Bulloch County Schools

Request for Proposal
HVAC Controls
Project #FY2027-PH3 HVAC
November 5, 2026

Purpose: Bulloch County Schools (BCS) is considering the replacement of existing heating, ventilation, and air-conditioning (HVAC) controls at Stilson Elementary School, Langston Chapel Elementary School, and Langston Chapel Middle School.

Objective: The objective of this Request for Proposal (RFP) is to identify and select a vendor whose proposal is determined to be the most advantageous to BCS in replacing existing controllers and related infrastructure by providing automatic control of the building's HVAC systems to achieve indoor comfort and management of operating costs by controlling energy consumption.

1.0 Proposal Submission

1.1 Proposal must be submitted in a sealed envelope. Each envelope should be labeled "HVAC Controls Projects". Proposals will be accepted, whether mailed or hand delivered, up to the date and time stipulated in this RFP, and **no proposals will be accepted if received after.** No proposal may be withdrawn or modified in any way after the RFP submittal deadline.

1.2 Vendors are instructed to carefully read all terms, conditions, and specifications as set forth in the RFP. Responses must be either typed or written in ink. Any corrections made on any proposal form (white out or strike through) must be initiated by an authorized representative of the vendor submitting the RFP. Responses must be thorough and accurate. Incomplete responses or failure to furnish all information requested in the RFP may disqualify the proposal.

1.3 Each vendor is responsible for having knowledge and understanding of all applicable State of Georgia Code(s) and Bulloch County Schools (BCS) policies and procedures pertaining to procurement.

1.4 Conditional RFPs - Proposals that in any way qualify or vary the terms and conditions specifications of this RFP may be considered non-responsive and disqualified from consideration of award.

1.5 Sealed proposals may be mailed or delivered in person to:

Ryan Macy, Director of Facilities Management
219 Simons Road
Statesboro, Georgia 30458.

Proposals are due before December 17, 2026 at 2:00 PM. Proposals received after will not be accepted or considered for award. Bids will be opened publicly on December 17, 2026 at 2:10 PM at the above address.

1.6 Telephone, Fax, or Email quotations of the RFP will not be accepted. BCS cannot and will not be responsible for tardiness of receipt of any proposal due to delivery delays.

1.7 Proposals may not be withdrawn, corrected, or altered after submission. A responsible officer or authorized employee must sign the RFP and all obligations by such signature must be fulfilled.

2.0 Communication with Bulloch County Schools

2.1 Questions related to this RFP must be submitted in writing by email to Ryan Macy, Director of Facilities Management (rtmacy@bullochschools.org). Responses to questions may be shared with other vendors.

3.0 Requirements

3.1 BCS, at its sole determination, may accept or reject any proposed item(s) or substituted item(s). BCS reserves the right to accept or reject any proposal in its entirety or any portion thereof.

3.2 All products and materials furnished must comply with all applicable federal, state, and local laws, codes, and regulations.

3.3 Proposals, at a minimum, shall include;

3.3.1 Building graphics detailing all spaces within each building and corresponding HVAC equipment.

3.3.2 Vendor shall furnish and install all proposed control devices.

3.3.3 Vendor shall furnish a server(s), if necessary.

3.3.4 Vendor shall furnish and install ethernet cabling throughout all buildings.

3.3.5 Vendor shall provide Peak Demand Limiting at each location.

3.3.6 Vendor shall provide for setpoint temperatures to be controlled within a specific adjustable range, regardless of the setpoint at the thermostat, setpoint dial, or other device.

3.3.7 System Commissioning by device is required. 100% of devices shall be tested. Documentation of testing, per device, shall be provided to the owner in a written report. The report shall provide for a baseline review and include certified point-to-point

verification, database initialization, functional loop tuning, with a delivery of function operational check list.

3.3.8 Proposed systems shall provide for customizable scheduling of HVAC during varied times/dates as determined by BCS.

3.3.9 Proposed systems shall provide for both individual and universal control of HVAC equipment and settings.

3.3.10 Proposed systems shall provide the ability to trend HVAC function and alarms to indicate potential equipment malfunction.

3.3.11 Vendor shall provide up to 8 hours of training to BCS employees.

3.3.12 Wall mounted thermostats or control devices shall display room temperature, mode, and be adjustable by local users.

3.3.13 Wall mounted thermostats or control devices shall have the ability to be overridden to an occupied mode by the local user after scheduled hours for a customizable time range.

3.3.14 Proposals shall clearly detail warranties, including workmanship and materials.

3.3.15 Vendor shall utilize backnet points in the existing Building X application integration.

3.3.16 Vendor shall remove and preserve **all** existing Terminal Equipment Controllers, including all terminal blocks, and return to the owner.

4.0 Prices Quoted

4.1 Vendor's proposed cost shall be all inclusive including, but not limited to all audit, engineering, design, inspection, commissioning, and permitting fees and shall include all materials, equipment, labor, insurance, bonding, disposal, freight, warranties and other costs to successfully fulfill all of the requirements of this RFP.

4.2 Prices quoted shall remain firm and guaranteed until February 26, 2026. After which, section 4.3 applies.

4.3 Prices quoted shall remain firm for the duration of the contract/project period, which includes the time from awarding of the project through the completion of the project in its entirety, regardless of duration.

4.4 Purchases by BCS are not subject to Federal Excise Tax or State and Local Tax. No taxes should be included in this RFP.

4.5 A separate bid amount per location is required. BCS reserves the right to accept or reject any and all bids, in its entirety or any portion thereof.

5.0 Samples

5.1 When required, samples are to be furnished at the contractor's expense.

5.2 Samples not used or destroyed in testing will be returned to the vendor at the vendor's request and at the vendor's expense. If the vendor does not arrange for the pick-up of samples, they will become the property of BCS.

6.0 Awards

6.1 BCS reserves the right to accept or reject any part of a submitted proposal (in whole or in part), to accept the entire proposal from one vendor, to accept portions of the proposal from multiple vendors, or to reject any and/or all proposals or waive any minor irregularity.

6.2 Award will be made to the vendor whose proposal is determined to be most advantageous and of maximum benefit to BCS, at the sole discretion of BCS.

6.3 During the evaluation phase, BCS reserves the right to conduct discussions with vendors who submit proposals for the purpose of clarification, and to assure the full understanding of and responsiveness to the solicitation requirements.

7.0 Contract

7.1 By submitting a proposal, vendors agree to all terms, conditions, and requirements of the RFP

7.2 This RFP is considered to be part of the contract documents. Failure to observe any of the general or special terms of this contract may constitute grounds for rejection of award.

7.3 By submitting a proposal, the vendor confirms responsibility as an authorized agent to sell and distribute all products or services as proposed. Additionally, the vendor confirms the ability and responsibility to provide all manufacturer warranties for items proposed.

7.4 Authority- Each party warrants that such party has full power and authority to enter into and perform this contract. The person signing any documents on behalf of each party represents that party as duly authorized to enter into a contract on behalf of such party.

7.5 Choice of Law and Venue- The Laws of the State of Georgia shall govern this contract in all respects. Any lawsuit or other action based on claims arising from this contract shall be brought in a court or other forum having jurisdiction in Bulloch County, Georgia.

7.6 Entirety of Contract- All documents submitted in response to the RFP, including any attachments and appendices are incorporated into the contract between BCS and the vendor and contain the entire agreement between the parties and supersedes all prior oral and written agreements and understandings between the parties with respect to the subject matter hereof. If any language of the RFP response by the vendor conflicts with the language of the RFP, the language of the RFP shall govern and control for all purposes, unless consented and agreed to by BCS in writing.

7.8 BCS reserves the right to review and accept or deny requests from price changes due to extenuating circumstances in the economy, marketplace, or acts of God. This option will only be exercised if it is deemed in the best interest of BCS.

8.0 Shipping

8.1 All prices are to include delivery/shipping. All delivery of goods are to be Freight on Board (FOB destination), with delivery to the location(s) specified by BCS.

8.2 In the event of damage, shortage, or other loss resulting from shipment to an BCS facility by a common carrier, any claim of such damage, shortage , or other loss shall be a matter between the vendor and the carrier.

8.3 BCS reserves the right to cancel the purchase of the bid items/services and/or any other pending purchase orders if the items/services have not been delivered /completed by the specified delivery date and no written extension of such delivery date has been granted by BCS.

9.0 Invoicing

9.1 Payment will be made by BCS after final delivery and acceptance of all items/services, and receipt of invoices. Payment applications for items installed or completed services are allowed, provided that 10% of invoiced amounts are withheld as retainage. Final and/or retainage payment will not be made until after full completion of the project, and inspection and acceptance by BCS.

9.2 Invoices must not be altered in any way from the original by handwriting or machine. Corrected invoices must be accompanied by a written explanation and accepted by BCS.

9.3 Invoices may be mailed, hand delivered, or emailed to the designated BCS representative.

9.4 Invoices are paid net 30 days from the date of acceptance by BCS, regardless of the date of the invoice.Time will be computed from the date that a **correct and complete** invoice is received.

10.0 Storage

10.1 The vendor(s) is responsible for the storage of all materials, equipment, tools, and supplies. Vendors must take measures to secure items to prevent loss due to damage or theft. BCS is not responsible for the cost or replacement of lost, stolen, or damaged materials, equipment, tools, or supplies.

10.2 BCS will designate laydown or storage areas. Items may not be stored outside of areas designated by BCS, except by permission of the authorized BCS representative.

10.3 Vendor shall store all materials, equipment, tools, and supplies in an organized manner. Job sites/work areas shall be maintained in a safe and clean manner at all times. Trash and debris shall be removed daily from the job site by the conclusion of each work day.

11.0 Indemnification

11.1 The vendor shall be liable for any injury, damage or loss occasioned by negligence or omission of the vendor, its agents, or any other person the vendor has designated to visit BCS property and shall indemnify and hold harmless Bulloch County Schools and the Bulloch County Board of Education, its officers, employees, volunteers, or agents from any liability arising in the performance of this contract.

12.0 Termination

12.1 Either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) days after receiving a notice specifying the breach. BCS reserved the right to terminate without warning in the event of critical and/or material breach of the contract.

13.0 Addendum

13.1 Addendum/Addenda issued in writing during the time of solicitation will be incorporated in the subsequent contract.

14.0 Damage to Property

14.1 Vendor shall repair and make whole any damages to BCS property caused by vendor at the vendor's sole expense. Unresolved damages at the end of the project(s) may be deducted from final payment to the vendor.

SPECIAL TERMS AND CONDITIONS

1.0 Pre-bid Site Visits

1.1 Vendors will be granted access to locations (section 1.2 below) between November 9, 2026 through December 11, 2026 by appointment. Contact Ryan Macy, Director of Facilities Management, at 912-601-4210 or by email (rtmacy@bullochschools.org) to schedule a site visit.

1.2 Project locations are as follows:

Langston Chapel Elementary School
150 Langston Chapel Road
Statesboro, Georgia 30458

Stilson Elementary School
15569 State Rte 119C
Brooklet, Georgia 30415

Langston Chapel Middle School
156 Langston Chapel Road
Statesboro, Georgia 30458

1.3 Attendance is not mandatory. Site visits are optional, but highly recommended.

2.0 RFP and Contract Guidelines and Requirements

2.1 Vendors shall provide a written proposal providing a turn key solution. Vendor's proposed cost shall be all inclusive including, but not limited to all audit, engineering, design, inspection, and permitting fees and shall include all materials, equipment, labor, insurance, bonding, disposal, freight, warranties and other costs to successfully fulfill all of the requirements of this RFP. A separate cost for each location listed in this RFP shall be provided.

2.2 To ensure compatibility with existing infrastructure, only products from the following manufacturers will be considered:

2.2.1 Siemens control systems
2.2.1 Carrier iVu control systems
2.2.2 Trane control systems

2.3 Work must not interrupt BCS operations or activities. BCS reserves the right to temporarily stop work during testing or other events when work activities may disrupt operations. BCS prefers that work be completed during breaks between April 3, 2027 through April 11, 2027 and between May 30, 2027 and July 12, 2027. All work must be completed no later than July 16, 2026. BCS will accommodate work after hours, on weekends, and other times that do not interfere with school daytime operations.

2.4 BCS reserves the right to reject any and all proposals, or any portion thereof, at its sole discretion.

2.5 All respondents are hereby informed that any and all document(s) submitted in response to this solicitation shall become the property of BCS. Respondents agree to waive any claims they have or may have against Bulloch County Schools, the Bulloch County Board of Education, its employees, agents, members, representatives and legal counsel, arising out of or in connection with the : (1) administration, evaluation,

recommendation, or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents: (3) approval or rejection of any proposal or qualifications; and (4) award of contract.

2.6 Insurance- The contractor shall provide a valid Certificate of Insurance (COI) with at least the following coverages and limits:

Commercial General Liability:

- $1,000,000 Each Occurrence
- $2,000,000 General Aggregate
- $1,000,000 Personal and Advertising Injury
- $2,000,000 Products and Completed Operation

Workers Compensation:

- $100,000 Each Accident
- $100,000 Each Employee
- $500,000 Aggregate

Additional required provisions to be stated on the Certificate of Insurance:

Each certificate shall contain a provision that coverage afforded under the policies will not be canceled or allowed to lapse until at least 30 days after the certificate holder listed on the certificate of insurance has received notice thereof as evidenced by return receipt of registered letter.

2.7 Bonding Requirements

2.7.1 A Bid Bond is required equal to 5 percent of the full bid amount (per location).

2.7.2 A Performance Bond and a Payment Bond equal to 100 percent of the contract sum are required.

2.7.3 Bonds shall be issued by a Corporate Surety authorized to do business in the State of Georgia.

3.0 Proposal Evaluation

3.1 Proposals will be evaluated and scored based on criteria as detailed below:

3.1.1 (20 points) - Demonstrated ability to meet requirements (section 3.0-Requirements) per sub sections 3.3.1,3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7, 3.3.8, 3.3.9, 3.3.10, 3.3.11, 3.3.12, 3.3.13, 3.3.15, 3.3.16

3.1.2 (2.5 points) Required bid bond submitted with bid proposal

3.1.3 (5 points) Evaluation of proposed warranty

3.1.4 (2.5 points) Evaluation of proposed owner training

3.1.5 (70 points) Cost

THIS CONTRACT AGREEMENT MUST BE COMPLETED BY THE VENDOR AND RETURNED WITH THE PROPOSAL PACKAGE.

CONTRACT AGREEMENT

We have carefully examined and fully understand the General and Special Terms and Conditions and related documents within this RFP and do agree to all terms and conditions by signing this document.

Langston Chapel Elementary School Bid Amount: _____

Stilson Elementary School Bid Amount: _____

Langston Chapel Middle School Bid Amount: _____

_____
Date

_____
Company Name

_____
Authorized Representative's Signature

_____
Authorized Representative's Printed Name

_____
Address

_____
Email Address

_____
Telephone Number