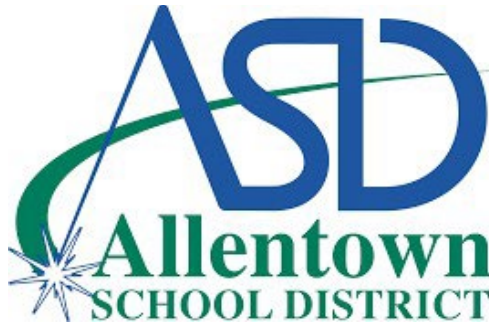




REQUEST FOR PROPOSAL
for

Mechanical, Electrical and Plumbing (MEP) Services

Proposals Due:
No Later Than 2:00 P.M. EST.
October 30, 2026

ISSUED BY:

Office of Financial Services
Department of Procurement
Allentown School District
31 South Penn Street
Allentown, Pennsylvania 18102
484-765-4245
rfp@allentownsd.org



REQUEST FOR PROPOSAL

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1. Introduction

The School District of the City of Allentown (“District” or “ASD”) is soliciting proposals from qualified, experienced, properly licensed, and insured firms to provide Mechanical, Electrical and Plumbing (“MEP”) services for District-owned and operated facilities.

The District operates a diverse portfolio of educational and support facilities, including elementary schools, middle schools, high schools, administrative facilities, athletic facilities, maintenance facilities, warehouses, and other District properties. Reliable building systems are essential to maintaining safe, functional, efficient, and uninterrupted learning and working environments.

This solicitation is organized into the following independent service categories:

- **Category A - Mechanical/HVAC Services**
- **Category B - Electrical Services**
- **Category C - Plumbing Services**

Respondents are not required to provide all three MEP disciplines. Firms may submit proposals for one, two, or all three service categories. Respondents shall clearly identify the service category or categories for which they are seeking an award.

Through this solicitation, the District intends to establish responsive and accountable contractual relationships capable of supporting planned and unplanned facility needs. Services may include preventive maintenance, troubleshooting and diagnostics, corrective repairs, emergency response, equipment replacement, system upgrades, testing and other related building-system services as authorized by the District.

The successful Respondent(s), upon award and execution of an agreement, shall provide all qualified labor, supervision, tools, equipment, transportation, materials, parts, permits, documentation, and other resources necessary to perform assigned work in accordance with applicable laws and codes, manufacturer requirements, industry standards, District requirements, and the terms of the resulting agreement.

The District’s primary objectives are to:

- Maintain safe, reliable, code-compliant Mechanical, Electrical, and Plumbing systems;
- Provide timely and dependable responses to routine, urgent, and emergency service requests;
- Reduce equipment failures, service interruptions, deferred maintenance, and disruptions to school operations;



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- Strengthen preventive maintenance practices and extend the useful life of District assets;
- Improve the quality and consistency of diagnostics, repairs and service documentation;
- Establish transparent, competitive, and auditable labor rates, material costs, and markups;
- Improve energy efficiency and operational performance where practical;
- Maintain accurate service and equipment histories through the District's FMX work order management system;
- Establish clear accountability for workmanship, response times, documentation, cost control, and contractor performance; and
- Support informed maintenance, repair, replacement, and long-term asset-management decisions.

The District may award **one or more contracts within each service category** when determined to be operationally advantageous and in the District's best interest. An award does not guarantee any minimum quantity of work, number of assignments, or level of expenditure to any successful Respondent.

Following award, individual work orders or service requests may be assigned based on factors including trade specialization, qualifications, availability, response capability, pricing, workload, operational considerations, past performance, and the nature and urgency of the required work. The District reserves the right to assign or reassign work to another awarded Contractor when necessary to meet operational, scheduling, emergency, cost, or performance requirements.

Upon execution of an agreement, each successful Respondent shall be considered a Contractor for purposes of performing work under the resulting agreement.

Key Dates:

Issue Date: October 7, 2026

Deadline for Questions: October 22, 2026

Proposal Due Date: October 30, 2026

Anticipated Award Date: November 12, 2026

RFP Contact Information:

Department of Procurement

Office of Financial Services

31 S. Penn Street Allentown, PA 18102

484-765-4245

The Allentown City School District is not liable for any cost incurred by any person or firm responding to the RFP.

Questions prior to the submittal of the RFP are to be directed to: Department of Procurement via email to rfp@allentownsd.org.



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The Department of Procurement is the only contact for this project. Contracting other administrators, School Board Members, or staff members as part of this process is not acceptable and is grounds for potential elimination from consideration. All questions must be submitted via email.

2. Project Overview

2.1 Background

The School District of the City of Allentown (“District”) operates educational and support facilities, including schools, administrative buildings, athletic facilities, maintenance facilities, warehouses, and other District properties. The District seeks qualified, experienced, properly licensed, and insured firms to provide Mechanical, Electrical, and Plumbing (“MEP”) services. Respondents may submit proposals for Mechanical/HVAC, Electrical, Plumbing, or any combination of these service categories. The District may establish one or more contracts within each category to supplement Facilities Services for routine, urgent, emergency, preventive maintenance, diagnostic, repair, replacement, and project-specific work. No minimum quantity of work, number of assignments, or level of expenditure is guaranteed.

2.2 Purpose

To establish responsive, reliable contractor relationships capable of supporting the ongoing maintenance, repair, replacement, and improvement of the District’s Mechanical, Electrical, Plumbing, and Painting systems and related physical assets.

2.3 Objectives

- Maintain safe, reliable, and code-compliant Mechanical, Electrical, and Plumbing systems.
- Reduce equipment failures, service interruptions, and unplanned facility disruptions.
- Extend the useful life of District assets through effective preventive maintenance and timely repairs.
- Establish and meet clearly defined Service Level Agreement (SLA) requirements for routine, urgent, and emergency services where applicable.
- Ensure services are performed by properly qualified, licensed, and experienced trade personnel.
- Provide predictable, transparent, competitive, and auditable pricing.
- Improve energy efficiency and overall operational performance where practical.
- Ensure timely, accurate, and complete service documentation and FMX work-order reporting.
- Establish clear accountability for workmanship, response times, cost control, safety, and contractor performance.
- Support effective maintenance, repair, replacement, and long-term asset management decisions.



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2.4 Scope Summary

Unless otherwise specifically stated in this Request for Proposal (“RFP”), the successful respondent(s) shall provide all labor, supervision, qualified personnel, tools, equipment, transportation, materials, parts, supplies, software, permits, documentation, and other resources necessary to perform the required Mechanical, Electrical and Plumbing (“MEP”) services.

This solicitation is organized into three independent service categories: **Mechanical/HVAC, Electrical, and Plumbing**. Respondents may submit proposals for one, two, or all three service categories and shall clearly identify the category or categories for which they are seeking an award.

Successful Respondent(s) shall perform assigned work in accordance with all applicable laws, codes, manufacturer requirements, industry standards, District procedures, and the terms and conditions of any resulting agreement.

Any equipment, materials, information, access, utilities, or other resources that the respondent expects the District to provide shall be clearly identified and justified in the proposal.

Services may include routine, urgent, emergency, preventive maintenance, diagnostic, repair, replacement, and project-specific work at District facilities. The District may award one or more respondents within each service category and may assign work based on specialization, qualifications, availability, response capability, pricing, workload, performance, and District operational needs.

2.5 Contract Term

The anticipated initial term of any resulting agreement shall be three (3) years, beginning on the commencement date specified in the resulting agreement. The District may, at its sole discretion, extend the agreement for up to two (2) additional one-year periods, subject to satisfactory Contractor performance, mutually acceptable pricing, applicable law, funding availability, and District approval.

The District may award one or more contracts within each service category: Mechanical/HVAC, Electrical, and Plumbing. An award does not guarantee any minimum quantity of work, number of assignments, or level of expenditure to any Contractor. Work may be assigned based on District needs, trade specialization, qualifications, availability, response capability, pricing, workload, operational considerations, past performance, and the nature and urgency of the required work. The District reserves the right to assign or reassign work among awarded Contractors as necessary to meet operational, scheduling, emergency, cost, or performance requirements.



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District Facilities

Services may be required at any District school, administrative building, athletic facility, maintenance facility, warehouse, or other District-owned or operated property. Successful Respondent(s) shall be prepared to provide services at multiple District locations within the service category or categories for which they are awarded and shall coordinate all work with the District to minimize disruptions to school operations, instructional activities, staff, students, and building occupants. The District reserves the right to add or remove service locations during the term of any resulting agreements as operational needs change.

2.6 Roles & Responsibilities

The selected respondent(s) shall provide all labor, supervision, qualified personnel, tools, equipment, transportation, materials, permits, documentation, and other resources necessary to perform assigned Mechanical, Electrical and /or Plumbing services within the service category or categories for which they are awarded. Responsibilities shall include, but are not limited to:

- **Qualified Personnel:** Maintain properly trained, licensed, certified, and experienced personnel appropriate to each awarded service category.
- **Work Performance & Compliance:** Ensure personnel performing Mechanical/HVAC, Electrical, or Plumbing work possess all applicable licenses, certifications, manufacturer training, and technical qualifications required for the assigned work.
- **Work Authorization:** Perform only work authorized through an approved purchase order, FMX work order, written authorization, or approved emergency authorization.
- **Response & Coordination:** Maintain adequate staffing and resources to support routine and urgent service needs and, when designated for emergency response, meet the applicable emergency-response requirements established by the District.
- **Dispatch & Availability:** Maintain appropriate dispatch, supervisory, service-vehicle, equipment, and parts capabilities necessary to support timely service delivery.
- **Safety & Property Protection:** Maintain safe work areas and protect District facilities, building systems, equipment, occupants, and property.
- **Documentation & FMX:** Maintain complete and accurate records of labor, materials, equipment condition, work performed, photographs where applicable, completion status, and recommendations in the District's FMX system.
- **Corrective Work:** Correct defective, incomplete, or non-conforming work attributable to the Contractor at no additional cost to the District.
- **Environmental Compliance:** Comply with all applicable environmental laws, regulations, and District procedures governing refrigerants, hazardous materials, chemicals, waste disposal, and other regulated materials. The Contractor shall immediately notify the District if suspected asbestos-containing material, lead-based paint, mold, or other environmental hazards are encountered and shall not disturb such materials without District authorization.



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- **Coordination of Assigned Work:** Coordinate all services with District representatives and other awarded Contractors, where applicable, to minimize disruption to instructional and facility operations.

2.7 Budget

ASD does not publish a budget for this procurement. This RFP is intended to establish on-call, as-needed Mechanical/HVAC, Electrical, and Plumbing services, and no minimum quantity of work, number of assignments, or level of expenditure is guaranteed.

Respondents shall submit competitive pricing for each service category proposed using the Mandatory Pricing Schedule, including applicable labor rates, emergency or overtime premiums, service-call charges, material and equipment markups, and other permitted charges. Pricing shall be transparent, complete, and reflective of current market conditions and the service requirements of this RFP.

The District may establish a not-to-exceed amount for individual work orders, assignments, repairs, or projects prior to authorization.

2.8 Reservation of Rights

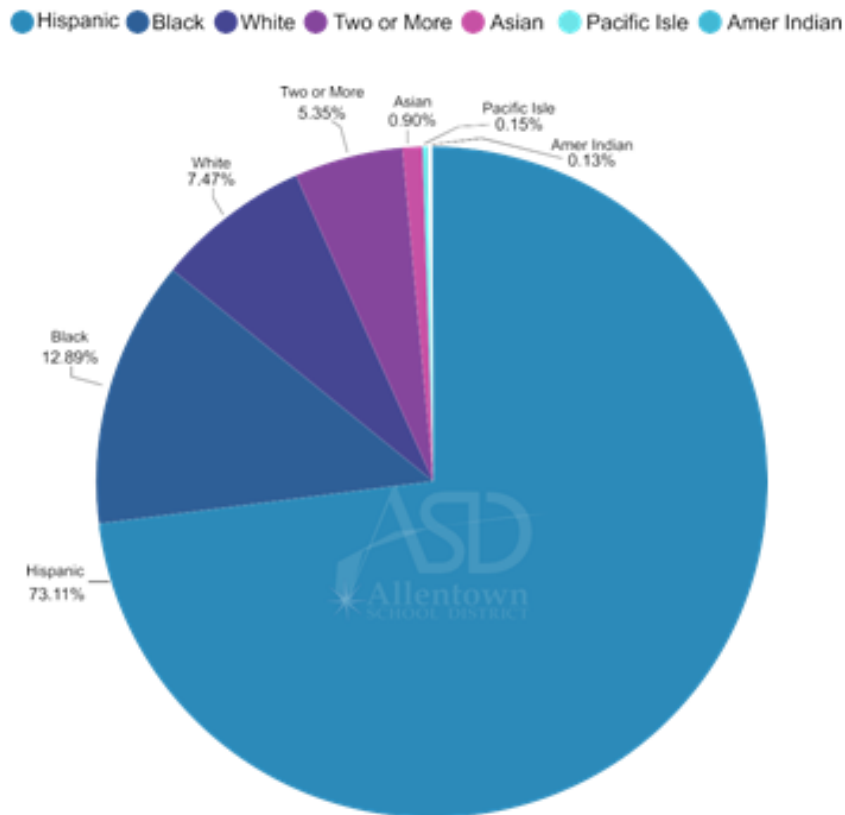
ASD reserves the right to:

- Reject any or all proposals
- Request additional information
- Negotiate terms
- Award multiple contracts if in ASD's interest
- Terminate the RFP at any time

Demographics

The Allentown School District (ASD) serves approximately 17,000 students from Pre-Kindergarten through Grade 12 in 25 schools. The Allentown School District Virtual Campus will serve approximately 700 full-time online students, and its Virtual Learning credit attainment and credit acceleration services will support another approximately 300 students through credit recovery.

ASD has three high schools with approximate student enrollments of 3,000, 1,900, and 400. The four middle schools have approximate student populations of 960, 900, 830, and 670. Of our 16 elementary schools, which have a total of approximately 8,000 students, two are early childhood centers with pre-K and kindergarten only, serving about 270 students each, and one is a dual language immersion academy. The remaining elementary schools range from 270 to 800 students. We have an alternative education program with a variable population of students in grades 6-12. Each high school offers a credit attainment program that typically enrolls approximately 50 students. Lastly, the District offers a program for approximately 100 overaged and under credited students who have the opportunity to earn their diplomas.



Economically Disadvantaged - 77.6% English Language Learners - 17.6% Special Education - 17.9%
Foster Care - 0.9% Student Experiencing Homelessness - 2.9%



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3. Scope of Work

The successful Respondent(s), upon execution of an agreement, shall provide all qualified labor, supervision, tools, equipment, transportation, materials, parts, permits, documentation, and other resources necessary to perform assigned work within the service category or categories for which they are awarded.

This RFP is organized into the following independent service categories:

- **Category A – Mechanical/HVAC Services**
- **Category B – Electrical Services**
- **Category C – Plumbing Services**

Respondents may submit proposals for one, two, or all three service categories. Respondents are not required to provide all MEP disciplines. Services shall be performed in accordance with applicable laws, codes, manufacturer requirements, industry standards, District procedures, and the terms of the resulting agreement.

The following scope identifies anticipated services and is not intended to limit the District's ability to assign related work within an awarded service category.

Category A - Mechanical and HVAC Services

Services may include:

- Preventive and corrective maintenance of commercial HVAC equipment;
- Boilers, chillers, cooling towers, pumps, compressors, heat exchangers, and related equipment;
- Air-handling units, rooftop units, unit ventilators, exhaust systems, and fan-coil units;
- Motors, bearings, belts, valves, actuators, pumps, and controls;
- Building Automation Systems (BAS) troubleshooting, calibration, programming, and monitoring;
- Temperature-control troubleshooting;
- Refrigeration system service and repair;
- Filter replacement and maintenance documentation;
- Airflow, ventilation, testing, and balancing;
- Indoor-air-quality-related mechanical services;
- Seasonal startup and shutdown;
- Equipment repair, replacement, and system upgrades; and
- Recommendations regarding energy efficiency, repair-versus-replacement decisions, equipment condition, and life-cycle improvements.



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Category B - Electrical Services

Services may include:

- Troubleshooting and repair of electrical distribution systems;
- Panels, transformers, switchgear, disconnects, breakers, and related equipment;
- Interior and exterior lighting systems;
- LED lighting upgrades and retrofits;
- Emergency and exit lighting;
- Emergency generator inspection, testing, maintenance, and repair;
- Automatic transfer switches;
- Motors and motor controls;
- Low-voltage systems when specifically authorized by the District;
- Electrical support associated with HVAC, plumbing, and other building systems;
- Electrical code corrections;
- Preventive maintenance and testing; and
- Emergency electrical repairs.

Category C - Plumbing Services

Services may include:

- Domestic hot- and cold-water systems;
- Commercial water heaters;
- Pumps, valves, fixtures, piping, and related equipment;
- Backflow prevention inspection, testing, repair, and certification;
- Drain and sewer cleaning;
- Sewer camera inspection and diagnostic services;
- Grease traps and cafeteria-related plumbing;
- Restroom fixtures and piping;
- Drinking fountains and bottle-filling stations;
- ADA-related plumbing modifications;
- Emergency leak and pipe repair;
- Water-conservation improvements; and
- Plumbing associated with kitchens, cafeterias, science laboratories, and other instructional areas.

Preventive Maintenance

When requested by the District the Respondent(s) shall:

- Develop and/or follow District-approved preventive maintenance schedules;
- Maintain accurate service and equipment records;



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- Identify deficiencies before equipment failure occurs;
- Provide repair-versus-replacement recommendations;
- Document equipment condition and anticipated remaining useful life when requested;
- Identify recurring equipment or system deficiencies;
- Update applicable preventative maintenance work orders in FMX; and
- Coordinate scheduled maintenance to minimize disruption to instructional and facility operations.

FMX Work-Order Management and Documentation

The District utilizes **FMX** as its work-order management system. Successful Respondent(s) shall use FMX when required by the District to receive, track, document, update, and close assigned work orders.

For each assigned FMX work order, the Contractor shall:

- Review the work order and confirm the location, equipment, reported condition, and requested service;
- Maintain the work-order status in FMX throughout the service process;
- Document the technician(s) assigned and applicable labor hours;
- Record arrival and departure times when required;
- Document the reported problem and diagnostic findings;
- Describe the work performed;
- Identify materials, parts, equipment, and subcontracted services used;
- Upload photographs or other supporting documentation when appropriate or requested;
- Document equipment condition following completion of the work;
- Identify any additional repairs, replacement, preventive maintenance, or follow-up work recommended;
- Identify parts on order, return visits, scheduling issues, or other conditions preventing completion; and
- Maintain accurate and timely work-order information so the District can monitor the status of assigned work.

FMX Work-Order Closure

When the authorized work has been completed, the Contractor shall update and close the applicable FMX work order and provide sufficient completion notes to document the work performed.

A work order shall not be closed when additional authorized work remains outstanding. If work cannot be completed during the initial service visit, the Contractor shall update FMX with the



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current status, reason the work remains incomplete, required parts or materials, anticipated next steps, and expected return date when known.

Temporary repairs or system stabilization shall be clearly identified as such in FMX. The Contractor shall not represent temporary work as a permanent repair.

FMX documentation shall be completed promptly following service and shall correspond with supporting invoices, labor charges, materials, and other costs submitted to the District. All invoices shall reference the applicable FMX work order number and purchase order, where applicable.

Environmental and Safety Requirements

Successful Respondent(s) shall comply with all applicable environmental, health, and safety requirements associated with the assigned work.

This includes requirements governing refrigerants, hazardous materials, chemicals, waste disposal, and other regulated materials associated with Mechanical/HVAC, Electrical, and Plumbing services.

If suspected asbestos-containing material, lead-based paint, mold, refrigerant concerns, hazardous materials, or other regulated conditions are encountered, the Contractor shall immediately notify the District and shall not disturb the affected material or proceed with related work without District authorization.

Emergency Service Designation

Respondents shall indicate, for each service category proposed, whether they are seeking:

- **Emergency-Response and Routine Service designation; or**
- **Routine/Planned Service designation only.**

A Respondent is not required to provide 24/7/365 emergency service to be considered for routine, preventive maintenance, repair, replacement, or planned work.

Any Contractor designated by the District as an **Emergency-Response Contractor** shall maintain 24-hour, seven-day-per-week, 365-day-per-year emergency-response capability and comply with the response requirements established below.

An emergency may include:

- An immediate health or safety concern;
- Loss of heating or cooling requiring immediate response;
- Significant water leaks or flooding;
- Electrical failures affecting building operations;
- Failure of critical building systems;



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- Conditions threatening District property or essential operations;
- Conditions that may result in school closure; or
- Other conditions specifically designated as emergencies by an authorized District representative.

The District shall have sole authority to classify a service request as routine, urgent, or emergency.

Response Standards

For Contractors assigned to provide the applicable level of service:

- **Emergency:** Telephone acknowledgement within thirty (30) minutes and qualified personnel on site within two (2) hours, unless otherwise authorized by the District.
- **Urgent:** Qualified personnel on site within four (4) hours, unless otherwise authorized by the District.
- **Routine:** Response within twenty-four (24) hours or as otherwise scheduled by the District.

After-Hours, Overtime, and Premium Charges

The requirement to perform work before or after normal school hours, on weekends, or when students are not present shall not, by itself, constitute and emergency or justify emergency, overtime, weekend, holiday, or other premium rates.

Routine or planned work that must be scheduled outside normal school hours because of student occupancy, safety concerns, instructional activities, or District operational requirements shall remain classified as routine work unless otherwise authorized by the District.

Overtime, emergency, weekend, holiday, call-out, or other premium charges shall not be billable unless specifically authorized in advance by an authorized District representative, except when immediate action is necessary to protect life, safety, property, or essential building operations.

Premium charges resulting from Contractor staffing shortages, scheduling delays, insufficient personnel, late arrival, failure to complete work during the scheduled period, rework, corrective work, or other conditions within the Contractor's control shall not be charged to the District.



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Emergency Work Authorization

During an emergency, the Contractor shall take reasonable action necessary to stabilize the condition and protect life, safety, property, and building operations.

Once the immediate condition has been stabilized, the Contractor shall obtain District authorization before performing additional permanent repairs or work beyond the emergency response.

The District reserves the right to assign additional or follow-up work to another awarded Contractor.

Time and Billing Documentation

All emergency, overtime, and premium-rate work shall be supported by complete FMX documentation, including:

- FMX work order number;
- Building or facility;
- Technician name and labor classification;
- Arrival and departure times;
- Description of the condition;
- Diagnostic findings;
- Work performed;
- Labor hours;
- Materials and parts used;
- Current condition of the equipment or system;
- Follow-up work recommended, if applicable; and
- District representative authorizing the premium work.

Premium labor rates shall apply only to the actual hours worked during the applicable premium period. No separate standby, dispatch, administrative, travel, mobilization or similar charge shall be permitted unless specifically disclosed in the approved pricing schedule and authorized by the District.



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Failure to Meet Response Requirements

If an awarded Contractor is unable to meet an assigned response requirement, the Contractor shall immediately notify the District and update the applicable FMX work order when required.

The District may assign or reassign the work to another awarded Contractor without penalty or obligation to the unavailable Contractor.

Repeated failure to meet applicable response requirements, maintain accurate FMX documentation, timely close completed work orders, or otherwise comply with service requirements may be considered in evaluating Contractor performance and may result in reduced assignments, corrective action, or other remedies available under the resulting agreement.

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4. Deliverables

The Contractor shall provide the following deliverables throughout the contract term:

4.1 Operational Deliverables

- Preventive Maintenance Services
- Mechanical and HVAC Services
- Electrical Services
- Plumbing Services
- Routine and urgent response services and when designated, emergency response services;
- Proper staffing and supervision necessary to meet District service requirements
- FMX work-order documentation, status updates, completion notes, and ticket closure; and
- Repair, replacement, and follow-up recommendations when applicable.

The Contractor shall maintain sufficient qualified, licensed, certified, and experienced personnel to meet the applicable routine, urgent, and emergency service requirements associated with its awarded service category and designation.

Experience and Client References: The Respondent shall demonstrate a minimum of five (5) years of experience providing Mechanical/HVAC, Electrical, Plumbing, or comparable facility maintenance services for commercial, educational, municipal, or institutional facilities. The Respondent shall provide at least three (3) client references, including at least three (3) K-12 school districts or comparable institutional clients.

4.2 Administrative & Reporting Deliverables

The Contractor shall provide and maintain the following administrative and reporting documentation throughout the contract term:

- Detailed invoices identifying the applicable FMX work order number;
- Completed W-9 form;
- Work authorization and cost-control documentation;
- Labor records and timesheets, as required;
- Service reports and FMX work order documentation;
- Supporting documentation for materials, equipment, rentals, and subcontractor charges;
- Certificates of Insurance and other required insurance documentation; and required employee clearances.



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Required Clearances may include:

- Pennsylvania State Police Criminal History Record Check (Act 34);
- Pennsylvania Child Abuse History Clearance (Act 151);
- FBI Federal Criminal History Background Check (Act 114); and
- Act 168 Sexual Misconduct/Abuse Disclosure, when applicable.

The Contractor shall be responsible for ensuring that all required licenses, certifications, insurance coverage, and employee clearances remain current throughout the contract term and shall provide updated documentation to the District upon request.



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Allentown School District Information

The Allentown School District (ASD) is a large urban school system in the Commonwealth of Pennsylvania, serving a vibrant and diverse community in the heart of the Lehigh Valley. With a rich history of academic tradition and a student population of approximately 17,000 learners across 25 schools, the District serves as a vital anchor for the city of Allentown. ASD is dedicated to the mission of providing a high-quality, equitable education that empowers every student to realize their full potential, regardless of their background or starting point. Our district takes pride in its cultural tapestry, supporting a wide array of linguistic and socioeconomic experiences with a focus on innovation, inclusivity, and 21st-century readiness. By fostering strong partnerships between educators, families, and the community, the Allentown School District remains steadfast in its commitment to graduating students who are college and career-ready and prepared to lead in a global society.

Mission

The mission of the Allentown School District is to serve the diverse educational needs of each student, by igniting their passion for learning and creating an academic culture.

Vision

The Allentown School District envisions a learning community that increases student achievement by cultivating positive relationships, offering rigorous and meaningful curricula, and by empowering the Allentown community.

Core Values

To support students in achieving academic excellence and attaining a bright future beyond graduation, we must align our actions and mindsets in order to become a learning community committed to these core values:

Collaboration

Cultivating students, staff, families, and community engagement and recognizing that we get better together and all of our strengths are needed.

Empowerment

Equipping stakeholders to help students reach their full potential by providing them with the encouragement, resources, support, and opportunities they need to excel.

Innovation

Fostering innovation among our staff to design learning experiences and environments that promote a culture of curiosity, creativity, and future readiness.

Integrity

Building trust and accountability through honest and transparent communication within our learning community.

Respect

Creating the conditions for a positive and welcoming culture where everyone feels safe, valued, empowered, and loved.

5. Proposal Requirements

Proposals must be complete, organized, and responsive to all requirements of this RFP. Incomplete proposals may be rejected. Respondents may submit a proposal for one, two, or all three MEP service categories and shall clearly identify each category for which an award is requested.

Proposal Submission Checklist

1. Proposal Cover Sheet and Service Categories Bid
2. Executive Summary
3. Company Qualifications and Experience
4. Trade-Specific Licenses, Certifications, and Qualifications
5. Key Personnel and Staffing Plan
6. MEP Service Delivery Approach
7. Emergency-Response Plan, if seeking Emergency-Response designation
8. FMX / Work-Order and Documentation Capability
9. Client References
10. Appendix B - Mandatory Pricing Schedule
11. Required Certifications and Exhibits
12. Exceptions, Assumptions, or Requested Clarifications

A. Proposal Cover Sheet and Service Categories Bid

The Respondent shall clearly identify the service category or categories for which it seeks an award:

☐ Category A - Mechanical/HVAC Services ☐ Category B - Electrical Services ☐ Category C - Plumbing Services

Respondents are not required to provide all MEP disciplines. A firm may submit a proposal for one, two, or all three service categories. For each category proposed, the Respondent shall also identify whether it seeks Emergency-Response and Routine Service designation or Routine/Planned Service designation only.

B. Executive Summary

Provide a concise overview of the Respondent's understanding of ASD's MEP service needs, the service category or categories proposed, and the proposed service-delivery approach.

C. Company Qualifications and Experience

- Company history and ownership;
- Years of experience providing comparable Mechanical/HVAC, Electrical and/or Plumbing services;
- Service area and operational capacity;

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- Experience service K-12 school districts, municipalities, or comparable institutional facilities; and
- Safety record and compliance history, as applicable.

D. Trade-Specific Licenses, Certifications, and Qualifications

Respondents shall submit licenses, certifications, technician qualifications, manufacturer training, and other credentials applicable to each service category for which they seek an award. Respondents are not required to submit credentials for service categories they are not proposing.

- **Mechanical/HVAC:** Relevant HVAC/mechanical licenses, refrigerant-handling certifications, BAS/controls qualifications, boiler/chiller qualifications, manufacturer certifications, and other applicable credentials.
- **Electrical:** Applicable electrical licenses, master/journeyman qualifications, generator/ATS experience, low-voltage qualifications where applicable, and other relevant credentials.
- **Plumbing:** Applicable plumbing licenses, backflow certifications, drain/sewer qualifications, and other relevant credentials.

E. Key Personnel and Staffing Plan

Provide a staffing plan for each proposed service category, including the primary account/contact person, supervisors, technicians, specialty personnel, after-hours staffing where applicable, and the approach to maintaining staffing continuity during the contract term.

F. MEP Service Delivery Approach

Describe the operational approach that will support on-call MEP services for each service category proposed. The response shall address, at minimum:

- Dispatch procedures for receiving, assigning, tracking, and closing routine, urgent, and emergency work;
- Staffing levels, technician availability, supervision, service vehicles, tools, and equipment;
- Parts and materials availability and procurement approach;
- Diagnostic and troubleshooting capability by trade;
- After-hours coverage and escalation procedures;
- Work coordination to minimize disruption to instruction and facility operations;
- FMX work-order documentation, status updates, completion notes, photographs, and ticket closure;
- Quality assurance and corrective-action processes;
- Safety and environmental compliance; and
- Subcontractor management, when subcontractors are proposed.

Respondents seeking Emergency-Response designation shall also describe how they will maintain 24/7/365 coverage and meet the applicable acknowledgement and on-site response standards established in this RFP.



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G. Communication and Reporting

Describe the proposed communication and escalation structure, including the primary point of contact, supervisory escalation path, status reporting, coordination with District Facilities Services, and methods used to communicate schedule changes, parts delays, unresolved conditions, and recommended follow-up work.

H. References

Provide at least three (3) references from comparable school districts, municipalities, or institutional clients. References should relate to the service category or categories proposed and include the client's name, contact person, telephone number, email address, description of services, and contract period.

I. Cost proposal

Respondents shall complete Appendix B - Mandatory Pricing Schedule for each service category proposed. This procurement establishes on-call, as-needed service relationships and does not represent a single finite project. Respondents are therefore not required to provide a Firm Fixed Price or a total Not-to-Exceed price for the entire contract term.

Pricing shall include, as applicable, regular hourly labor rates, overtime rates, weekend rates, holiday rates, emergency rates, service-call charges, materials and parts markups, equipment rental markups, subcontractor markups, mobilization or travel charges, annual escalation methodology, and any other proposed fees or charges.

The District may establish a written not-to-exceed amount for an individual work order, repair, assignment, or project before authorizing that work. No Contractor may exceed an approved not-to-exceed amount without prior written District authorization. Appendix B shall serve as the controlling pricing submission for this RFP.

J. Required Certifications and Exhibits

All forms, certifications, and exhibits required by this RFP shall be completed and submitted as applicable.

K. Exceptions, Assumptions, and Clarifications

Respondents shall clearly identify any exceptions, assumptions, exclusions, or requested clarifications. If none are identified, the Respondent will be presumed to have accepted and incorporated the requirements of this RFP into its proposal.

Important Notice: Respondents are responsible for reviewing the entire RFP, including all appendices, exhibits, and addenda. Failure to address requirements located elsewhere in the RFP may result in a proposal being deemed non-responsive.

6. Evaluation Criteria

ASD will evaluate responsive proposals by service category using a structured, weighted scoring process. The District's objective is to identify the Respondent(s) within each service category whose proposals represent the best overall value to the District, balancing trade-specific qualifications, service-delivery capability, documented experience, and pricing.

The District may award one or more contracts within each service category. A Respondent may receive an award in one, two, or all three categories for which it submitted a responsive proposal.

6.1 Evaluation Process

Proposals will be reviewed by an Evaluation Committee comprised of District staff and/or subject matter experts. Each proposal will be evaluated only for the service category or categories identified by the Respondent. Emergency-response capability will be evaluated only where the Respondent seeks Emergency-Response designation.

Criteria Category	Description	Weight
Qualifications & Experience	Trade-specific experience, staff expertise, references, and past performance on comparable MEP work.	20
MEP Service Delivery Approach	Dispatch, staffing, trade capability, FMX documentation, quality assurance, work coordination, and emergency response when applicable.	25
Cost Proposal	Hourly rates, premiums, service-call charges, markups, escalation, and overall pricing transparency.	30
References	Performance history with comparable school districts, municipalities, or institutional clients.	15
Compliance & Documentation	Licensing, insurance, safety record, required documentation, and regulatory compliance.	10



REQUEST FOR PROPOSAL

- Review for responsiveness and completeness
- Scoring by an evaluation committee
- Reference checks
- Clarification requests (if necessary)
- Final ranking and recommendation

6.3 Responsiveness

Proposals may be deemed non-responsive if they:

- Fail to include required documentation
- Omit pricing information
- Do not meet minimum service requirements
- Fail to identify the service or categories for which an award is requested

Reservation of Rights: The evaluation criteria and weights established in this RFP shall be used to evaluate responsive proposals. The District reserves the right to request clarifications, verify information, conduct reference checks, and waive minor informalities where permitted. Any material modification to the published evaluation criteria or weighting prior to the proposal deadline shall be communicated to all prospective Respondents through a formal RFP addendum.

The District reserves all other rights identified in this RFP and applicable law. Evaluation and award determinations shall be made in accordance with the final procurement method approved by the District.



REQUEST FOR PROPOSAL

7. Submission

7.1 Submission Deadline:

All proposals must be received by: **October 30, 2026**

Late submissions will not be accepted.

7.2 Delivery Method:

Proposals must be submitted via the following method:

Electronic Submission (Preferred): Please email one (1) searchable PDF file to rfp@allentownsd.org.

The subject line should read as the follow: “RFP SUBMISSION – MEP Services “(Company Name)”

7.3 Submission Location:

All proposals shall be delivered via email in one (1) PDF file to rfp@allentownsd.org. If a hard copy of the proposal is required it will be clearly stated below in section 7.4.

7.4 Additional Delivery Method – Submit all RFP responses to rfp@allentownsd.org

7.5 Questions and Clarifications:

All question must be submitted in writing to the ASD Procurement Department no later than:

12:00 P.M. EST – October 22, 2026

Questions can be emailed to rfp@allentownsd.org Subject line should read as follows: “RFP – QUESTIONS – MEP SERVICES “(Company Name)”

Responses will be issued via formal addendum.

7.6 Proposal Validity

Proposals shall remain valid for 120 days from the submission deadline.

The sole responsibility for ensuring the timely delivery of a proposal rests entirely with the Proposer.

ASD assumes no responsibility for delays caused by any delivery service



REQUEST FOR PROPOSAL

(including the U.S. Postal Service, private couriers, or electronic mail) or for any technical malfunctions, including but not limited to internet connectivity issues, file size limitations, or server delays.

8. RFP Addenda

ASD may issue written addenda to clarify, modify, or supplement this RFP. All addenda will be posted publicly and attached at the end of the original RFP document.

Respondents are responsible for:

- Monitoring for addenda
- Acknowledging all addenda in their proposal
- Incorporating addenda requirements into their submission

Failure to acknowledge addenda may result in rejection of the proposal.

All addenda issued by the District shall become an integral part of the RFP and any resulting contract. It is the sole responsibility of the Proposer to monitor the district website for the issuance of addenda. The District shall not be held liable if a Proposer fails to receive or review any such notification.

9. Cost & Pricing Data

Respondents shall provide complete, transparent, and itemized pricing for all services included in this RFP.

9.1 Pricing shall include, at minimum:

Standard hourly labor rates by trade and classification, overtime rates, weekend rates, holiday rates, emergency service rates, minimum service-call charges, if any, travel charges, if any, material and parts markup percentages, equipment rental markups, subcontractor markups, trip or mobilization charges, proposed annual escalation percentages, and any other fee, surcharge, markup, or charge that may be billed to the District.

All fees, rates, markups, premiums, surcharges, and other potential charges must be clearly disclosed in the Respondent's pricing schedule. Any charge not disclosed and accepted by the District shall be considered included in the Respondent's proposed pricing and shall not be separately billable.



REQUEST FOR PROPOSAL

Respondents shall complete Appendix B – Mandatory Pricing Schedule.

9.2 Price Adjustments

Any proposed price adjustment during the contract term must be clearly described, supported by appropriate justification, and identify the proposed effective date and method of calculation. No price adjustment shall become effective unless approved in writing by the District.

The District reserves the right to reject any proposed price adjustment or pricing methodology that it determines to be unclear, unsupported, unreasonable, or unfavorable to the District.

Pricing Finality and Scope: All pricing submitted in response to this RFP shall remain firm and fixed except for price adjustments specifically disclosed in the Respondent's proposal and subsequently approved by the District in accordance with the resulting contract. Any costs, fees, markups, surcharges, or expenses not specifically disclosed in the approved pricing schedule shall be considered included in the Contractor's established rates and shall not be separately billed to the District.

No additional charges, including travel, shipping, administrative overhead, fuel surcharges, handling fees, or similar costs, shall be permitted unless specifically identified in the approved pricing schedule and authorized by the District.

10. Quality of Work and Non-Conforming Services

10.1 Standard of Care

The Contractor shall perform all services with the degree of skill, care, and diligence normally exercised by professionals performing services of a similar nature. All deliverables must meet the specifications outlined in the Scope of Work.

10.2 Inspection and Acceptance

The District reserves the right to inspect all work, materials, and deliverables at any time. No work shall be deemed "accepted" until the District has had a reasonable opportunity to inspect it for compliance. Payment of an invoice does not constitute a waiver of the District's right to reject unsatisfactory work discovered later.

10.3 Unacceptable or Non-Conforming Work

If any portion of the work is found to be unsatisfactory, incomplete, or fails to meet RFP specifications, the District may, at its sole discretion:

Notice to Cure: Require the Contractor to correct the deficiency at the Contractor's sole expense within a specified timeframe.

Withholding of Payment: Withhold payment for the specific non-conforming item until the issue is resolved to the District's satisfaction.

Third-Party Completion: If the Contractor fails to remedy the work, the District may hire a third party to complete the task and deduct the cost from the Contractor's remaining contract balance.

10.4 Finality of Decision

The District's Project Lead shall be the final judge of the adequacy and acceptability of all work performed under this contract.



REQUEST FOR PROPOSAL

11. General RFP Terms and Conditions

For the safety and protection of students, staff, and District property, all personnel assigned by the Contractor to perform work at District facilities shall conduct themselves in a professional and appropriate manner and comply with all applicable District policies, procedures, safety requirements, security requirements, and codes of conduct.

All personnel working on District property shall obtain and maintain all required criminal history, child abuse, FBI, and other applicable clearances prior to performing work, as required by law and District policy. The cost of obtaining and maintaining such clearances shall be the responsibility of the Contractor. Copies of all required clearances shall be provided to the District upon request.

1. Definitions

"District" shall refer to the Allentown School District.

"Respondent" or "Proposer" shall refer to a person, firm, corporation, partnership, or other entity submitting a proposal in response to this RFP.

"Successful Respondent" shall refer to a Respondent selected by the District for contract award.

"Contractor" shall refer to a Successful Respondent following execution of an agreement with the District.

"Subcontractor" shall refer to any person, firm, or entity retained by a Contractor to perform any portion of authorized work.

2. Compliance with Laws and District Policy

The Respondent, and upon execution of an agreement the Contractor, shall comply with all applicable Federal, State, and Local laws, executive orders, regulations, codes, and District policies applicable to the services. This includes, but is not limited to, the Pennsylvania Public School Code, the Pennsylvania Right-to-Know Law, and applicable ASD Board Policies. The Contractor shall observe all laws, ordinances, regulations, and codes that may affect performance of the agreement and shall not discriminate against any worker, employee, applicant, or member of the public because of race, creed, color, age, sex, national origin, or any other protected status, nor otherwise commit an unfair employment practice.

3. Clearance Requirements (Act 34, 114, 151, and 168)

If the agreement requires the Contractor's employees to have "direct contact with children" as defined by applicable law or District policy, the Contractor shall provide the required clearances at its own expense prior to commencement of work:



REQUEST FOR PROPOSAL

Act 34: PA State Police Criminal Record Check.
Act 151: PA Child Abuse History Clearance.
Act 114: FBI Federal Criminal History Record.
Act 168: Sexual Misconduct/Abuse Disclosure Releases for all current and past employers.

4. Indemnification

The Contractor shall indemnify, defend, and hold harmless the Allentown School District, its Board of Directors, and employees from any claims, suits, or liabilities (including legal fees) arising from the Contractor's performance, negligence, or breach of contract.

5. Standard Insurance Requirements

The Contractor shall maintain the following minimum insurance levels, naming Allentown School District as an Additional Insured:

General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
Automobile Liability: \$1,000,000 combined single limit.
Workers' Compensation: Statutory limits.
Professional Liability (Errors & Omissions): \$1,000,000.
Sexual Abuse & Molestation Coverage: \$1,000,000 (Mandatory for student-facing programs).

6. Termination Clauses

Termination for Cause: The District may terminate the contract immediately for failure to perform or breach of terms.

Termination for Convenience: The District reserves the right to terminate the contract, in whole or in part, with thirty (30) days' written notice without penalty.

7. Assignment and Subcontracting

The Contractor shall not assign the contract or subcontract any portion of the work without the prior written consent of the District. Any approved subcontractor must adhere to all terms and conditions of the original agreement.

Nothing in this agreement shall be construed to create a partnership, joint venture, or employer-employee relationship. The Contractor is an independent entity and is responsible for all payroll taxes, benefits, and insurance for its employees. Unless otherwise stated in the final professional services agreement, the Contractor shall not be held or deemed in any way to be an agent, employee, or official of ASD, but rather an independent contractor furnishing professional services to ASD.



REQUEST FOR PROPOSAL

8. Taxes

The Allentown School District is a tax-exempt entity under the laws of the Commonwealth of Pennsylvania. A Sales Tax-Exempt Certificate will be provided to the Contractor upon request.

9. Conflict of Interest

The Respondent certifies that no Board Member, officer, or employee of the District has any financial or personal interest in the Respondent's firm or the proposed contract.

10. Right to Audit and Records Retention

The District reserves the right to audit the Contractor's books and records pertaining to the contract. The Contractor shall maintain all contract-related records for a minimum of seven (7) years following the final payment.

11. Governing Law and Venue

The contract shall be governed by the laws of the Commonwealth of Pennsylvania. Any legal action must be filed in the Court of Common Pleas of Lehigh County.



REQUEST FOR PROPOSAL

Exhibit A

1. TERMINATION CLAUSE

Vendor Violation or Breach of Contract Terms

In addition to other terms stated in the contract, Vendor at no cost to the District shall promptly correct any errors, omissions or defects in any product, services, or other item Vendor is required to deliver. The District reserves the right to reject any item reasonably determined by the District as containing errors, omissions or defects or otherwise failing to conform to the Contract. If Vendor fails to make corrections within a reasonable time, in addition to any other remedies available at law or in equity, District may at its option: (1) Make corrections and offset the cost of correction against any balance remaining owed to Vendor, and Vendor shall reimburse the District for any cost in excess of the balance. (2) Terminate the Contract, in which case Vendor at no cost to District shall remove any tangible items provided to date. (3) Accept delivery not in accordance with the Contract, instead of requiring removal or correction, in which case the contract sum will be reduced as appropriate and equitable. Such adjustment shall be affected whether or not final payment has been made. Duties and obligations imposed by the Contract and the rights and remedies available thereunder shall be in addition to and not in limitation of duties, obligations, rights and remedies otherwise imposed or available by law or in equity. No action or failure to act by the District shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing. This term shall apply without regard to the Contract amount.

Initials of Authorized Representative of Vendor

By initialing above, the Proposer acknowledges they have read, understood, and agree to be bound by all terms and conditions outlined in the statement above.

District Termination for Cause and for Convenience

In addition to other terms stated in the Contract, District reserves the right by written notice to terminate the Contract effective on a future date specified in the notice, with or without cause. Cause means violation or breach of any Contract terms. If the Contract is terminated without cause, the District shall pay the Vendor for any product, services, or other item Vendor is required to deliver and which has been satisfactorily delivered prior to termination. If the District has paid the Vendor for goods or services not yet provided as of the date of termination, the Vendor shall immediately refund such payment(s). This term shall apply without regard to the Contract amount.

Initials of Authorized Representative of Vendor

By initialing above, the Proposer acknowledges they have read, understood, and agree to be bound by all terms and conditions outlined in the statement above.

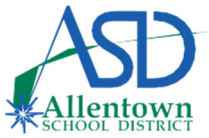


REQUEST FOR PROPOSAL

Exhibit B

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti Bid-Rigging Act, 62 Pa.C.S.A. § 4501 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. The member, officer or employee of the bidder who makes the final decision on prices must execute this Non-Collusion Affidavit and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids is unlawful and may be subject to criminal prosecution. The person who signed the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the Bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with the term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.



REQUEST FOR PROPOSAL

Exhibit B.1

NON-COLLUSION AFFIDAVIT

State of:

County of:

I state that I am of
(Title) (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 proposal.

I state that:

(1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the prices nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the proposal opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal for this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

(4) The proposal 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 proposal.

(5) (Name of my firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four 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:

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

First & Last Name	Title	Firm Name
Signature	Date	

NOTARY ACKNOWLEDGMENT (To be completed by a Notary Public)

State of _____)
County of _____)

Subscribed and sworn to before me this _____ day of _____, 20, by _____ (Name of Signer).

Notary Public Signature: _____



REQUEST FOR PROPOSAL

Exhibit C

DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. Neither the proposer nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in public contracts by any federal or state agency.
2. The proposer will notify the School District immediately if its status changes.
3. Any contract awarded may be terminated for cause if this certification is found to be false.

Firm Name:

Authorized Signatory:

Signature:

Date:



REQUEST FOR PROPOSAL

Exhibit D

EEO / NON-DISCRIMINATION COMPLIANCE STATEMENT

The proposer certifies compliance with all applicable federal and state non-discrimination laws, including but not limited to:

- Pennsylvania Human Relations Act
- Title VI and Title VII of the Civil Rights Act
- ADA and Section 504
- Equal Employment Opportunity requirements
- All other applicable equal opportunity statutes

Firm Name:

Authorized Signatory:

Signature:

Date:



Exhibit E

ADDENDA ACKNOWLEDGEMENT FORM

The proposer acknowledges receipt of the following addenda to the RFP:

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

Firm Name:

Authorized Signatory:

Signature:

Date:



REQUEST FOR PROPOSAL

Exhibit F

CONFLICT OF INTEREST DISCLOSURE FORM

Conflict of Interest Disclosure Form

Project Name:

Vendor Name:

Certification of No Conflict of Interest

The undersigned Vendor hereby certifies that:

1. **No Financial Interest:** No Board Member, officer, or employee of the Allentown School District (ASD) currently possesses a financial interest, direct or indirect, in the Respondent's firm or in the proposed contract.
2. **No Personal Interest:** No Board Member, officer, or employee of the District has a personal interest or familial relationship with the owners, officers, or key personnel of the Vendor's firm that would create a conflict of interest or the appearance of impropriety.
3. **No Gifts or Gratuities:** The Vendor has not provided, and will not provide, any gifts, entertainment, payments, or other items of value to any District official or employee involved in the selection, evaluation, or award process of this RFP.
4. **Ongoing Obligation:** The Vendor has a continuing obligation to disclose to the District any potential conflict of interest that may arise during the term of the contract.

Disclosure Statement

Check one of the following:

NO CONFLICT: The Vendor certifies that no known conflict of interest exists between the Vendor and the Allentown School District.

☐ **POTENTIAL CONFLICT DISCLOSED:** The Vendor identifies the following potential conflict(s) for the District's review (e.g., a District employee's spouse works for the Vendor):

Signature and Affirmation

I hereby certify that the information provided above is true and correct to the best of my knowledge. I understand that any misrepresentation or failure to disclose a conflict of interest may result in the immediate disqualification of the proposal or termination of any resulting contract.

(Authorized Signature)

(Printed Name and Title)

(Date)



REQUEST FOR PROPOSAL

Exhibit G

IRAN DIVESTMENT ACT CERTIFICATION

The undersigned hereby certifies that:

1. The proposer is not engaged in investment activities in Iran as defined under the Pennsylvania Iran Divestment Act of 2014.
2. The proposer is not listed on the Pennsylvania Department of General Services Iran Divestment List.
3. The proposer understands that providing false certification may result in termination of any contract awarded and may subject the proposer to legal penalties.

Firm Name:

Authorized Signatory:

Title:

Signature:

Date:

Signature of Corporate Secretary:



REQUEST FOR PROPOSAL

Exhibit I

1. Indemnification

- (a) [COMPANY] agrees to defend, indemnify and hold harmless the ALLENTOWN SCHOOL DISTRICT and its agents and employees, from and against any and all demands, claims, suits, causes of action, damages, losses, penalties, and/or expenses, including attorney's fees, arising out of or resulting from [COMPANY's] performance of the work required by the [COMPANY], regardless of whether such demand, claim, suit, cause of action, loss, penalty, or expense is incident to or arises out of conditions or omissions permitted or acts performed by any indemnitee.
- (b) The [COMPANY] agrees to assume the entire responsibility and liability for all damages or injury to all persons, and to all property, arising out of or in any manner connected with the execution of the Work under this Agreement and to the fullest extent permitted by law, the [COMPANY] shall defend and indemnify the ALLENTOWN SCHOOL DISTRICT from all such claims including without limitation claims for which the ALLENTOWN SCHOOL DISTRICT may be or may be claimed to be liable by reason of its own independent negligence.
- (c) The COMPANY agrees to assume its entire responsibility and liability for all damage or injury to all persons, whether its employees or otherwise, and to all property arising out of or in any manner connected with the execution of the "work" under this contract.
- (d) Specifically, [COMPANY] also agrees to indemnify the ALLENTOWN SCHOOL DISTRICT from liability for ALLENTOWN SCHOOL DISTRICT's own negligence which results in harm to [COMPANY's] employees.
- (e) The [COMPANY's] obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the [COMPANY] under worker's or workmen's compensation acts, disability benefits acts or other employee benefit acts.
- (f) The [COMPANY] shall defend and indemnify the ALLENTOWN SCHOOL DISTRICT from all such claims, including without limitation, claims for which the ALLENTOWN SCHOOL DISTRICT may or may be claimed to be liable in whole or in part, and legal fees and disbursements paid or incurred to defend any such claims, as well as legal fees paid or incurred in connection with enforcing the provisions of this section.
- (g) The [COMPANY] further agrees to obtain, maintain and pay for such general liability insurance coverage as will ensure the provisions of this section and other contractual indemnification assumed by the [COMPANY] in the contract.

Initials of Authorized Representative of Vendor

By initialing above, the Proposer acknowledges they have read, understood, and agree to be bound by all terms and conditions outlined in the statement above.



REQUEST FOR PROPOSAL

Exhibit J

MINIMUM INSURANCE REQUIREMENTS

The successful Proposer shall, at its own expense, maintain and keep in force the following insurance coverages during the full term of the contract. All policies must be issued by companies authorized to do business in the State and possessing an A.M. Best rating of A- VII or better.

1. Commercial General Liability (CGL)

Coverage must include personal injury, bodily injury, and property damage.

- Each Occurrence: \$[1,000,000]
- General Aggregate: \$[2,000,000]
- Products/Completed Operations Aggregate: \$[2,000,000]

2. Automobile Liability

Coverage must apply to all owned, non-owned, and hired vehicles used in the performance of the contract.

- Combined Single Limit (CSL): \$[1,000,000]

3. Workers' Compensation and Employers' Liability

The Contractor shall maintain coverage as required by State law.

- Statutory Limits: As required by the State.
- Employers' Liability: \$[500,000/\$500,000/\$500,000]

4. Professional Liability (Errors & Omissions)

Required for professional services (e.g., consultants, architects, engineers, or software providers).

- Per Claim/Annual Aggregate: \$[1,000,000]

5. Sexual Abuse & Molestation Coverage:

\$1,000,000 (Mandatory for student-facing programs).

6. Additional Insured & Certificate of Insurance

The Allentown School District (ASD), its officers, employees, and agents shall be named as an Additional Insured on the General Liability and Automobile policies. A Certificate of Insurance (COI) must be provided to the District prior to the commencement of work.

6a. Cyber Liability Insurance:

If proposer is providing web-based/cyber services or has access to owner's computer systems, websites, networks or other online content, Cyber Liability and Data Breach coverage shall be provided. Policy should include 3rd party privacy liability, network security liability, media liability & data breach coverage, with minimum limits of \$2,000,000 per claim, through the term of this agreement and for at least one (1) year after Allentown School District must be named as additional insured.

7. Additional Insured & Certificate of Insurance

The Allentown School District (ASD), its officers, employees, and agents shall be named as an Additional Insured on the General Liability, cyber liability, Automobile policies, and pollution liability (if applicable). A Certificate of Insurance (COI) must be provided to the District prior to the commencement of work.

Proposer agrees to defend, indemnify and hold harmless the Allentown School District and its agents and employees, from and against any and all demands, claims, suits, causes of action, damages, losses, penalties, and/or expenses, including attorney's fees, arising out of or resulting from Proposer's performance of the work required by the district, regardless of whether such demand, claim, suit, cause of action, loss, penalty, or expense is incident to or arises out of conditions or omissions permitted or acts performed by any indemnitee.

Please Note: The insurance limits and types outlined above represent the District's standard minimum requirements. Depending on the specific scope of work, technical complexity, or risk profile of a particular project, the District reserves the right to increase or decrease these requirements. Any project-specific insurance adjustments will be detailed in the specific RFP or finalized during the contract negotiation phase.



REQUEST FOR PROPOSAL

Exhibit K

CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

FEDERAL CONTRACT PROVISIONS

The following provisions apply only if the services or goods purchased under this RFP are funded, in whole or in part, by Federal grant funds. If Federal funds are not utilized, these provisions shall be considered non-applicable.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

A. Under 2 CFR Part 200, and specifically § 200.327 and Appendix II, contracts for more than the simplified acquisition threshold (currently set at \$250,000), which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council as authorized by 41 U.S.C. 1908, must address administrative, contractual, and legal remedies if contractors violate or breach contract terms, and must provide for appropriate sanctions and penalties.

B. Under 2 CFR Part 200, specifically § 200.327 and Appendix II, all contracts in excess of \$10,000 must address Termination for Cause or for Convenience by the District including the manner by which it will be affected and the basis for settlement.

C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

41 CFR Part 60-1.3, states that "federally assisted construction contract" means any agreement for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any federal program involving a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work. The equal opportunity clause provided under 41 CFR 60-1.4 (b) is hereby incorporated by reference. The Vendor agrees that such provision applies to any District purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and the Vendor agrees that it shall comply with such provision.



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D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations. (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all construction contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40

U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

G. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended-Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).



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H. Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

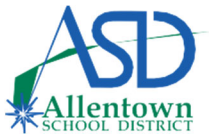
Vendor certifies that it is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the District during the term of the contract if the Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)-Contractors that apply or bid for an award exceeding \$100,000 must file the certifications under 31 U.S.C. 1352 that the Contractor has not paid any person or organization for influencing or attempting to influence an officer or employee of any agency, a member, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award. The contractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

If applicable, Vendor certifies that it is in compliance with all provisions of the Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352.

J. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms (2 C.F.R. 200.321)-Under 2 CFR Part 200, and specifically § 200.321, the District and Vendor are required to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- f. Requiring any subcontractor, if sub-contracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e).



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K. Domestic Preferences (2 C.F.R. 200.322)-Under 2 CFR Part 200, and specifically § 200.322, the District expresses a preference, to the greatest extent practicable, for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products), and this requirement must be included in any subcontract.

L. Procurement of recovered materials (2 C.F.R. 200.323)-Under 2 CFR Part 200, and specifically § 200.323, contracts involving purchases for more than \$10,000 (or if the value of the quantity acquired by District during the preceding fiscal year exceeded \$10,000), must require contractor compliance with § 6002 of the Solid Waste Disposal Act, which includes procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable.

M. Bonding Requirements (2 C.F.R. 200.326)-Under 2 CFR Part 200, and specifically § 200.326, for construction contracts or subcontracts exceeding the simplified acquisition threshold (currently set at \$250,000), minimum requirements for bonding are as follows:

- a. A bid guarantee for 5% of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute contract documents required within the time specified.
- b. A performance bond for 100% of the contract price. A performance bond secures contractor's fulfillment of all requirements under the contract.
- c. A payment bond for 100% of the contract price. A payment bond assures payment of all persons supplying labor and material under the contract.

N. Profit as a Separate Element of Price (2 CFR 200.324(b))-For purchases using federal funds in excess of \$250,000, the District is required to negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. See, 2 CFR 200.324(b). When required by the District, Vendor agrees to provide information and negotiate with the District regarding profit as a separate element of the price for particular services. However, Vendor agrees that the total price, including profit, charged by Vendor to the District shall not exceed the awarded pricing.

O. Equivalent products/description of technical requirements comparable (alternate) products: Where the district's specification states a named product followed by "or equal". An alternate or comparable product may be bid; however, the burden is on the bidder to provide evidence that a proposed alternate meets or exceeds the district's specified named product and its attributes and that it provides an equal or better warranty. If comparable product(s) are proposed in the bid, the bidder must provide a detailed comparison for each to include a list of all significant qualities of the product named in the specification and those of the proposed alternate product(s). Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated. The district reserves the right to reject proposed alternate products if it does not consider them equal to or better than the named product in the specifications.



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O.2 Substitutions for cause: Vendor may only propose substitutions pursuant to a purchase order submitted by district in the event of unavailability of product, regulatory changes or unavailability of required warranty terms. Vendor must notify the district of all substitutions for cause with full documentation at least thirty (30) working days in advance of the commencement of work. All documentation must demonstrate that the proposed substitution is equal to or better than the specified product on all physical and in-service attributes and warranty provisions and can be implemented by subcontractors as necessary without disruption to the project. The district must approve all substitutions. The district reserves the right to reject proposed alternate products if it does not consider them equal to or better than the named product in the specification.

P. General compliance and cooperation- vendor shall make good faith effort to work with the district and provide such information and to satisfy district requirements applicable to the contract under applicable federal regulations, including but not limited to record keeping requirements and contract cost and price analyses required.

Certification of Compliance

By signing below, the Proposer acknowledges the applicability of these Federal Provisions should the project be federally funded and agrees to comply with all requirements therein.

Authorized Signature:

Title:

Date:



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APPENDIX A

DISTRICT FACILITIES AND ADDRESSES

School	Address
Jackson	517 N. 15th St.
Central	829 Turner St.
Dodd	1944 S. Church St.
Hays	1227 W. Gordon St.
Jefferson	750 St. John St.
Lehigh Parkway	1708-20 Coronado St.
Mosser	129 S. Dauphin St.
Muhlenberg	740 N. 21st St.
Ramos	1430 Allen St.
Ritter	740 Plymouth St.
Roosevelt	210 W. Susquehanna St.
Sheridan	521 N. Second St.
Union Terrace	1939 Union St.
Washington	837 N. Ninth St.
Harrison Morton	137 N. Second St.
Raub	102 S. St. Cloud St.
South Mountain	709 W. Emaus Ave.
Trexler	851 N. 15th St.
William Allen	126 N. 17th St.
Clifford Bartholomew NGC	S.W. Corner 17th & Linden St.
Dieruff	815 N. Irving St.
Building-21	265 Lehigh St.
Ruby Bridges	1402 Walnut St.
Sonia Sotomayor	2020 E. Pennsylvania St.
William Penn	401 Allen St.

The facilities listed in this Appendix are provided for informational purposes and are not intended to be an exhaustive list of all locations that may require services under this RFP. The successful Respondent(s) may be required to provide services at other District-owned or operated schools, administrative buildings, athletic facilities, maintenance facilities, warehouses, and other District properties as authorized by the District.



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APPENDIX B

MANDATORY PRICING SCHEDULE

Mechanical, Electrical, and Plumbing (MEP) Services

Respondent/Firm Name: _____

Address: _____

Contact Person: _____

Telephone: _____ Email: _____

Service Category(ies) Bid

Respondents may submit pricing for one, two, or all three service categories. Check each category for which an award is requested:

☐ Category A - Mechanical/HVAC Services ☐ Category B - Electrical Services ☐ Category C - Plumbing Services

Respondents shall complete the labor-rate sections applicable to the selected service category or categories and shall enter "N/A" for categories not proposed.

A. Pricing Requirements

The Respondent shall complete all applicable fields in this Appendix. Pricing submitted elsewhere in the proposal shall not supersede the pricing provided herein unless expressly accepted by the District in writing.

All proposed labor rates shall include all costs associated with providing the labor, including wages, benefits, payroll taxes, insurance, supervision, administrative expenses, overhead, profit, tools normally associated with the trade, and transportation, except for charges specifically identified and permitted elsewhere in this Pricing Schedule.

Respondents shall enter "\$0.00," "0%," or "N/A," as applicable, rather than leaving a field blank.

No fees, surcharges, markups, mobilization charges, administrative fees, fuel charges, environmental fees, or other costs may be charged to the District unless specifically disclosed in this Appendix and accepted by the District.

B. Mechanical/HVAC Labor Rates

Labor Classification	Regular Hourly Rate	Overtime Rate	Weekend Rate	Holiday Rate	Emergency Rate
HVAC/Mechanical – Journeyman/Technician	\$	\$	\$	\$	\$
HVAC/Mechanical – Senior Technician	\$	\$	\$	\$	\$
HVAC/Mechanical – Apprentice/Helper	\$	\$	\$	\$	\$
Boiler Technician	\$	\$	\$	\$	\$
Chiller Technician	\$	\$	\$	\$	\$
BAS/Controls Technician	\$	\$	\$	\$	\$
Mechanical Supervisor/Foreman	\$	\$	\$	\$	\$
Other:	\$	\$	\$	\$	\$

C. Electrical Labor Rates

Labor Classification	Regular Hourly Rate	Overtime Rate	Weekend Rate	Holiday Rate	Emergency Rate
Master Electrician	\$	\$	\$	\$	\$
Journeyman Electrician	\$	\$	\$	\$	\$
Apprentice/Helper	\$	\$	\$	\$	\$
Generator/ATS Technician	\$	\$	\$	\$	\$
Low-Voltage Technician	\$	\$	\$	\$	\$
Electrical Supervisor/Foreman	\$	\$	\$	\$	\$
Other:	\$	\$	\$	\$	\$

D. Plumbing Labor Rates

Labor Classification	Regular Hourly Rate	Overtime Rate	Weekend Rate	Holiday Rate	Emergency Rate
Master Plumber	\$	\$	\$	\$	\$
Journeyman Plumber	\$	\$	\$	\$	\$
Apprentice/Helper	\$	\$	\$	\$	\$



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Labor Classification	Regular Hourly Rate	Overtime Rate	Weekend Rate	Holiday Rate	Emergency Rate
Drain/Sewer Technician	\$	\$	\$	\$	\$
Backflow Technician	\$	\$	\$	\$	\$
Plumbing Supervisor/Foreman	\$	\$	\$	\$	\$
Other:	\$	\$	\$	\$	\$

E. Service Call and Additional Charges

Pricing Item	Proposed Charge
Minimum Service Call – Regular Hours	\$
Minimum Service Call – After Hours	\$
Minimum Billable Labor Increment	minutes/hours
Emergency Dispatch/Call-Out Fee	\$
Trip/Mobilization Charge	\$
Travel Charge	\$
Mileage Charge, if applicable	/ mile
Diagnostic Fee, if separate	\$
Other:	\$
Other:	\$

If there is no charge for an item, Respondent shall enter \$0.00.

F. Materials, Equipment and Subcontractor Markups

Material, parts, equipment, rental, and subcontractor charges shall be based on the Respondent's actual net documented cost after applicable discounts, rebates, credits, and allowances, plus only the markup approved in the resulting agreement. Upon request, the Contractor shall provide supplier invoices, receipts, quotations, rental invoices, subcontractor invoices, or other documentation sufficient to verify actual cost.

Cost Category	Maximum Markup
Materials and Parts	%
Equipment Purchases	%
Equipment Rental	%
Subcontractor Services	%
Specialty Services	%
Freight/Delivery	%
Other:	%

Markup Basis: Markups shall be calculated against the Respondent's actual net documented cost.

No Markup-on-Markup: Unless specifically approved by the District, Respondents may not compound or apply one markup to a cost that already contains another separately charged Respondent markup.

G. Annual Price Escalation

Contract Period	Maximum Increase from Prior Year
Contract Year 1	Base Pricing
Contract Year 2	%
Contract Year 3	%
Optional Year 4	%
Optional Year 5	%

Respondent shall identify any proposed methodology or index used to determine annual increases:

H. Emergency Service Pricing

Complete this section for each service category for which the Respondent seeks Emergency-Response and Routine Service designation. Respondents seeking Routine/Planned Service designation only are not required to provide 24/7/365 emergency dispatch.

Category A - Mechanical/HVAC: ☐ Emergency-Response and Routine Service ☐ Routine/Planned Service Only

Category B - Electrical: ☐ Emergency-Response and Routine Service ☐ Routine/Planned Service Only

Category C - Plumbing: ☐ Emergency-Response and Routine Service ☐ Routine/Planned Service Only

Is 24/7/365 emergency dispatch included as part of the proposed contract? ☐ Yes ☐ No



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Is there an additional emergency dispatch fee beyond the labor rates listed above? ☐ No ☐ Yes – \$_____ per occurrence

Minimum emergency call-out: _____ hours

Emergency labor billing begins: ☐ Upon arrival at District facility ☐ Upon technician dispatch ☐ Other:

I. Prevailing Wage

Where the Pennsylvania Prevailing Wage Act or another applicable wage requirement applies, the contractor shall be responsible for determining and complying with the applicable wage requirements.

Respondent shall indicate its proposed pricing methodology for prevailing-wage work:

☐ Rates in Sections B–D already incorporate applicable prevailing wages.

☐ Separate prevailing-wage rates will apply.

If separate rates apply, attach a supplemental schedule identifying the additional amount or methodology used to calculate prevailing-wage labor.

J. Other Charges

Identify every other fee, charge, surcharge, or cost that could potentially be billed to the District and that is not identified above.

Description	Amount/Rate	Basis of Charge
_____	\$ / _____	_____
_____	\$ / _____	_____
_____	\$ / _____	_____
_____	\$ / _____	_____

If none, Respondent shall write “NONE.”

Any charge not disclosed in this Mandatory Pricing Schedule shall be considered included in the Respondent’s stated pricing and shall not be separately billable to the District, unless subsequently authorized by the District in writing.

K. Pricing Certification

The undersigned certifies that the pricing provided in this Appendix represents the Respondent’s complete proposed pricing for the services contemplated by this RFP and that all fees, rates, markups, premiums, surcharges, and other potential charges have been disclosed.

The Respondent acknowledges that the District may use the information contained in this Appendix to compare proposals, negotiate final pricing, and establish contractual rates.

Firm: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____