



621 E. Sixth Street, Holtville CA. 92250 husd.net phone:(760)356-2974 fax:(760)356-4936

Air Conditioner Refresh Phase 2

Due date: August 2, 2024

To keep a safe and comfortable learning environment Holtville Unified School District routinely monitors and replaces outdated air conditioning units. This RFP is for the replacement of 28 air conditioner units at Holtville High School, Sam Webb High School and Holtville Middle School.

This project will be based on the bidding out of the installation, configuration and all related hardware of:

- One 2.5-ton packaged unit
- Two 3-ton packaged units
- Six 4-ton packaged units
- Ten 5-ton packaged units
- Three 7.5-ton packaged units
- Two 2.5-ton wall mounted units
- One 3-ton wall mounted unit
- Three 5-ton wall mounted units

A walkthrough is required prior to bidding.

Call Miguel Mata to schedule a walkthrough before the 1st of August. Hours available for walkthrough are Monday through Friday, 7:00 am to 2:00 pm.

In addition to the requirements listed above, the equipment included in the proposals needs to at least meet the following minimum requirements:

- Units must match the above listed ton ratings.
- All units must be properly configured and tested with the districts climate control system.
- Crane service must be supplied if needed.
- All units must be heat-pump units.
- All units must have a minimum SEER2 rating of 13.5.
- All units must include a 1-year warranty on performed work and/or parts.
- All miscellaneous appurtenances necessary for completion of installation.

The scope of the project will be as follows:

- Installation of one 2.5-ton air conditioner packaged unit.
- Installation of two 3-ton air conditioner packaged units.
- Installation of six 4-ton air conditioner packaged units.
- Installation of ten 5-ton air conditioner packaged units.
- Installation of three 7.5-ton air conditioner packaged units.
- Installation of two 2.5-ton wall mounted units.
- Installation of one 3-ton wall mounted unit.
- Installation of three 5-ton wall mounted units.
- Fabrication and installation of all required metal transition.
- Installation of all required PVC condensation drain-pipe.
- All related electrical work.

The Holtville Unified School District is requesting proposals for the replacement of 15 air conditioner units at Holtville High School and Holtville Middle School.

Section 1 - Instructions to Bidders

1. Award of this proposal is contingent upon the approval of funding from the California Department of Ed Relief Funds team. Holtville Unified School District (HUSD) and the successful bidder will act in a reasonable manner and comply with applicable federal construction regulations such as safety and health standards (34 CRF 75.609), energy conservation (34 CRF 75.616), and Davis-Bacon prevailing wage rules. **Contract will take effect on August 5, 2024, and continue through to August 13, 2024. All work needs to be completed by August 13, 2024.** Should a contract extension be agreed to by the HUSD and vendor the contract may be extended accordingly.
2. If a contract(s) is/are to be awarded as a result of this Request for Proposals, it shall be awarded to the bidder who is responsible and whose proposal provides the best potential value to the Holtville Unified School District. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
3. 2 printed, bound copies of RFP's including all required documents must be received by 3:00 PM local time (PST) on August 2nd, 2024. Proposals received after this time and date will NOT be accepted for the bid process and returned to the vendor. Bidders are solely responsible for ensuring timely receipt of their proposal.
4. Send proposals and electronic copies in a sealed envelope via postal service, FedEx, etc. to:

Holtville Unified School District
Air Conditioner Refresh Phase 2
Attention: Miguel Mata
621 E. 6th Street
Holtville, CA 92250
6. All received RFP's will be opened at 4:00 local time (PST) on Friday August 2nd, 2024, in the District Board Room, Holtville Unified School District 621 E. 6th Street Holtville, CA. 92250.
7. Bidders may not amend their proposal after the closing date and time, unless as a result of negotiations commenced by Holtville Unified School District but may withdraw their proposal at any time.
8. Bidders may withdraw their RFP prior to the bid opening date.
9. All questions or inquiries concerning this Request for Proposals must be submitted to Miguel Mata at HUSD District Office.

mmata@husd.net
Office: 760-356-0625
Cell: 760-222-8683
10. Detailed, line-item quotation(s) must be provided by the bidder. All quotations must be labeled to show the section(s) of the RFP that the quotation corresponds to. Bidders must also fill in the total amounts on this RFP for each section and submit this RFP with their proposal.
11. Holtville's sales tax is 7.75%.
12. The Board of Education of the Holtville Unified School District reserves the right to accept or reject any and all proposals, to negotiate with any or all responsible bidders, and to waive any irregularities or informalities in this RFP.

13. Any amendments or clarifications of this RFP will be posted to the Holtville Unified School District web site (same section where this RFP was posted).
14. HUSD has the right to purchase items and services over and above the quantities specified in this RFP.
15. HUSD has the right to purchase items and services specified in this RFP if the district does not receive funding from the Schools and Library Division. Pending limited or no funding from the Schools and Library Division, the district at its option may purchase all or part of the items and services agreed to in the signed contract(s) for this RFP.
16. All equipment and material must be new. Used, refurbished or repurposed equipment or material shall not be acceptable.
17. Protests must be submitted in writing to the district Business Manager and will be addressed on an individual basis in a timely manner.
18. A contract with the selected vendor(s) and HUSD will be executed by both parties once it is awarded by the HUSD Board of Education. If agreement on the terms and conditions that are acceptable to HUSD cannot be achieved by that timeframe, the district reserves the right to continue negotiations or to award the proposal to another vendor and begin negotiations with that vendor.
19. The District fully reserves the right to cancel this Agreement due to non-availability or non-appropriation of sufficient funds. The District shall notify the Vendor of its intention to terminate at the earliest possible time.
20. List of documents to be completed and submitted to HUSD with this RFP:
 - a. References
 - b. Non-collusion Affidavit
 - c. This RFP with bidder's responses
 - d. Itemized and detailed quotations and labeled according to instructions
 - e. 2 bound printed copies of RFP's and electronic copy (on CD in PDF format)

Section 2 - Evaluation Factors for Award

1. Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost and management requirements.
2. Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all the items covered by the RFP.
3. The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:
 - a. 55% - Vendor's cost, including unit prices, labor rates, travel/trip charges, etc.
 - b. 20% - Proposal preparation, thoroughness and responsiveness to this request for proposal.
 - c. 10% - Vendor's experience, HUSD's prior experience with vendor (if any), overall installation and integration capabilities based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience for the specific approach.
 - d. 15% - The extent to which the vendor's proposed solution fulfills HUSD's stated requirements as set out in this RFP.
4. HUSD may, at their discretion and without explanation to the prospective vendor's, at any time chose to discontinue this RFP without obligation to such prospective vendors.

District Contact:

Miguel Mata
Director of Maintenance and Operations
Holtville Unified School District
mmata@husd.net
760-356-0625

Questions: Call 760-356-2974, ask for Miguel Mata.

**Holtville Unified School District
Non-Collusion Affidavit**

State of _____

County of _____

I state that I
am _____ of _____
(Title) (Name of my firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- 1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- 2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be discussed before bid opening.
- 3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- 4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- 5) _____ its affiliates, subsidiaries, officers directors
(Name of Firm)

and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the
(Name of Firm)

above representations are material and important and will be relied on
by _____
(Name of Public Entity)

in awarding the contract(s) for which this bid is submitted. I understand that my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from _____

(Name of Public Entity)

of the true facts relating to the submission for this contract.

(Name and Company Position)

SWORN TO
AND
SUBSCRIBED
BEFORE ME

THIS _____ DAY OF __, 20____.