

BIBB COUNTY SCHOOL DISTRICT
Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

TO: Bibb County School District

FROM: Sam Kitchens, Assistant Superintendent of Operations
Elaine M. Wilson-Beverly, Director of Procurement

SUBJECT: RFP 23-051, Districtwide HVAC Replacement, Construction Contractor

Summary

As part of the ESSER funded projects, the School District will be implementing Districtwide HVAC replacement. This memorandum is recommending a firm to provide the Construction Contractor Services for this project.

Background

RFP 23-051 was released on April 24, 2023. A mandatory pre-proposal meeting was held at 4580 Cavalier Drive, Macon, GA 31220, on May 4, 2023, at 09:00 AM. Five (5) construction firms were present to receive all the information pertaining to this project. Two (2) of these construction firms submitted final proposals, with only one (1) of the construction firms being responsive to the RFP criteria. The deadline for submitting proposals was May 25, 2023, at 2:00 PM. The one (1) proposal was reviewed based on criteria set forth in the RFP. The results of the review are listed in Table 1 below.

Recommendation

It is recommended the Bibb County Board of Education authorize the Superintendent to enter into contract with Hamlin Air Conditioning and Sheet Metal, Inc. to provide Construction Contractor Services for the Districtwide HVAC Replacement in the amount not to exceed \$7,297,241.00. The funds will be paid out of ESSER Funding.

Superintendent's Approval:

Superintendent's Signature	Approve/Disapprove
Dr. Dan A. Sims	Approved

ACTION MEMORANDUM

	Total	Bid Forms	Qualification of Team	Price	Timeliness/ Completion	Reference
Supplier	/ 500 pts	Pass/Fail	/ 150 pts	/ 200 pts	/ 100 pts	/ 50 pts
Hamlin Air Conditioning (G11)	417.50	Pass	125	160	85	47.5
Maxair Mechanical, LLC (L43)	-	-	-	-	-	-

Table 1:

**23-051 for Districtwide HVAC Replacement Contractor
Scoring Summary**

Active Submissions

Construction Services

Request for Proposal Number:

23-051

HVAC CONTRACTOR

Procurement Department
Bibb County School District
4580 Cavalier Drive
Macon, GA 31220
Phone: 478 779-3522

E-mail: Elaine.Wilson@bcsdk12.net

Release of RFP:	04/24/2023
Pre-Bid Date:	05/04/2023 @ 9 am, EST. ON SITE
Questions Due:	05/11/2023 @ 8 am, EST.
Close Date	05/25/2023 @ 11 am, EST. Via BONFIRE

Mandatory Pre-Proposal Conference will be held on -----2023 at 9:00 AM

Request for Proposal (RFP) for HVAC Contractor Services

1. The Bibb County School District (the district) is soliciting competitive sealed proposals from HVAC Contractors (proposers) to provide HVAC replacement services outlined in the “Scope of Services” section of this request. This RFP includes HVAC replacement services for schools districtwide.

2. **Objective and Background:**

The district intends to replace HVAC systems at the following nine (9) schools:

Alexander II Magnet School
1156 College Street
Macon, GA 31201

Bernd Elementary School
4160 Ocmulgee East Boulevard
Macon, GA 31217

Hartley Elementary School
2230 Anthony Road
Macon, GA 31204

Heritage Elementary School
6050 Thomaston Road
Macon, GA 31210

Ingram/Pye Elementary School
855 Anthony Road
Macon, GA 31204

James H Porter Elementary School
5802 School Road
Macon, GA 31206

Sonny Carter Elementary School
5910 Zebulon Road
Macon, GA 31210

Soar Academy
2011 Riverside Drive
Macon, GA 31204

Vineville Academy Elementary School
2260 Vineville Avenue
Macon, GA 31204

The estimated anticipated start date for the renovation project is June 2023.

3. **Scope of Services:**

The district is requesting HVAC replacement to include:

- Replace various types and sizes of HVAC systems, control systems, power supplies and all associated equipment to provide turn-key heating and cooling in the Districtwide project.
- See BCSD Project Manual Districtwide HVAC Replacement attached hereto.

The district assumes all costs to accomplish these goals are included in the RFP.

4. **Compensation for Services (Fee):**

The district intends to enter into a services contract with the successful HVAC Contractor.

5. **Evaluation Criteria and Selection Procedures:**

- a. Fee proposed for the Scope of Work.

All prices and notations must be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten, adjacent to the corrected error. The person signing the proposal must initial all corrections in ink.

Corrections or modifications received after the closing time in this RFP will not be accepted.

The proposal must be signed by a designated firm representative or officer who is authorized to bind the HVAC Contractor contractually. Submission of a signed proposal to the district will be interpreted to indicate the HVAC Contractor willingness to comply with all terms and conditions set forth herein.

Evaluation Metric:

Price	200 Points Max
Qualifications	150 Points Max
Timeliness/Project Sch.	100 Points
References	50 Points Max

6. **Proposal Submission:**

The bid is due VIA Bonfire ONLY, please DO NOT send an EMAIL.

7. **Award:**

The district reserves the right to reject all proposals. The district also reserves the right to waive any irregularity, informality, or technicality in the proposals in its best interest, and is not obligated to award a contract based upon the lowest priced submission. If terms cannot be mutually agreed upon, the district will enter into negotiations with a secondary HVAC Contractor.

8. Written Agreement:

The successful HVAC Contractor will be required to enter into an agreement in the form of STANDARD FORM OF CONTRACT FOR HVAC REPLACEMENT SERVICES BETWEEN THE BIBB COUNTY BOARD OF EDUCATION AND THE HVAC CONTRACTOR, as amended by the BCSD.

9. Omissions:

Should the RFP not contain sufficient information for the proposer to obtain a clear understanding of the services required by the District, or should it appear that the instructions outlined in the RFP are not clear or are contradictory, then the HVAC Contractor may obtain written clarification from the Director of Procurement, Elaine Wilson-Beverly (elaine.wilson@bcsdk12.net) at least 72 hours prior to the required time and date for proposal submission. The HVAC Contractor shall include a copy of the written clarification with its submission.

10. Additional Information:

For additional information regarding the services specified in this request for proposal, contact the Director of Procurement, Elaine Wilson-Beverly (elaine.wilson@bcsdk12.net), 4580 Cavalier Drive, Macon, Georgia, 31220, Phone 478-779-3522

A mandatory pre-proposal conference will be held on in the offices of the Distribution Center located at 4580 Cavalier Drive, Macon, Georgia 31220 to provide opportunity for questions to be asked and further details of the project may be discussed. Attendance at this conference is **mandatory** for those submitting proposals.

11. Cost of Developing Proposals:

All costs related to preparation of the proposal and any related activities are the sole responsibility of the proposer. The district assumes no liability for any costs incurred throughout the entire selection process.

12. Proposal Ownership:

All proposals, including attachments, supplementary materials, renderings, sketches, and other information shall, upon submission, become the property of the district and will not be returned to the proposer.

13. Non-Collusion:

The HVAC Contractor guarantees that the proposal submitted is not a product of collusion with any other offer and no effort has been made to fix the proposal price of any offer or to fix any overhead profit, or cost estimate of any proposal or its price.

14. Utilization of Minority and Small Business Enterprise:

The BCSD encourages the use of small, local, and minority consultants in all projects to the extent such firms are available and qualified to provide the services required.

15. Addenda:

Offerors are notified that they must thoroughly examine proposal documents together with addenda thereto issued prior to the receipt of proposal.

Any addenda issued in writing during the time of solicitation shall be included in the proposal, and each will be incorporated in the subsequent contract. All addenda must be acknowledged with the proposal. Failure to acknowledge addenda may result in the rejection of your firm's proposal.

If any person or firm contemplates submitting a proposal and is in doubt as to the meaning of any part of the solicitation documents, they may submit a written request to the Director of Procurement Department for interpretation. Requests must be submitted in writing not-less-than 72 hours prior to the proposal due date/time and addressed to the Director of Procurement. Written requests may be submitted via e-mail to: elaine.wilson@bcsdk12.net

Interpretations of proposal documents will be made by addenda only. The BCSD will not be responsible for any other interpretations or explanations.

16. Detailed Scope of the Project:

Scope of Work for the renovation of Professional Learning Center Renovations. It is the intent of the BCSD to have a high-performance building with sustainable paint and high-quality installation. The program development services for this project shall begin immediately upon acceptance of this proposal. Design must be completed soon enough for construction to begin by June 30th, 2023. Construction must be completed no later than July 24, 2024.

Proposal for Districtwide HVAC Replacement

RFP # _____ Districtwide HVAC Replacement

Contact Information:

Name and Address of HVAC Contractor:
Contact name, Email address, phone number, fax number:

Fee Information (Districtwide):

Proposed fee for Districtwide HVAC Replacement: (Materials and Labor)	

(Signature of authorized representative)

(Date)

Proposer shall submit three (3) copies of proposal to:

Mrs. Elaine Wilson-Beverly
Director of Procurement
Bibb County School District
4580 Cavalier Drive
Macon, GA 31220

OFFEROR'S CHECKLIST

PROJECT: **Districtwide HVAC Replacement**

PROPOSAL NO.:

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- ☐ We have acknowledged receipt of addendum (addenda):BCSD Project Manual – Districtwide HVAC replacement.
- ☐ One original and three (3) copies of all the information requested have been provided.
- ☐ The proposal has been signed by an authorized principal or authorized official of the firm.
- ☐ No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.

COMPANY NAME

TYPE OR PRINT NAME OF PERSON COMPLETING
CHECKLIST

SIGNATURE OF PERSON COMPLETING CHECKLIST

DATE

COMPANY FEDERAL ID NUMBER

COMPANY E-MAIL ADDRESS

READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE PROPOSAL