



**LICKING HEIGHTS LOCAL SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP)
FOR
HVAC CHILLER REPLACEMENT**

PART I—GENERAL INFORMATION

BACKGROUND

The Licking Heights Local School District, one of the fastest growing public school districts in the state of Ohio serves approximately 4500 students across five buildings. Our district encompasses areas of Pataskala, Blacklick, Reynoldsburg, Jersey Township and New Albany with continual growth expected on the estimated 8,000 acres of undeveloped land. LH Schools is committed to excellence in education with aspirations of becoming a lighthouse destination for educators, students and community.

SERVICES SOLICITED

The LH Schools is seeking qualified HVAC proposals to replace chillers in our five buildings over a five year period. As all chillers are nearing their end of life cycle, our district would like to implement a phased approach to replacing these units. Specifics of the current units are provided in the Scope of Services Section below.

The following is pertinent to LH Schools bidding process:

- 1.1 LH Schools does not pay Federal Tax nor local retail sales or use tax. Tax exemption certificates will be provided upon request.
- 1.2 The vendor may offer an “equal” product or product exceeding Specifications as an alternate proposal. Final determination of whether or not an item is an “approved equal” remains with the LH Schools.
- 1.3 LH Schools expects that all proposals will remain valid for the term of this proposal.
- 1.4 Contract award to vendor(s) shall be a multi-year award as a phase in process is deemed most beneficial to the LH Schools.
- 1.5 LH Schools expressly reserves the right to:
 - a) Waive minor deviations from the specifications when it is determined that the total cost to the LH Schools of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming proposal.
 - b) Waive any defect, irregularity or informality in any proposal procedure.
 - c) Reject any or all proposals.

- d) Amend a proposal prior to proposal review date to extend or make changes to specifications.
- e) Procure any item by other means.
- f) Increase or decrease the quantity specified in the proposal, unless the offer specifies otherwise.

TIMEFRAME

All proposals shall be delivered to the following address by Friday, August 30, 2019 at 1:00pm:

Licking Heights Local School District
C/o HVAC Chiller Replacement Proposal
6539 Summit Road SW
Pataskala, OH 43062

If there are questions regarding this RFP process, please contact the Assistant Superintendent, Dr. Bill Sternberg at (740) 927-6926 ext. 10601. Proposals must be delivered to and received prior the deadline noted above. There will be no exceptions. Proposals received after the deadline will not be considered for procurement.

PAYMENT TERMS

As this will be a multi-year phased approach to replacement of building chiller systems, payment shall be made at the completion of the installation of each chiller unit.

PART II—PROPOSAL CONTENT AND PROCESS

PURPOSE

Utilizing the Request for Proposals (RFP) method of procurement, LH Schools is requesting proposals from companies/businesses (Respondents) to replace aging chiller units across our district which serve our five school buildings. The District is seeking chiller units which are energy efficient, offer a life expectancy of at least 15 years with a warranty that exceeds the industry standard and comply with federal regulations. As well, the chiller units must be aligned with the automatic logic system (WebCTRL, United Technologies) currently in use in the District and be available to be remotely controlled at off site locations.

NOTES TO ALL VENDORS

1. Vendor must keep LH Schools advised of any changes in order(s) status.

2. Questions regarding this proposal must be in writing and emailed to wsternberg@lhschools.org
3. All pricing and any award under this RFP shall be good for LH School and any other entity purchasing through LH Schools.

SCOPE OF SERVICES

The LH Schools wishes to begin replacing aging chiller systems in each of our five buildings and to do so in a phased approach. The District would like vendors to analyze current chiller systems and identify units that must be replaced over the course of the next five years based upon priority. Each year, the vendor should identify the unit(s) which will be replaced. Deviations from this plan may be made should a chiller unit fail during the term of this contract and need replaced on a more immediate basis.

The LH Schools wishes to build a relationship with the selected vendor such that all preventative maintenance, support and repairs are based within the contract. As such, the vendor shall provide costs associated with these services as well.

The selected vendor shall maintain all facets of our chiller infrastructure, including, but not limited to:

- Removal and replacement of existing air cooled chiller, pumps, valves and associated controls
- Installation costs/materials/controls of new units
- Preventative Maintenance: Two per year (pre start-up and post shut-down) for first 2 years of operation.
- System Documentation
- List of parts that can be installed by the maintenance staff and would be a common failure point.
- 24 Hour Emergency Response Service
- Applicable training for maintenance staff

It should be noted that individual classroom replacement controls are outside the scope of this RFP. Therefore, vendor shall ensure that current controls will operate with new units effectively. The vendor will also be responsible for the planning, installation, preventative maintenance scheduling and provisioning of new infrastructure and equipment as required by the District. The vendor will provide all necessary documentation for the installation of the units, any applicable permitting and any required documentation to keep on site. The vendor will provide equipment as requested by the District for usage. All parts and labor required to install the equipment is to be included. Dismantling of current units and disposal shall also be included in the bid package.

The vendor, within the scope of this RFP, shall provide training to LH Schools staff on operation of all HVAC units. These trainings will occur during the initial installation and at least once per year during pre-cooling season start up. This training shall be available to new and existing staff to provide them with the information they need to effectively ensure continued proper usage and upkeep of all HVAC systems.

MAINTENANCE, PARTS AND REPAIR

The vendor shall maintain and repair all systems, equipment, hardware and software throughout the life of this agreement. This includes, but is not limited to, all components of the District's infrastructure and subscriber equipment. LH Schools reserves the right to have technical staff on-site to witness, and if desired, assist in the maintenance and troubleshooting procedures. This shall not relieve the chosen vendor from warranty and maintenance responsibility as defined in this RFP. The vendor shall provide an itemized list of the equipment added to the contract, along with a proposed adjustment to the contract to accommodate this equipment. The District shall have the option to accept these updates as presented, choose to maintain the equipment on a time and materials basis, or exclude the equipment from this agreement entirely.

Vendors must briefly describe their trouble reporting and resolution procedure. Copies of actual procedures or policies are not required with the Proposal, but may be requested prior to or any time after award. Vendors must briefly describe their customer support services philosophy. Vendors must describe any other outside resources available to the vendor for performance of the system. This could include strategic partners, consultants and Sub-Contractors. Vendors must submit a list of assigned staff, their qualifications, relevant training (including industry and manufacturer certifications, and personnel training such as supervisor or foreman training), and experience.

REFERENCES

Vendors must submit three (3) references from previous projects similar in scope and complexity to that described in this RFP that the vendor has performed in the last three years. Include sufficient variety to cover all types of projects required by this RFP. Include a brief narrative describing the project(s) performed for each reference. Project scope and complexity should be similar to that required by this RFP. Include also the customer's information as below:

Organization Name
Contact Person Name and Title
Contact Phone Number
Contact Address
Brief Description of Contract

COST

Cost schedules being proposed are to be comprehensive and are to include all components and services necessary to meet the requirements of this RFP. Costs not identified cannot be added or considered at a later time and will not be accepted in the final contract. The Vendor is to provide detailed pricing for each item or service necessary to comply with the requirements of this RFP. Cost schedules should include the following at a minimum:

- a) Model Number
- b) Description of Item or Service
- c) Unit Price
- d) Extended Price
- e) Total Price
- f) Labor Rates for Repairs not included in base contract
- g) Cost of Replacement Hardware
- h) Delivery of product to District Location
- i) Dismantling/Disposal of Current Equipment

Additional Information/Submittals:

- a) Test Equipment & Spare Parts
- b) Training Provided
- c) Maintenance Plan
- d) Parts Availability
- e) Warranty Information (Minimum of 5 year warranty)
- f) Brochures that explains the details of all equipment being offered shall be provided in the RFP Submittal.

SYSTEM INSTALLATION AND PLANNING

- The Vendor shall conduct a detailed survey of HVAC Chiller System currently in place and develop a detailed plan of dismantling and removing the aging equipment while also noting the installation process and timeline for the new units. Drawings are available upon request from the maintenance department.
- Vendor shall perform a building cooling load analysis, using software approved by ASHRAE 90.1, to confirm new chiller equipment size.
- The Selected Vendor shall have their staff or contractors staff abide by the District's Policy at all times when on School Property which includes the prohibition of smoking on campus all together at any time when the installation is occurring.

TRAINING

- Factory authorized training in operation and maintenance for HVAC Chiller systems shall be provided to our 2 maintenance staff and other designated personnel. All associated cost, including cost of training, travel to and from installation sites where hands on training can occur, meals, lodging, special tools needed for repair and materials required including laptops and software needed for diagnostic purposes, shall be at the contractor's expense.
- Technical Support shall also be provided to our IT team to ensure the automated logic system is compatible with the new units.

SPECIFICATIONS

The current equipment in place, by building are as follows:

Central Middle School

- | | | |
|----------------------------------------|---------|----------------|
| • DX Air Cooled Trane RTAA110 | 110 Ton | Installed 2002 |
| • DX Air Cooled Carrier 30GXR060A540XW | 80 Ton | Installed 2002 |

North Elementary

- | | | |
|------------------------------------------|---------|----------------|
| • DX Air Cooled Trane RTA110AYR0A1300KBF | 110 Ton | Installed 2002 |
|------------------------------------------|---------|----------------|

South Elementary

- | | | |
|---------------------------|---------|----------------|
| • York YCAS0360EC46YADPXX | 140 Ton | Installed 2006 |
|---------------------------|---------|----------------|

West Elementary

- | | | |
|--------------------------------|---------|----------------|
| • DX Air Cooled Trane CGAM060F | 60 Ton | Installed 2012 |
| • York YCAS014EC46YGADBTX | 140 Ton | Installed 2006 |

High School

- | | | |
|----------------------------|---------|----------------|
| • York TCAV0157SA46VAABXTX | 150 Ton | Installed 2002 |
|----------------------------|---------|----------------|

The new chiller units do not necessarily need to be a one for one replacement: That is, if there are different options that allow for efficient, effective cooling for our buildings the district is open to these options. The square footage of each building is noted below:

Central Middle School:	99,418
North Elementary:	52,025
South Elementary:	89,795
West Elementary:	96,406
High School:	142,406

All new air cooled chiller units shall conform to the following minimum specifications:

OUTDOOR PACKAGED AIR COOLED CHILLER

- A. General: Provide factory assembled and tested outdoor packaged air cooled liquid chillers consisting of compressors, evaporator, condensers, thermal expansion valves and control panels. Provide capacity and electrical characteristics as scheduled.
- B. Refrigerant: Provide full operating charge of refrigerant and oil.
- C. Housing: Manufacturer's standard equipment housing construction, corrosion protection coating and exterior finish. Provide removable panels and/or access door for inspection and access to internal parts and components.
- D. Evaporator: Construct shell and tube design evaporator with seamless copper tubes roller expanded into tube sheets. Design, test and stamp for refrigerant side working pressure of 300 PSIG minimum, and water side working pressure of 215 PSIG minimum, according to ASME Pressure Vessel Code. Provide one water pass with series of internal baffles. Insulate with $\frac{3}{4}$ inch thick minimum flexible unicellular insulation with maximum K-value of 0.26. Provide water drain connection and bulb wells for temperature controller and low temperature cutout. Single point evaporator connections.
 - a. Provide electrical resistance heater tape on evaporator to protect against freezing at -20 degrees Fahrenheit ambient at no flow condition.
 - b. Provide independent multiple refrigerant circuits with gasketed evaporator heads for multiple compressor units.
- E. Condenser: Construct condenser coils with aluminum fins mechanically bonded to seamless copper tubing. Provide integral sub cooling circuit with liquid accumulators. Leak test coils with air under water at 500 PSIG air pressure.
 - a. Provide multiple circuited condenser coils.
 - b. Provide propeller type condenser fans, direct or belt driven, draw through design, statically and dynamically balanced. Provide permanently lubricated ball bearing motors with overload protection. Provide protective grille over air discharge.
 - c. Provide head pressure type low ambient control, designed to operate at temperatures down to 0 degrees F. (-18 degrees C).
- F. Compressor: Provide direct drive 1,750 RPM, multi-cylinder reciprocating, or 3,600 RPM rotary, compressors with crankcase heater; either semi-hermetic or hermetic, with capacity control provided by either full modulation, cylinder unloading, slide valve control, or compressor staging, or a combination. Mount compressors on vibration isolators within chiller housing.
 - a. Provide lubrication system with oil pump, oil filter, oil level sight glass and charging valve.
- G. Accessories:
 - a. Vapor proof chilled water flow switch.
 - b. Factory mounted non-fused disconnect switch.
 - c. Building automation interface that will allow resetting of chilled water temperature and start/stop of unit from a remote location.
 - d. Condenser fin guard.
 - e. Remote display for alarm and diagnostics.
- H. Warranty: Provide one) 1 year full parts warranty and five (5) year full compressor replacement warranty.
- I. Start-Up: Provide services of manufacturer's factory trained service representative to start-up chillers. Include in start-up procedures, testing controls, demonstration of compliance with

requirements and replacement of damaged or malfunctioning controls and equipment. Provide start-up report documentation for inclusion in operation and maintenance manuals.

WHO IS ELIGIBLE TO RESPOND?

Respondents who are able to meet the technical specifications for quality and other terms of this proposal package and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies are invited to respond. By submitting a proposal respondent represents to LH Schools that it meets the following requirements:

- Is able to comply with the required or proposed RFP
- Has a satisfactory record of integrity and ethics
- Be otherwise qualified and eligible to receive an award
- Be in good standing with the applicable national or state associations

PROCUREMENT CONDITIONS/GENERAL TERMS

Procurement of these items shall be in accordance with the LH Schools procurement policies and general terms as follows:

- 1) LH Schools reserves the right to accept, or reject any or all proposals received or to cancel or extend in part or its entirety by this Request for Proposal, or make multiple or partial awards.
- 2) Offers given LH Schools shall be analyzed for what is in the best interest of the Organization and a selection of products shall be made that can include the RFP response offer in its entirety or just a partial acceptance of any package or offer by the awarded vendor/vendors at LH's discretion.
- 3) Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of this RFP
- 4) When submitting proposals, it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.
- 5) Proposals may be withdrawn only by delivery of a written request to LH Schools prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.
- 6) Proposals received will become a part of the LH Schools' official files without further obligation to the respondents.

- 7) The contents of a successful Proposal may become a contractual obligation if selected for funding. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. LH Schools reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFP or if adequate funding is not received.
- 8) A response does not commit LH Schools to award a purchase agreement or a contract. The District does not commit to a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by LH Schools.
- 9) LH Schools reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.
- 10) Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of LH Schools, or to any consultant, employee, or member of LH Schools for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.
- 11) No employee, officer or member of LH Schools shall participate in the selection, development of a response to this RFP, award or administration of a contract supported by the RFP if a conflict of interest, real or apparent, would be involved.
- 12) The District is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

SELECTION CRITERIA

In evaluating proposals, the following considerations will be taken into account for the award recommendations:

- Purchase Price
- Reputation of the vendor and of the vendor's goods and services
- Quality of vendor's good or services
- Warranty and warranty service history
- Preventative maintenance/training/service availability plan

LH Schools’ staff will review the proposals received to determine if they qualify under the RFP specifications. For proposals to be considered and evaluated for selection, the following requirements must be met:

1. The Proposal must be submitted by the due date and time.
2. The Proposal must be complete with original signatures.
3. The Proposal must be for the specific services requested and described in the RFP packet.
4. The Proposal must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked as original) and three copies must be submitted.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. LH Schools staff may exclude from further consideration for contract award any non-qualified proposal or portion of a proposal.

EVALUATION

The evaluation criteria and the relative weights for scoring are provided below. The evaluation team will consider these elements in the evaluation process. **Purchase price is not the only criteria that will be used in the evaluation process.**

RANKING CRITERIA	POINTS (TOTAL 105)
1. Price of Overall Contract	25
2. Reputation of Vendor	20
3. Quality of Chiller Units/Services	20
4. Warranty and Warranty Service History	20
5. Preventative maintenance/training/service availability plan	20
TOTAL	105

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification. LH Schools may enter into negotiations with the highest ranking respondent. If LH Schools is unable to reach agreement with the highest ranked

respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order for the ranking until a contract is reached or LH Schools has rejected all proposals.

LH Schools reserves the right to request Best and Final Offers from all qualified respondents.

PROPOSAL SUBMISSION/FORMAT

SUBMISSION ADDRESS

All proposals must be clearly marked with the vendor's name and address. Proposal packages must be delivered to and received prior to the deadline.

Dr. William Sternberg
Assistant Superintendent
Licking Heights Local School District
6539 Summit Road SW
Pataskala, OH 43062
(740) 927-6926 ext. 10601

FORMAT

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See coversheet on next page.

Facilities

A Proposal Submitted in Response to

LH Schools

Request for Proposals for Chiller Replacement Systems

Submitted by:

(Full Legal Name of Respondent)

On:

(Date of Proposal Submission)

RFP RESPONSE FORMAT AND CONTENT

Page/items to return include:

- Title Page
- Table of Contents
- Business Identification
- Description/Narrative of Services
- Compliance with Specifications
- Past Performance/Demonstrated Effectiveness/References
- Cost
 - Itemized by the Following:
 - Cost, per chiller unit, specified by building
 - Cost for installation of each chiller unit
 - Cost of dismantling/removing current chiller unit by building
 - Cost for Preventative Maintenance/Training/Service Plan
 - Overall cost of five year contract agreement which includes an overall sum of all associated costs to meet the requirements of this RFP.

Documentation must be complete. Please also ensure the name and full address of the firm is provided.