



Board Meeting
 Forrest M. Bird Charter High School
 615 S. Madison,
 Sandpoint, ID 83864
 September 19, 2017

	Board Meeting Minutes
Minutes taken by	Kate McAlister
Board members Present	Jim Zuberbuhler, Kate McAlister, Robin Rupert
Excused Board Members	Bill Hertzog, Chris Warren
Staff present	Jennifer Greve-Norton
Absent Staff	Mary Jensen
Minutes	No minutes to approve
Call to Order	Meeting called to order , quorum established 5:22p

Executive Session	No executive session
Public Comment	No public attendance at this meeting

Open Business	Bid award for Middle School HVAC system <ul style="list-style-type: none"> The Board of Directors awarded the bid for HVAC to Nu-Tech Mechanical to replace nine rooftop units on the Middle School. RFP and BID attached.
---------------	--

Policies	<ul style="list-style-type: none"> No reports or updates
----------	---

P-Tech report	<ul style="list-style-type: none"> No report.
---------------	--

Financials	<ul style="list-style-type: none"> No report
------------	---

Building Reports	<ul style="list-style-type: none">• No report
School Reports	<ul style="list-style-type: none">• No report.
Adjournment	Meeting adjourned at 5:25p <ul style="list-style-type: none">✓ Motion to adjourn – Robin Rupert✓ 2nd – Kate Mc.✓ Approved Unanimously
Next Board Meeting	Tuesday, October 17, 2017 – 5p

Respectfully Submitted: Kate McAlister

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.

NU-TECH MECHANICAL, LLC

1217 Baldy Mountain Rd. Ste. #106, Sandpoint, ID 83864
Phone 208-265-9614 Fax 208-265-5964

Refrigerashawn Service

ID License# HVC-C-10289
PO Box 1926, Sandpoint, ID 83864
Phone 208 263-3311 Fax 208 263-3319
refrigerashawn@frontier.com

Date: August 23, 2017 Customer: Forrest Bird Charter School Job: 17-28
Middle School

PROPOSAL / CONTRACT

Nu-Tech Mechanical and Refrigerashawn Service propose to furnish materials and install the following:

The total cost below reflects the replacement of nine roof top units which include factory installed economizers, pleated filter racks and smoke detectors. It includes an upgrade on roof top unit #1 to a 4 ton unit. The non-working bathroom fan will be replaced with a new fan and reconfigured to operate with the current motion sensor.

This bid will also include the following:

Crane service
Electrician service
Cap off all unwanted vents on roof top
1yr Labor warranty on new roof top units
Permit & Inspection fees



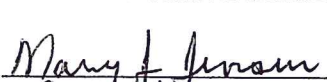
Total Investment: \$76,295.00

Terms: 50% to start, 50% upon completion. Upon notice of bid acceptance & 50% down received, all equipment will be ordered same day or next day. Equipment eta is 3-4weeks out from order date. Job will commence upon equipment arrival.

Exclusions: N/A

This quotation may be withdrawn by us if not accepted within 30 days of the date of this contract. All materials are guaranteed to be as specified and all labor will be completed in a substantial and workman like manner according to standard practices. Any changes to installation as agreed upon in this contract, due to requests from General Contractors, Subs, or Owners will be considered as extras.

Nu-Tech Mechanical, LLC Refrigerashawn Service Forrest Bird Charter School

Sign:  X  X 
Date: 8/24/17 8-24-17 9-11-17