



**Maintenance & Operations Dept.**

**Bob Bennett**

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195 SW 3<sup>rd</sup> Avenue

Ontario, OR 97914

## **REQUEST FOR PROPOSALS for OMS HVAC UNIT REPLACEMENT**

December 08, 2020

### **SUMMARY OVERVIEW:**

The Ontario School District is accepting bids for the replacement of four roof-mounted units at the Ontario Middle School. Part One of the Project includes the replacement of all three roof top units located on the Odyssey building (Boys & Girls Club building). Part Two of the Project includes the replacement of the makeup air unit on the Tiger Gym.

Site visits may be coordinated with Bob Bennett, Maintenance Director, at (541) 881 – 1274, or by email at [bbennett@ontario.k12.or.us](mailto:bbennett@ontario.k12.or.us).

For any questions regarding this RFP, contact Emily Maeda, Purchasing Agent, at [emaeda@ontario.k12.or.us](mailto:emaeda@ontario.k12.or.us), or (541) 889 – 5374 ext 3369.

### **BID SUBMISSION:**

Bids will be received by the District until **Thursday, December 17th, 2020 at 1:00pm**. Bids received after this date and time will not be considered.

Bids may be submitted by mail, addressed: **195 SW 3<sup>rd</sup> Ave, Ontario, OR 97914**, attn: Emily Maeda; bids may also be submitted via email: [emaeda@ontario.k12.or.us](mailto:emaeda@ontario.k12.or.us) and cc: [bbennett@ontario.k12.or.us](mailto:bbennett@ontario.k12.or.us). Bids must be clearly labeled “OMS HVAC Project” and include submitter contact information. Submissions must include all required materials detailed herein.

### **AWARD:**

Award of this Project will be based on lowest overall price, earliest date of completion, prior experience with the Ontario School District, and local or in-state business. *(Contractors shall include in their submission a proposed timeline.)*

## **PART ONE – Odyssey Building**

The first priority for this Project is the replacement of all three packaged roof top units located on the Odyssey building on the Ontario Middle School Campus (573 SW 2<sup>nd</sup> Ave, Ontario, OR 97914). These will be heating and cooling package units with economizers. **Note: the West unit is the highest priority right now as it is out of commission.**

The District requires any existing line sets not be reused, and, if necessary, new ones installed. The District also requires the electrical disconnects be mounted on the machines to be safely accessible. The center unit shall have one 120 volt duplex receptacle mounted on the exterior of the machine to code to provide power in the future for repair work to all three roof top units.

Along with this, the Contractor shall be responsible for:

- A. The removal and disposal of the existing units;
- B. the removal of refrigerant;
- C. the removal of any other related equipment in the attic space;
- D. installation the new units;
- E. installation of electrical connections;
- F. installation of gas connections;
- G. installation of any required equipment or devices to code;
  - a. (regulators must be water tight, or installed so that no moisture can get inside of regulator; the shutoff valve to gas must be installed in a safely accessible location)
- H. installation of new programmable 7-day thermostats, that includes an override button for operation during non-programmed times;
- I. any roof work related to the Project;
- J. the purchase of mechanical permits;
- K. any inspections related to the Project;
- L. arrangements and costs of lifting equipment;
- M. start-up and commissioning of the new units;
- N. providing training to the District Maintenance Staff in the operation and maintenance of the new units;
  - a. This shall include providing hard copies of any and all information for the units including warranty to be assembled in a three ring binder and given to the district at completion of project; information must include regulators, valves, equipment, and thermostats.
- O. scheduling and coordinating of sub-contractors needed for the Project (sub-contractors can bill the District directly if this works better for HVAC contractor); and
- P. ensuring the that all work by all trades is done and completed in a professional and workmanlike manner compliant with today's standard practices and codes.

All three units shall be Natural Gas fired. This will require additional gas piping on the roof in order to connect to the new units. *Currently, only one unit is gas fired.* Units must be sized accordingly for the space served inside of the building. Existing roof pedestals are to be inspected by the Contractor to verify the integrity is suitable for new equipment structurally. The Contractor may have to use an Adapt-A-Curb device to accommodate size differences in new units, but existing pedestals will be reused unless proof of instability is provided to the District. High and low pressure safety controls are required on the new units to prevent the burn up of compressors. Additionally, the new units must connect to the existing duct work going into and throughout the building.

## **PART TWO – Tiger Gym Building**

The next portion of this Project is the replacement of a makeup air unit located on the Tiger Gym above the Boys Locker Room on the Ontario Middle School Campus (573 SW 2<sup>nd</sup> Ave, Ontario, OR 97914). This is a gas-heated makeup air unit that ties in with the exhaust system for both locker rooms. The new unit will be a gas fired package roof top unit with an economizer capable of heating and cooling, not just a make-up air unit.

The Contractor shall be responsible for:

- A. The removal and disposal of the existing unit;
- B. acknowledging that this one unit will be servicing 2 separate locker rooms--balanced or as near to balanced temperatures is the goal of the District with existing duct work without having to do major work to the existing ductwork or building.
- C. verifying available electrical service (volts and phases);
- D. the installation of the new unit;
- E. installation of controls for the unit in the Boys' Locker Room
- F. scheduling and coordinating of sub-contractors for roofing, electrical, and plumbing  
*(subcontractors can bill the District directly if this works better for HVAC contractor);*
- G. installation of electrical connections, or scheduling of electricians to install;
- H. installation of gas connections with new shut off valve and regulator, or scheduling of plumber to install;
- I. installation of any required equipment or devices to code;
  - a. (regulators must be water tight, or installed so that no moisture can get inside of regulator; the shutoff valve to gas must be installed in a safely accessible location)
- J. installation of a new 7 day programmable thermostat, that includes an override button for operation during non-programmed times;
- K. any roof work related to the Project, or scheduling of roofer to modify and repair;
- L. the purchase of mechanical permits;

- M. any inspections related to the Project;
- N. arrangements and costs of lifting equipment;
- O. ensuring that all work by all trades is done and completed in a professional and workmanlike manner compliant with today's standard practices and codes;
- P. start-up and commissioning of the new unit; and
- Q. providing training to the District Maintenance Staff in the operation and maintenance of the new units.
  - a. This shall include providing hard copies of any and all information for the units including warranty to be assembled in a three ring binder and given to the district at completion of project; information to include regulators, valves, equipment, and thermostats.

The unit must be sized accordingly for the space it serves, and connect to the existing duct work. The Contractor must provide a description of the unit clearly called out in the bid in reference to Brand or Manufacturer of equipment, model number, size (tonnage), voltage and phases.

#### **OTHER REQUIREMENTS**

Prevailing Wage – If the combined price of the two parts of the Project exceeds fifty thousand dollars, the Prevailing Wage must be factored into the bid, and shall be the responsibility of the Contractor.

Oregon CCB – The Contractor shall provide proof of Oregon CCB License, and provide current Oregon CCB number.

Insurance – The Contractor shall provide proof of Insurance and Worker's Compensation Insurance.

OSHA – The Contractor is responsible for following all OSHA guidelines relating to the work for the Project. *Students and staff may be present at the time of work for the Project; safe zones will need to be established in areas below the work site.*

Responsibility of the District – Responsibilities of the Ontario School District *must be clearly stated in the bid.*

Timeline – The Contractor shall provide a Project Timeline and a Date of Completion for the Project. *This is an **urgent** Project, and the Contractor's timeline will be considered in award of the Project.*

Vehicles and/or Lifting Equipment – If school is in session, Contractor vehicles and lifting equipment must be kept out of student loading/unloading zones. Cranes must be scheduled so that the work does not interfere with bus loading/unloading or parent drop off/pick up times.

COVID-19 - the Ontario School District is adhering to Oregon’s OSHA COVID-19’s Temporary Standard for All Workplaces. **Social Distancing:** workers must be separated from one another and other individuals by at least 6 feet. **Face Masks:** proper face coverings that cover the nose and mouth are required in all indoor work environments. Face coverings must also be worn in outdoor situations where 6 feet physical distance cannot be maintained. **Wash Hands:** workers are encouraged to wash hands thoroughly and frequently. For additional information on COVID-19 guidelines, contact the District Office.

Tobacco Use – Oregon schools are considered a tobacco free zone; any workers using tobacco products will have to leave school property while using tobacco products.

Background Checks – The District requires all individuals working on school grounds to complete a Background Check and Fingerprinting. See **Attachment: Background Checks**. *If you have done work for the District and completed a background check in the last year, your previous background check may still be sufficient; contact the District Office at 541-889-5374.*

References - If the Contractor has *not* previously done work for the Ontario School District, the Contractor’s submission must include the contact information of 2-3 references from past projects.

## **ATTACHMENT: BACKGROUND CHECKS**

The cost to complete the criminal history check is: **\$59.00 + \$12.50** (paid online upon registration by employee). Below is the Fieldprint information needed to complete background checks.

### **FINGERPRINT INFORMATION**

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#### **ONTARIO FIELDPRINT OFFICE**

Smith's Pack & Ship  
251 W Idaho Avenue  
Phone: 541-889-7690

Cost: \$12.50 (due at the time appointment is scheduled)

Fee may be paid with credit card or electronic check by providing routing and account information. **NOTE: If you do not show for your scheduled appointment, or you cancel or reschedule your appointment within 24 hours of the appointment, you will be charged another \$12.50.**

**To schedule a fingerprinting appointment, please follow these instructions:**

1. Visit [www.FieldprintOregon.com](http://www.FieldprintOregon.com)
2. Click on the "Schedule an Appointment" button.
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue."
4. Enter the Fieldprint Code: **FPOntarioSD8**
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. **Take the Confirmation Page and two forms of identification with you to your fingerprint appointment.**
7. If you have any questions or problems, you may contact the Fieldprint customer service team.

PHONE: 877-614-4364

EMAIL: [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com)

