

Forrest M. Bird Charter Schools
614 S. Madison Ave
Sandpoint, ID
83864

Request for Proposals

I. General Information

Forrest M. Bird Charter Schools (FBCS) is requesting proposals to replace HVAC systems with state of Idaho approved products on the existing Middle School Building, as well as cap any unused roof vents on the same building. FBCS reserves the right, where it may serve the schools' best interest, to request additional information or clarifications from respondents, or to allow corrections of errors or omissions. Following the notification of the selected respondent, a contract must be signed between both parties within five working days of the notification.

II. Nature of Services Provided & Scope of Work to be Performed (Requirements)

- a. Replace HVAC systems in the existing Middle School building.
- b. Cap roof unused roof vents on the Middle School building.
- c. Maintain, update, and replace ducting, vents, exhausts, and other components as needed.

III. Description of Entity:

FBCS is a 6-12th grade public charter school consisting of two building (614 and 615 S. Madison Ave). The current student enrollment is 360 students.

IV. Important Dates:

- A. RFP Issued: August 1, 2017
- B. Building viewing and question session: August 17, 2017 at 10:00am
- C. Due Date for Proposals: Sept 1, 2017 at 12:00pm.
- D. Anticipated Award Notification: Sept. 8, 2017.
- E. Contract Execution: Within 5 working days of notification
- F. Date Services are to completed: November 1, 2017

V. Proposal Requirements:

- a. Submission of Proposals: The following materials are required to be received as a sealed bid by September 1, 2017 at 12:00pm in order to be considered by the board. Respondents may send or deliver the proposal to the physical address at the top of this RFP in attention to Mary Jensen.
- b. Title Page: A title page showing the request for proposals subject; the respondent's name, address, and telephone number of contact person, email address of the contact person, and the date of the proposal.
- c. Transmittal Letter: A signed letter of transmittal briefly stating the respondents understanding of the work to be done, understanding of the requirements in section IV of this RFP, the commitment to deliver the service completed by November 1, 2017, and a statement that the proposal is a firm and irrevocable offer.

- d. Description of Proposal: Respondent will provide a description of their proposal for all services and solutions, along with a pricing matrix. Description will include an overall of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other details FBCS may find useful or necessary.
- e. Technical Proposal Document: A detailed technical proposal document, include the following information.
 - i. General Requirements: The technical proposal should demonstrate the qualifications of the respondent to provide the services requested. While additional data may be presented, the following items must be included. The proposal should be prepared simply and economically, providing a straight forward, concise description of the proposer's capabilities to satisfy the request for proposals.
 - ii. Independence: An affirmative statement that is independent of Forrest M. Bird Charter School.
 - iii. Licensed to Operate in Idaho: An affirmative statement should be included indicating that the respondent is properly licensed to operate in Idaho.
 - iv. Vendor qualifications and experience.
- f. Specific Installation Approach: The proposal should set forth a work plan, including a timeline with the work will be performed and how the respondent intends to install the HVAC system.
- g. Identification of Anticipated Potential Problems: The proposal should identify and description of any anticipated potential problems, the respondent's approach to resolving these problems and any special assistance that will be requested from FBCS.
- h. Prices should be all inclusive. All-inclusive in this means, including all special construction or non-recurring costs required by the vendor to commence the service. No increased pricing will be allowed during the term of the quoted rates.
- i. Certification: The respondent shall provide certification that the person signing the proposal is entitled to represent the respondent, empowered to submit the bid, and authorized to sign a contract with FBCS if awarded the contract. The respondent shall provide acceptance of all conditions, requirements, and clauses set forth in this RFP.

VI. Clauses and Conditions

- a. Upon acceptance of a signed proposal, the district and winning respondent will enter into a contract for the selected term within five days of notification. All work is to be completed by Nov. 1, 2017.

VII. Evaluation Procedures

- a. Evaluation Committee: Proposals submitted will be evaluated by a committee consisting of school board members and charter administrators.
- b. Evaluation of Proposals: The awarding of the bid will be done through a sealed bid process, where the evaluation committee will evaluate the compliance of the proposal to the RFP requirements. From proposals that comply with the RFP's requirements, the lowest proposal will be awarded the contract. FBCS has the right to reject all bids presented and call for a re-bid. If two exact lowest bids occur, the Evaluation Committee may choose the bid it prefers.