



HVAC Maintenance Services- Electrical and Mechanical Scope

REQUESTING: HVAC Proposal (1 electronic copy)

Issue Date: April 9, 2024, at 10:00 am CST

Pre-Bid Date: May 1, 2024, at 10:00 am CST

Response Date: May 17, 2024, at 5:00 pm CST

Award and Contract Execution: June 3, 2024 (tentative – pending board approval)

Locations: 1116 Jefferson Ave. New Orleans, 70115 and 3649 Laurel St. New Orleans, LA 70115

QUESTIONS: Vendors may submit any questions concerning this solicitation in writing until 9:00 am on Friday, May 10, 2024. Vendors should send inquiries via email to Jennifer Grimes, Director of Operations. Ben Franklin Elementary will distribute written answers to questions, directly to vendors by the end of day on May 14, 2024. Contact with anyone other than the Director of Operations for matters pertaining to this solicitation during the solicitation process is prohibited. The bidder is responsible for reviewing all amendments and related documents.

Contact for this request:

Jennifer Grimes

Director of Operations

225-447-8313

jgrimes@4thsectorsolutions.com

1. Introduction:

Benjamin Franklin Elementary School invites qualified contractors to submit proposals for comprehensive HVAC maintenance services encompassing both electrical and mechanical components. The successful bidder will be responsible for ensuring the efficient operation and longevity of HVAC systems across designated facilities.

These specifications outline all the requirements and conditions for performing this service. Any aspects of the service not addressed herein are left for the Contractor to address. The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified proposers who are interested in providing **HVAC Services** for the School.

This Request for Proposal (RFP) is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by the School to select a vendor and/or reward a contract. The school reserves the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the School's funding, and appropriation of funds by the legislature of the State of Louisiana.

It is the intent of the School is to contract with qualified companies or entities to provide HVAC services. This RFP process is intended to identify those providers that are sufficiently qualified and experienced to provide these services. Only those Contractors that are identified through this RFP process as sufficiently qualified and experienced will be considered to provide the requested services for the School.

The required qualifications shall include providing full-service HVAC Mechanical and Preventative services.

Each respondent by submitting a response to this RFP agrees to participate in one or more interviews to assist the School in the selection of HVAC services.

2. Scope of Work:

HVAC Related Mechanical:

1. HVAC Electrical:
 - a. Maintain HVAC motors up to 480 volts.
 - b. Maintain HVAC controls including starters, relays, digital controls (DDC) and Building Automation Systems.
 - c. Maintain Variable Frequency Drives (VFD).
 - d. Maintain necessary electrical wiring, controls (including thermostats), and electrical/electronic systems for the function of HVAC equipment.

2. HVAC Mechanical:

- a. Maintain digital and/or pneumatic controls, VAV terminal units (where appropriate) and chilled/hot water valves and actuators, as required for the efficient operation of HVAC systems.
- b. Maintain V-belts, shafts, sheaves and bearings.
- c. Provide general lubrication as needed.
- d. Maintain motors, pumps, and couplings.
- e. Maintain and/or replace mechanical parts, as needed (unless this repair work is determined to qualify for capital funding by Orleans Parish School Board).
- f. Provide annual combustion analysis, inspection, cleaning, and required adjustments on boilers and heaters.
- g. Clean all evaporator and condenser coils once per year or more frequently as necessary.
- h. If necessary, clean all cooling towers once per year including tower sumps.
- i. Mechanically clean condenser tubes on all water cooled chillers once per year.
- j. Mechanically clean strainers on chillers, pumps, and coils once per year.
- k. Provide adequate water treatment systems on all chillers' cooling towers, evaporator barrels, and boilers including repair/replacement of injection pumps and controls, and provide all water treatment chemicals.
- l. Replace air-filters per the following requirements or in accordance with the equipment manufacturer's guidelines for systems updated since 2006
 - i. Return air filters shall be a minimum efficiency of Merv 8 and replaced quarterly
 - ii. Outdoor air filters shall be a minimum efficiency of Merv 13 and replaced monthly.
 - iii. For systems installed prior to 2006, follow manufacturer's recommendations, with a minimum of pleated/fabric-style filters at a minimum frequency of every three months.
 - iv. All filters must be dated with the appropriate date of installation
 - v. Maintain, repair, or replace chill water and heating water piping and insulation
 - vi. Maintain, repair, or replace all condensation pans to include chemicals to prevent corrosion and biological growth.

3. Proposal Submission:

Interested parties are requested to submit their proposals in accordance with the instructions provided in the accompanying document titled "Proposal Submission Instructions".

4. Deadline for Submission:

All proposals must be received no later than May 17, 2024 at 5:00 pm CST.

5. Minimum Qualifications:

To be considered, the company must meet the following minimum requirements:

- Proof of sufficient insurance must be provided.
- Suitable qualifications and experience, including appropriate licensing and suitable references.

6. Evaluation Criteria:

Proposals will be evaluated based on various criteria including but not limited to:

- Qualifications and experience of the applicant, including appropriate licensing and suitable references. (25%)
- Applicant’s ability to provide the requested services. (25%)
- Level of Workplace Disruption – BFE is open Monday-Friday from 8:00 a.m. to 4:30 p.m. (25%)
- Cost – The School operates under a budget that is approved annually in June, with the current budget period running from July 1, 2023 through June 30, 2024. BFE is committed to remaining within budget parameters and is seeking competitive bids for the project. (25%)

7. Reservation of Rights:

Ben Franklin Elementary reserves the right to reject any or all proposals received in response to this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of Ben Franklin Elementary.

8. Disclaimer and Confidentiality:

According to law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal and the proposal(s) not selected and includes information in those proposals which a bidder may consider to be proprietary in nature. Therefore, the School makes no representation that it can or will maintain in confidentiality such information. This RFP does not commit Ben Franklin Elementary to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies.

9. Schedule of Events:

April 9, 2024	RFP Posted Online & In Print
May 1, 2024	Walk-Throughs of the Facility
May 17, 2024	Proposals Due
June 3, 2024	Notification of Decision pending board approval

The RFP will be posted on our website, www.babyben.org , and can be downloaded directly from there on March 12, 2024. Please contact Dr. Robinson at **(504) 123-4567** or via the email at rrobinson@loenola.us with any questions related to this request for services or to schedule a walk-through of the facility.