



ROANE COUNTY
SCHOOLS

Request For Proposal

HVAC Preventative Maintenance

HVAC Regular Repairs

HVAC Emergency Repairs

Proposal Due Date: June 10, 2019

Proposal Due Time: 3:00PM ET

Introduction

Roane County Schools is requesting proposals for HVAC preventative maintenance, regular repairs, and emergency repairs. Responses are due to Roane County Schools by 3:00PM ET on June 10, 2019 at 813 Capital Street, Spencer, WV 25276.

About Roane County Schools

Roane County Schools has 5 schools plus a Central Office Complex. The locations of the schools and the Central Office Complex are as follows:

1. Geary Elementary/Middle School
9538 Clay Road
Left Hand, WV 25251

2. Spencer Elementary School
85 Clay Road
Spencer, WV 25276

3. Walton Elementary/Middle School
90 School Drive
Walton, WV 25286

4. Spencer Middle School
102 Chapman Avenue
Spencer, WV 25276

5. Roane County High School
One Raider Way
Spencer, WV 25276

6. Central Office Complex
 - a) Central Facilities Building
813 Capital Street
Spencer, WV 25276

 - b) Special Education Facility
802 Madison Avenue
Spencer, WV 25276

 - c) Transportation Facility
167 East Main Street
Spencer, WV 25276

Scope of Services

This request for proposal (RFP) is seeking a contractor who is capable of performing general HVAC repairs, emergency HVAC repairs (within 24 hours), and the preventative maintenance services as outlined in the below details:

- Services to be performed:
 - Customized preventative maintenance of all HVAC equipment with the goal of reducing repair costs and extending the life of the equipment
 - Experienced service technicians that are familiar with the manufacturer recommendations and can perform all services required
 - Complete inspection reports detailing all equipment and areas inspected, general condition, and recommend work to be performed based on the observation and analysis
 - Quarterly, all-inclusive service analysis of operating equipment in accordance with manufacturer recommendations
- Specification of work:
 - Inspections of rooftop units, split systems, exhaust fans, heat pumps, cooling towers, make up air units, heat recovery units, and boilers for proper function and abnormalities (See Attachment 1).
 - Check dampers, belts, bearings, pumps, motors, compressors, shafts, and sheaves for alignment, noise level, vibration and general condition
 - Annual belt changes
 - Annual condenser coil cleaning
 - Periodic lubrication of all pumps
 - Check all electrical contacts and connections
 - Check all suction and discharge pressures
 - Inspect automatic control dampers
 - Inspect all accessible refrigerant circuits
 - Inspect all heat transfer surfaces

Note: Roane County Schools will complete all filter changes.
- Timeline and Execution
 - Work to be performed during normal working hours (7:00am – 5:00pm) Monday to Friday.
 - Payment will be delivered in quarterly installments.
 - It is expected that all products and services being proposed are under the direct ownership of the contractor submitting a response to this RFP. The contractor agrees not to assign the whole or any part of the contract without prior written consent from Roane County Schools.

Proposal Submission Guidelines

The proposal price should include everything necessary for the execution and completion of the preventative maintenance project as well as an hourly rate for regular repairs and emergency repairs (within 24 hours). Proposals are to exclude sales tax.

Roane County Schools is not liable for costs incurred by the bidder in the preparation of proposals submitted.

Bids should be submitted with 3 customer references. School references are preferred. Commercial references with similar or larger square footage are acceptable.

In your proposal, please outline your approach for providing the services noted in the scope of services above. Please indicate whether there are services outlined in the scope that your organization is not prepared to offer at this time.

The proposal price should be for one year with up to two one-year extensions and the option to renew for two additional periods. The agreement may be renewed only upon mutual agreement of both parties.

Proposals must be submitted with a signed Bid Submission Sheet.

All proposals should be submitted by mail or hand-delivered to Roane County Schools by 3:00PM ET on June 10, 2019. Bids are to be received in the form of sealed bids with the notation “RFP for HVAC Systems”. Late bids will not be accepted.

All questions about scope or site visits should be directed to Jerry Garner, Roane County Schools Director of Student Life via email at jgarner@k12.wv.us or by phone at (304) 532-5656 between the hours of 7:00AM and 5:00PM Monday-Friday.

Proposal Evaluation

Roane County Schools reserves the right to reject any and all proposals received as a result of this RFP. The selected proposal will be the most advantageous regarding timing, price, quality of service, qualifications and capability to provide the specified service, and other factors, which Roane County Schools may consider.

Bid Submission Sheet

This form must be returned, properly executed, along with three customer referrals and the outline to your approach for providing the services noted in the scope of services. Please use this form as the cover sheet for your bid proposal.

Company: _____

Address: _____

Telephone: _____

Email: _____

Bid Price – HVAC Annual Preventative Maintenance Program: _____

Bid Price – HVAC Hourly Rate for Regular Repairs: _____

Bid Price – HVAC Hourly Rate for Emergency Repairs (24 hours): _____

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

Attachment 1**Roane County Schools Equipment List**

Quantity	Brand	Model	Location	Size
4	Lennox	Various	Central Office - Central Facilities	4 Ton PU
1	Goodman		Central Office - Central Facilities	3 Ton SS
1	Goodman		Central Office - Central Facilities	2.5 Ton SS
1	Lennox		Central Office - Special Education	3 Ton PU
4	Reznor		Central Office - Transportation	Unit Heater
3	EMI	SIH68000	Geary Elementary/Middle School	2 Ton SS
8	Trane	YCC036	Geary Elementary/Middle School	3 Ton PU
1	York	DM036	Geary Elementary/Middle School	3 Ton PU
2	Trane	YCD090	Geary Elementary/Middle School	7.5 Ton PU
1	York	ZR048	Geary Elementary/Middle School	4 Ton PU
3	York	ZR060	Geary Elementary/Middle School	5 Ton PU
1	Reznor	SMB-9	Geary Elementary/Middle School	MAU
2	York	ZR240	Geary Elementary/Middle School	20 Ton PU
1	Various		Geary Elementary/Middle School	Boiler
2	Various		Geary Elementary/Middle School	Pump
1	Amer Stand	AWA060C400AO	Roane County High School	5 Ton PU
1	Amer Stand	AWA048C400AO	Roane County High School	4 Ton PU
6	York	H1CE150A46C	Roane County High School	12.5 Ton PU
1	Trane	YCH090C4HOBD	Roane County High School	7.5 Ton PU
1	Trane	YCH048C4HOBD	Roane County High School	4 Ton PU
1	Trane	YCH060C4HOBD	Roane County High School	5 Ton PU
4	Z Pack	MZ-4070	Roane County High School	Heat Recovery
1	Z Pack	MZ-3070	Roane County High School	Heat Recovery
2	Various		Roane County High School	Boiler
2	Various		Roane County High School	Pump
1	*Marley		Roane County High School	Cooling Tower
1	Goodman		Roane County High School - Athletic Field	3 Ton PU
4	Snyder	Various	Roane County High School - Auditorium	WSHP
4	Snyder	Various	Roane County High School - Mezzanine	WSHP
3	Trane	YSC060	Spencer Elementary School	5 Ton PU
1	Trane	YSC036	Spencer Elementary School	3 Ton PU
1	Carrier		Spencer Elementary School	5 Ton PU
2	Micro	Various	Spencer Elementary School	Heat Recovery
4	Various		Spencer Elementary School	Boiler

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2	Various		Spencer Elementary School	Pumps
1	*Marley		Spencer Elementary School	Cooling Tower
4	Trane	YCD036	Spencer Middle School	3 Ton PU
1	Trane	YCD060	Spencer Middle School	5 Ton PU
1	Rheem		Spencer Middle School	5 Ton SS
1	Trane	YCD090	Spencer Middle School	7.5 Ton PU
1	Trane		Spencer Middle School	15 Ton PU
1	Trane	TTR043	Spencer Middle School	3.5 Ton SS
1	Trane	TWE048	Spencer Middle School	4 Ton SS
1	Trane	TWE060	Spencer Middle School	5 Ton PU
2	Various		Spencer Middle School	Boiler
2	Various		Spencer Middle School	Pump
1	Trane	YCC036	Walton Elementary/Middle School	3 Ton PU
1	Trane	YCC024	Walton Elementary/Middle School	2 Ton SS
2	Trane	YCD240	Walton Elementary/Middle School	20 Ton PU
1	Greenheck	RSE-90	Walton Elementary/Middle School	MAU
2	Reznor	SCE175	Walton Elementary/Middle School	MAU
2	EMI	SHC090	Walton Elementary/Middle School	7.5 Ton SS
1	Various		Walton Elementary/Middle School	Boiler
1	Various		Walton Elementary/Middle School	Pump
1	Magic Aire	48TJE004	Walton Elementary/Middle School	4 Ton SS
1	Carrier	48JTE004	Walton Elementary/Middle School	3 Ton PU
3	Carrier	48TJ#006	Walton Elementary/Middle School	5 Ton PU
2	Trane	YCD036	Walton Elementary/Middle School	3 Ton PU
2	Amer Stand	2YCX30306	Walton Elementary/Middle School	3 Ton PU
1	Trane	BCY036	Walton Elementary/Middle School	3 Ton PU
1	Carrier	48TJE006	Walton Elementary/Middle School	5 Ton PU
1	Carrier	48TJE005	Walton Elementary/Middle School	4 Ton PU
4	Trane	YCD060	Walton Elementary/Middle School	5 Ton PU
3	Trane	YCD048	Walton Elementary/Middle School	4 Ton PU

*Note: The Marley cooling towers at Spencer Elementary School and Roane County High School are being replaced with Evapco style cooling towers during Summer 2019.