days after the District's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Bidder, and must cite the law, rule, local ordinance, procedure, or RFB provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

8.2 Delivery of Protests

All protests must be received by their respective due dates. Protests must be delivered via email to mcclanahane@mdusd.org. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **RFB #1964 PROTEST FOR 2025 AS-NEEDED MECHANICAL REPAIR MAINTENANCE AND IMPROVEMENTS.** Protests sent by any means or format other than as specified here or that are not received before their respective due dates will not be considered.

End of Document