



REVISED – New RFP DUE DATE March 17, 2021 (see below)

Request for Quotations HVAC Air Handling Equipment- Maintenance & Repair Services

March 4, 2021 (REVISED March 12, 2021)

Overview

The Timberlane Regional School District (“TRSD”) is seeking quotations for HVAC air handling equipment maintenance and repair services. The TRSD has just received the results of a comprehensive evaluation and assessment of its air handling equipment in nine buildings in four towns.

The report, which examined a wide range of nearly 200 pieces of HVAC air handling equipment including rooftop air handling units, energy recovery units, exhaust fans, and others, cites the following maintenance and repair needs, among others:

- Thorough cleaning of equipment components
- Cleaning and replacement of filters
- Cleaning and replacement of energy recovery media
- Replacement of worn and incorrect belts
- Replacement of worn and damaged shafts, bearings, gears, & pulleys
- Replacement of damaged wiring
- Replacement of leaking or missing parts
- Repair of damaged shrouds, cabinets, and supports
- Repair of malfunctioning and damaged dampers
- Lubrication of equipment

Services to be Provided by the Successful Company

The successful company will provide the necessary labor, vehicles, and equipment needed to accomplish the maintenance and repair work listed above. The successful company will be required to provide a list of the exact maintenance and repair performed by piece of equipment.

The cost of parts and supplies will be charged separately to the TRSD.

TRSD Buildings

The TRSD includes the following buildings:

Building	Address
Timberlane Regional High School and Performing Arts Center	36 Greenough Road, Plaistow, NH 03865
Timberlane Regional Middle School	44 Greenough Road, Plaistow, NH 03865
Danville Middle School	23 School Street, Danville, NH 03819
Pollard School	120 Main St., Plaistow, NH 03865
TLC at Sandown Central	295 Main Street, Sandown, NH 03873
Sandown North School	23 Stagecoach Dr., Sandown, NH 03873
Atkinson Academy	17 Academy Avenue, Atkinson, NH 03811
SAU 55 Administration Building	30 Greenough Road, Plaistow, NH 03865

HVAC Equipment

The TRSD can provide a listing of the TRSD HVAC upon request which includes the equipment ID number, building, location, manufacturer's name, model number, type, date placed in service, and additional notes.

Mechanical Plans

Copies of the building HVAC mechanical drawings the TRSD has in its possession are available upon request after the award of this work.

Hours of Work

Work will need to be scheduled around the TRSD classroom learning schedule.

The successful Bidder will be allowed to work from 4pm-11pm Monday through Friday, and days on Saturday, Sunday, and holidays.

Due to COVID-19, this schedule may change with limited notice.

Project Schedule

Work to begin as soon as possible after Date of Award. A progress report from the successful company will be required on a weekly basis within 7 days of the performance of the work, and will include a list of completed work and the associated costs.

Licenses & Certifications

The successful company must provide list of the relevant licenses and certifications held by their HVAC Technicians. Project work may be federally funded, vendor will be required to execute a non-debarment statement.

COVID-19 Protocols

The successful company must provide a copy of the COVID-19 protocols used by its staff.

Insurance

The successful company must provide a copy of their insurance coverage with this proposal, Workers Comp and Liability Coverage satisfactory to the District.

Additional Information or Questions

Please direct all questions to:
Marc Fournier, TRSD Project Manager
rmarcfournier@gmail.com
617-721-0223

Proposal Submission

All proposals must be emailed or hand delivered Jill Johnston, Business Office, 30 Greenough Road, Plaistow, NH 03865, Jill.Johnston@sau55.net, no later than 11am on Monday, March ~~15~~17, 2021. Bids will be opened at noon on March ~~15~~17, 2021 and in the current pandemic environment, will be opened via Zoom session. Zoom link will provided upon request to Jill.Johnston@sau55.net.

References

Bidders must provide two references for similar work including the project name, organization name, and contact information for the organization's project manager.

Reports & Invoices

All reports and invoices must be provided in Microsoft Excel.

Resource Availability

The successful company must provide an estimated schedule and list of when their available HVAC staff and equipment resources are expected to be available to perform the maintenance and repair work listed above.

Bid Response Section

The successful company will provide the following services at the rates listed below:

HVAC Technician to perform HVAC maintenance & repair services- \$_____/hour

Please list all other relevant charges in detail below (vehicle costs, etc.):

The cost of parts and supplies will be charged separately to the TRSD. Please provide % markup on parts and supplies.

Resource Availability

The successful company must provide an estimated schedule and list of when their available HVAC staff and equipment resources are expected to be available below:

References

Reference 1

Project title:

Dates of Project:

Organization name:

Address:

Project Manager Name & Contact Information:

Reference 2

Project title:

Dates of Project:

Organization name:

Address:

Project Manager Name & Contact Information:

Licenses & Certifications

Please provide the licenses & certifications held by your HVAC Technicians here:

Company Information

Company Name:

Address:

Telephone:

Contact Person:

Title:

Date: