SCHOOL DISTRICT OF
JEFFERSON
"Empowering Futures Together"

p: (920)675-1000
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www.sdoj.org
206 S Taft Avenue, Jefferson, WI 53549

November 11, 2026

On behalf of the School District of Jefferson, I invite you to submit a competitive sealed bid for the Jefferson Middle School 2nd Floor Unit Ventilator Replacement project, which the district seeks to complete before the start of the 2027-2028 school year.

Per Board Policy 6320.02, this project requires competitive bids from qualified vendor contractors. In order to provide a qualified competitive bid, refer to the bid package and technical documentation attached to this letter. All competitive bids are **due no later than 3:00 PM CST on December 2, 2026**.

All competitive bids should be emailed to graffint@sdoj.org or received in a sealed envelope marked "JMS 2nd Floor Unit Ventilator Project" and delivered to the District Office, 206 South Taft Avenue, Jefferson, WI 53549. Proposals will be opened by the Director of Business Services and Buildings and the Building and Grounds Director at 9:00 AM CST on December 3, 2026.

This RFP is an offer to contract with the school district and does not constitute a final contract until the school district and vendor sign a final agreement that is approved by the School Board. The School District of Jefferson reserves the right to reject any proposals in its sole discretion. Furthermore, the School District of Jefferson reserves the right to waive, in its sole discretion, any irregularities or procedural issues with any proposal submitted. A recommendation will be brought to the full School Board during its December 9, 2026, meeting.

Ryan J. Bandt
Director of Business Services
920-675-1044
bandtr@sdoj.org

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REQUEST FOR PROPOSAL (RFP)

SCHOOL DISTRICT OF JEFFERSON
JEFFERSON MIDDLE SCHOOL UNIT VENTILATOR PROJECT
206 SOUTH TAFT AVENUE
JEFFERSON, WI 53549
11/11/2026

FOR:	**SCHOOL DISTRICT OF JEFFERSON**
OWNER CONTACT:	**School District of Jefferson** Contact: Tim Graffin, Buildings and Grounds Director Phone (Office): 920-675-1090 Phone (Cell): 920-342-0197 Email: graffint@sdoj.org Fax: 920-675-1020
RESPONSES DUE:	December 2, 2026, by 3:00 PM CST
RESPONSES DUE TO:	School District of Jefferson – DISTRICT OFFICE 206 South Taft Avenue, Jefferson, WI 53549 ATTN: Tim Graffin, Buildings and Grounds Director

A. PURPOSE OF RFP

The School District of Jefferson (Owner) is requesting proposals from qualified contractors to complete the Jefferson Middle School 2nd-floor unit ventilator project. The project consists of removing existing and furnishing/installing 18 new replacement Trane unit ventilators located on the second floor of Jefferson Middle School at 509 South Taft Avenue, Jefferson, WI 53549.

B. PROPOSALS

All RFP responses shall be received by the District no later than 3:00 PM CST on December 2, 2026. All cost associated with the preparation of a response is the sole responsibility of the submitting vendors.

All questions concerning this proposal or project should be submitted in writing to the Owner contact listed above via email no later than three (3) days prior to the due date above. Should an addendum be required, one will be posted on the district website at https://www.sdoj.org/departments/finance-operations/rfp and/or emailed to the invited firms.

Contractors may schedule an on-site visit with the District to ensure adequate information is obtained to submit a qualified proposal. Please email Tim Graffin, Buildings and Grounds Director, to schedule an on-site visit.

The scope of services desired is defined in this Request for Proposal (RFP). The Owner shall have the right to modify this scope as it deems necessary. Any attempt to contact the District's leadership other than the contact listed above may result in disqualification. All replies will become the property of the School District of Jefferson.

Contractor shall not subcontract services unless identified in the original proposal and agreed upon by the District.

C. SCOPE OF WORK

The selected mechanical contractor shall provide all necessary labor, materials, equipment, and services to complete the following scope. Deviations from the detailed scope of work will be unacceptable without prior authorization from the Owner.

- Demolition: Safely disconnect, remove, and dispose of 18 existing Trane Univents on the second floor of Jefferson Middle School.
- Isolation Valves: Install four (4) ball valves in the interior cabinet of each unit ventilator for chilled water (CW) and hot water (HW) to control the supply and return connections.
    - The Belimo control valves and damper actuators will be supplied by the controls contractor (Total Mechanical Controls Division), and only installation should be included within the proposal.
- Intake Modification: Frame and insulate the fresh air intake space directly behind each Univent to reduce the physical opening size to meet District specifications (specifications available upon request).
- Equipment Installation and Piping: Provide and install 18 new Trane Unit Ventilators along with all necessary connecting piping. All Trane submittals will be reviewed and approved by the District.
- Room 233 Upgrades & Concrete Cutting:
    - Upsize the unit in Room 233 to a Trane VUVE 150 to properly handle the calculated thermal/heat load.
    - Perform any required concrete cutting/wall modification in Room 233 to accommodate the larger cabinet size.
- Insulation: Patch and replace pipe insulation where disturbed or needed during installation.

Equipment & System Clarifications

- Trane Units: All replacement units must be new Trane equipment manufactured with coils in a reheat configuration for proper space dehumidification.
- Control Valves & Actuators: Automatic temperature control valves and actuators will be installed by the selected mechanical contractor but supplied by others (the district's designated controls vendor).

Work Exclusions
The following items are explicitly excluded from this mechanical installation scope and will be handled under separate contracts:

- Temperature control wiring, system integration, and control programming.
- Supply of control valves and actuators for controlling hot water and chilled water flow.
- Electrical work will be done by other contractors/district

If the joining method is hot work (brazing), the District requires housekeeping and safety measures, including but not limited to an assigned fire watch for 2 hours each day after the last weld.

D. TIMELINE

11/11/2026	Issue Request for Proposal (RFP)
12/02/2026	RFP Responses Due by 3:00 PM CST
12/03/2026	Opening and review of qualified bids
12/09/2026	School Board Approval of Contractor
06/04/2027	Last day of school in session
07/30/2027	Date to complete all Unit Ventilator Installation
08/16/2027	Completion of all testing and operational checks, including controls, of project

The above dates are subject to change at the Owner’s discretion.

E. EVALUATION AND SELECTION PROCESS

Proposals will be reviewed by an evaluation panel consisting of individuals selected by the District. The District, at its discretion, may select based on the qualifications stated in the proposal and may or may not interview. The School District reserves the right to reject any or all proposals that do not meet the outlined criteria. Late proposals or late modifications will not be considered.

Proposals will be reviewed using the following criteria/elements:

- Conciseness, responsiveness, and completeness of information requested, objectives, and deliverables as outlined in the RFP.
- Fee schedule
- Prior experience, qualifications, references, and past performance.
- Experience/expertise in PreK-12 school projects.

F. SUBMITTAL REQUIREMENTS

1. Fee Proposal
    a. Warranty description.
    b. See section G.

2. Qualifications and K-12 Educational Experience
    a. Proof of licensing and insurance (see section H)
    b. Subcontractor information: Provide details of any subcontractors that will be utilized (e.g., concrete cutting specialist, insulation contractors).
    c. Provide recent K-12 educational reference(s), including contact information.

3. Fee Proposal
    a. Warranty description.
    b. See section G.

G. FEE PROPOSAL

The fee proposal shall include a lump sum for the services requested. This lump sum shall include all compensation and other payments due to the vendor in the performance of the basic services as outlined in this RFP.

The district cuts payments on the 15th or 30th of every month. Payment will be made within 30 days of receiving and verifying completion of work. Progress billing as of June 30th, 2027, may be requested in alignment with the district's fiscal year.

H. CERTIFICATE OF INSURANCE

No contract shall be issued until Contractor has furnished satisfactory proof of workers' compensation coverage and a liability insurance policy in full force and effect in a company authorized to do business in the State of Wisconsin for total operations in the amount of at least two million dollars ($2,000,000.00), with the Owner to be named certificate holder. A complete liability umbrella policy covering injury, death, or destruction of property of any person other than the Contractor shall be included and remain in effect during the duration of the agreement.

I. SITE INFORMATION

Building	Address	Year Built	Additions	Square Feet	Notes
Jefferson Middle School	501 S Taft Ave. Jefferson, WI	1999	N/A	92,090	N/A