

REQUEST FOR PROPOSAL (RFP): HVAC & HOT WATER HEATER REPLACEMENT

ISSUED BY: Lehigh School District

PROJECT LOCATION: Lehigh Area Middle School, 301 Beaver Run Rd, Lehigh, PA 18235

PROJECT TYPE: HVAC Installation

PART I: INSTRUCTIONS TO BIDDERS

1. Bid Submission Deadline & Location

- **Due Date & Time:** Sealed bids must be received no later than **2:00PM EST** on **Monday, April 27, 2026**.
- **Submission Address:** Lehigh School District Administration Office
Attn: **Business Manager 1000 Union St Lehigh, PA 18235**
- **Late Bids:** Bids received after the exact time and date noted above will be returned unopened.

2. Preparation and Packaging of Bids

- **Sealed Envelope:** All bids must be submitted in a sealed envelope.
- **External Labeling:** The outside of the envelope must be clearly marked with the following information:
 - "SEALED BID: Lehigh Area Middle School HVAC Installation"
 - The Name and Address of the Bidding Company
 - The Bid Due Date and Time
- **Copies:** Bidders must submit one (1) original and **two (2)** copies of their complete bid packet.

3. Mandatory Bid Documents

A complete bid submission must include the following fully executed documents:

- Completed and signed **Bid Submission Form** (Part IV).
- Completed, signed, and notarized **Non-Collusion Affidavit** (Part V).
- **Statement of Bidders Qualifications / Proof of HIC registration.**

4. Questions and Requests for Information (RFI)

- All questions regarding the specifications, site conditions, or bid process must be submitted in writing via email to **Justin Smith, Director of Operations** jsmith@lehighton.org
- Answers to all questions will be distributed to all registered bidders via formal Addendum no later than **April 7, 2026**.

5. Right to Reject Bids

The Lehighton School District reserves the right to accept or reject any or all bids, to waive any informalities or irregularities in the bids received, and to award the contract in the best interest of the District.

6. Bid Opening

Bids will be publicly opened and read aloud on **April 27, 2026** at **2PM** at the Lehighton School District Administration Office 1000 Union St Lehighton, PA 18235.

PART II: PROJECT OVERVIEW & TECHNICAL SPECIFICATIONS

1. Project Overview

The Lehighton School District is actively seeking competitive bids for an HVAC installation project at the Lehighton Area Middle School. The core objective of this project is the replacement of existing equipment with three new high-capacity, natural gas-fired hot water heaters.

2. Technical Specifications & Scope of Work

Contractors are expected to provide comprehensive installation services. All proposals must include the following specifications:

- **Equipment:** Installation of three (3) new AO Smith BTR 200A natural gas fired hot water heaters.
- **Capacity:** Each unit must be rated for 199,000 BTU.
- **Gauges:** Installation of new pressure and temperature gauges.
- **Fittings:** Provision of all necessary miscellaneous electrical fittings, gas pipe fittings, flue pipe fittings, and water pipe fittings.
- **Demolition:** Complete removal and disposal of the existing equipment.
- **Commissioning:** Professional start-up and testing of the system must be performed by factory-trained technicians and a qualified air conditioning/heatpump specialist.
- **Permits:** Secure permits for compliance with the replacement.

3. Warranties

Bidders must include the following warranty provisions in their proposals:

- The standard AO Smith Manufacturer warranty.
- A minimum of a 1st-year labor warranty provided by the installing contractor.

4. Exclusions (Work Handled by District/Others)

Bidders should specifically exclude the following elements from their pricing and scope of work:

- High voltage and line voltage electrical changes.
- Utility usage and building control modifications.

PART III: CONTRACTOR, COMPLIANCE & INSURANCE REQUIREMENTS

1. General Contractor Requirements

- **Quality of Work:** All work will be completed in a workman-like manner according to standard practices, and all material is guaranteed to be as specified.
- **Payment Terms:** Bidders should clearly state their payment terms.
- **Late Fees:** Contractors must specify any late fee policies (e.g., 1.5% per month added to any balance over 30 days).
- **Equipment Title:** Title to equipment will remain with the contractor until all sums due have been paid in full.
- **Change Orders:** Any alterations or deviations from specifications involving extra charges will be executed only upon written orders and will become an extra charge above and beyond this contract.
- **Contingencies:** All agreements will be contingent upon strikes, accidents, or delays beyond the contractor's control.
- **Liability:** The contractor is not liable for consequential damages resulting from system performance or equipment breakdown.

2. Pennsylvania Public School Compliance & Insurance Requirements

As a Pennsylvania public school entity, Lehigh School District requires all bidders to strictly adhere to the following state and local regulations:

- **Pennsylvania Prevailing Wage Act:** Because the estimated cost of this project exceeds \$25,000, the Pennsylvania Prevailing Wage Act applies. Bidders must base their labor pricing on the current Prevailing Wage Rates established by the PA

Department of Labor & Industry for Carbon County. The successful bidder will be required to submit certified payrolls. Applicable rates are attached to this document.

- **Mandatory Background Clearances:** No contractor or subcontractor employee shall be permitted on school grounds when students are present without current, valid copies of the following clearances (must be less than one year old at the start of the project):
 - **PA Act 34:** State Police Criminal Record Check
 - **PA Act 114:** FBI Fingerprint Criminal History Check
 - **PA Act 151:** PA Child Abuse History Clearance
 - **PA Act 168:** Employment History Review (if applicable)
- **Expanded Insurance Requirements:** The owner/builder will carry fire, tornado, and other necessary property insurance. The winning contractor's workers must be fully covered by Workman's Compensation Insurance. The contractor must provide a Certificate of Insurance (COI) naming Lehigh School District as an additional insured prior to commencing work. Minimum required limits typically include:
 - **Workers' Compensation:** Statutory limits as required by Pennsylvania law.
 - **Commercial General Liability:** \$1,000,000 per occurrence / \$2,000,000 aggregate.
 - **Automobile Liability:** \$1,000,000 combined single limit.
- **Non-Collusion Affidavit:** All proposals must be accompanied by a completed and notarized Non-Collusion Affidavit, in accordance with the Pennsylvania Antikickback Act.
- **Right-to-Know Law:** The contractor agrees that records related to this contract may be subject to disclosure under the Pennsylvania Right-to-Know Law (RTKL).

PART IV: BID SUBMISSION FORM

PROJECT: HVAC Installation – Hot Water Heater Replacement **LOCATION:** Lehigh Area Middle School, 301 Beaver Run Rd, Lehigh, PA 18235 **BID DUE DATE:** April 27, 2026 2026 at: 2PM

1. BIDDER INFORMATION

- **Company Name:**

- **Contact Person:**

- **Street Address:**

- **City, State, Zip:**

- **Phone Number:**

- **Email Address:**

- **PA Contractor License / HIC #:**

2. BASE BID PRICING

Having carefully examined the Request for Proposal, site conditions, and specifications for the above-named project, the undersigned proposes to furnish all labor, materials, equipment, and services necessary to complete the work as specified for the following lump sum price:

Total Base Bid Amount: \$ _____

(Write out amount in words):

_____ Dollars.

3. SCOPE & EQUIPMENT ACKNOWLEDGEMENT

By initialing below, the Bidder confirms the Base Bid includes all the following mandatory requirements:

- **___ Equipment:** Furnishing and installing three (3) new AO Smith BTR 200A natural gas fired hot water heaters (199,000 BTU).
- **___ Accessories:** New pressure and temperature gauges, plus all necessary miscellaneous electrical, gas, flue, and water pipe fittings.
- **___ Demolition:** Complete removal and disposal of existing equipment.
- **___ Start-Up:** Professional start-up and testing by factory-trained technicians / qualified specialist.
- **___ Warranties:** AO Smith Manufacturer warranty and a minimum 1st-year labor warranty.
- **___ Exclusions Noted:** Bidder acknowledges that high/line voltage electrical changes, building control modifications, and liquidated damages are strictly excluded from this bid.

4. COMPLIANCE ACKNOWLEDGEMENT

By initialing below, the Bidder confirms adherence to Lehigh School District and Pennsylvania public works requirements:

- **___ Prevailing Wage:** Bid pricing reflects current Pennsylvania Prevailing Wage Rates for Carbon County.
- **___ Clearances:** All on-site personnel will possess valid PA Act 34, 114, 151, and 168 background clearances prior to commencement of work.
- **___ Insurance:** Bidder can provide a Certificate of Insurance meeting the District's minimum requirements for Workers' Compensation, General Liability, and Auto Liability.
- **___ Non-Collusion:** A completed and notarized Non-Collusion Affidavit is attached to this submission.

5. ADDENDA ACKNOWLEDGEMENT

The Bidder acknowledges receipt of the following Addenda (if none, write "None"):

- Addendum No. _____ Date: _____
- Addendum No. _____ Date: _____

6. AUTHORIZED SIGNATURE

I certify that I am authorized to sign this bid on behalf of the company named above and that the pricing and terms offered herein shall remain valid for a period of sixty (60) days from the bid due date.

- **Authorized Signature:**

- **Printed Name:**

- **Title:** _____
- **Date:**

PART V: NON-COLLUSION AFFIDAVIT

State of Pennsylvania

County of _____

Project: HVAC Installation **Location:** Lehigh Area Middle School, 301 Beaver Run Rd,
Lehigh, PA 18235

I state that I am _____ (Title) of
_____ (Name of Firm), and that I am authorized to make
this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person
responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. **Independent Pricing:** The price(s) and amount of this bid have been arrived at independently and without consultation, communication, or agreement with any other contractor, bidder, or potential bidder.
2. **No Disclosure:** Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. **No Attempt to Restrict Competition:** No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid

higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

4. **Good Faith Submission:** The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

5. **No Ongoing Investigations:** _____ (Name of Firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows (attach additional pages if necessary):

I state that _____ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied on by Lehigh School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Lehigh School District of the true facts relating to the submission of bids for this contract.

Company Name: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

NOTARY ACKNOWLEDGMENT

Sworn to and subscribed before me this _____ day of _____, 20.

Signature of Notary Public

My Commission Expires: _____

(Notary Seal)
