

# Buchanan Community Schools

401 W Chicago St Buchanan MI 49107

## INVITATION TO BID (Request for Proposals)

**Date:** January 8, 2025

### **Attention HVAC Vendors**

Buchanan Community Schools will be seeking qualified contractors to submit bids for a DESIGN BUILD Air Conditioning Upgrade located at 401 W Chicago St, Buchanan, MI 49107. A detailed scope of work that outlines the project requirements will be posted week of January 6, 2025

#### **Project Description**

1. Buchanan Community Schools is currently seeking qualified contractors to submit bids for the following HVAC projects:
  - a. Band/Choir Room Areas Air Conditioner Upgrade
  - b. Media Center Air Conditioning Upgrade
  - c. Art Room Main Classroom HVAC Upgrade
  - d. CTE Classroom Air Conditioning Upgrade

#### **Scope of Work**

1. **Assessment:** Conduct a comprehensive assessment of the existing HVAC roof units to identify any faults, damages, or areas requiring repair.
2. **Repair Plan:** Develop a detailed repair plan outlining the necessary steps, materials, and timeline required for new air conditioning on the areas mentioned.
3. **Included in scope for Band Room/Choir Room Areas:**
4. Remove and properly dispose existing 1993 air conditioning equipment
5. Provide and install (1) new Trane roof condensing unit
6. Provide and install new refrigeration piping from new roof condensing unit to existing Air Handling unit
7. Provide and install (1) new evaporator coil; new coil will be positioned into the existing AHU
8. All associated refrigeration specialties, TXV, capacity controls, and low ambient controls
9. Crane
10. Permit
11. Roof curbs and flashing
12. Test and balance
13. Line voltage disconnect/reconnect
14. Building management controls upgrade
15. Start-up procedures and documentation

**Scope of work for Media Center; The media center currently does not have air conditioning and the current AHU that serves the area will not support the addition of air conditioning. The current AHU will remain for heating and fresh air supply.**

16. Present a comprehensive design build application to provide air conditioning to the media center. All line voltage and building management controls to be included in scope. Engineered drawings, plan review and permitting will be required

**Scope of work for Art Room Classroom HVAC Upgrade: Present a comprehensive design build application to provide air conditioning to the Art Room classroom**

17. Include all line voltage and building management controls
18. Engineered drawings, plan review and permitting will be required

**Scope of work for CTE Classroom: Installation of new gas fired RTU with air conditioning to serve space**

19. Sizing of RTU by contractor is required with submittal for Buchana schools to review
20. All ductwork
21. Building management controls
22. Line voltage installation
23. Roofing and curb flashing
24. Engineered drawings, plan review and permitting
25. Test and balance
26. Start up and documentation
27. **Replacement Parts:** Procure any replacement parts or components necessary for the repair, ensuring compatibility and quality.
28. **Repair Execution:** Execute the repair work efficiently and professionally, adhering to industry standards and safety protocols.
29. **Testing and Validation:** Conduct thorough testing and validation post-repair to ensure that the HVAC units are operating effectively and efficiently.
30. **Documentation:** Provide comprehensive documentation of the repair process, including before-and-after photos, invoices, and warranty information for any replaced parts.
31. **Cleanup:** Remove and dispose of all debris and other materials from the site.
32. **Inspection:** Perform a final inspection to ensure that new units meet all quality and safety standards.

## **Project Timeline**

1. RFP Announcement and Solicitation .....January 8, 2025
2. Building Walkthrough.....January 14, 2025
  - **From:** 9:00 a.m.- 11:00 a.m. (Meet in BHS Main Office)
  - **District Contact:** Mark Kurland (269-252-7224) or mkurland@buchananschools.com
3. Last Day to Submit Proposal Questions.....January 16, 2025 at 9:00 a.m.
4. Proposals Due/Proposals Publicly Opened.....January 22, 2025 at 9:00 a.m.

5. Proposal Review Period, Including Interviews if Required.....January 23-31, 2025
6. Notice to Proceed.....February 19, 2025
7. Substantial Start Date.....June 9, 2025
8. Substantial completion must be achieved by .....August 18, 2025
9. Project Final Completion.....August 22, 2025

### **Prevailing Wage Requirements**

As a public institution, we are committed to adhering to all applicable laws and regulations, including Michigan’s prevailing wage laws and guidelines established by the state’s Department of Labor and Economic Opportunity.

1. In accordance with these requirements, all contractors submitting proposals must comply with the prevailing wage rates set forth by the state for the specific locality in which the project will take place. Additionally, bidders must provide documentation demonstrating their understanding of and commitment to fulfilling prevailing wage obligations throughout the duration of the project.
2. Furthermore, bidders are expected to include detailed information in their proposals regarding how they will ensure compliance with prevailing wage laws, including but not limited to:
  1. Providing certified payroll records as required by law.
  2. Designating a responsible individual or team to oversee prevailing wage compliance.
  3. Implementing systems and procedures to accurately track and report hours worked by all employees on the project.
  4. Communicating prevailing wage requirements to subcontractors and suppliers and ensuring their compliance.
3. Failure to meet prevailing wage requirements may result in disqualification from consideration for the project. Buchanan Schools reserves the right to request additional documentation and information from bidders to verify compliance with prevailing wage laws.

### **Prequalification Requirements**

It is imperative that potential bidders carefully review and comply with all prequalification requirements outlined below to ensure their eligibility to submit proposals for the district's HVAC project. Failure to meet any of the specified prequalification criteria may result in disqualification from consideration for the project.

1. **Licensing:** Bidders must hold valid licenses relevant to the scope of work outlined in the HVAC project, including but not limited to HVAC contractor licenses issued by the State of

Michigan or any other applicable licensing authorities. **Copies of these licenses must be provided as part of the prequalification documentation.**

2. **Bonding:** Bidders must demonstrate their ability to obtain performance and payment bonds as required for the HVAC project. This includes providing evidence of bonding capacity and financial stability from reputable surety companies. The bonding amount should be sufficient to cover the total project cost as outlined in the RFP.
3. **Insurance:** Bidders must carry comprehensive insurance coverage that meets the minimum requirements specified by the Michigan school district. This typically includes general liability insurance, workers' compensation insurance, automobile liability insurance, and any other insurance policies deemed necessary to mitigate risks associated with the HVAC project. **Certificates of insurance naming the school district as an additional insured must be provided.**
4. **Past Experience:** Bidders must have a proven track record of successfully completing similar HVAC projects of comparable size, scope, and complexity. This may include providing references, project portfolios, and case studies highlighting relevant experience in HVAC system installations, upgrades, and maintenance for educational facilities or public institutions. **Bidders should demonstrate their capacity to deliver high-quality workmanship, adhere to project timelines, and mitigate potential risks and disruptions.**

### **Contract Terms**

1. Each bidder should supply a draft contract outlining the terms of the agreement including payment terms, change orders, termination clauses, and dispute resolution procedures.

### **Compliance with Laws and Regulations**

1. **Submit the Familial Disclosure Affidavit (page 11).** All bid proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board of education or the chief executive officer of Buchanan Community Schools.
  - a. In Michigan, a familial disclosure affidavit for a Request for Proposals (RFPs) is a document used to disclose any familial relationships that may exist between individuals involved in the procurement process and individuals or entities submitting proposals or bidding on contracts.
  - b. The purpose of this affidavit is to promote transparency and integrity in the procurement process by identifying potential conflicts of interest or biases.
  - c. Familial relationships may include relationships by blood, marriage, adoption, or domestic partnership.
  - d. Failure to disclose relevant familial relationships may result in disqualification from participating in the procurement process or other penalties.

2. **Submit the Certification of Compliance with the Iran Economic Sanctions Act (IESA) (page 12).** This is a document required by the U.S. government for certain contracts or transactions involving entities that are subject to U.S. jurisdiction.
  - a. The Iran Economic Sanctions Act imposes restrictions on trade and investment with Iran, particularly in sectors such as energy and finance, in response to concerns about Iran's nuclear program, support for terrorism, and human rights abuses.
  - b. The Certification of Compliance with the IESA typically requires the certifying entity to affirm that it is not engaged in any activities prohibited by the Iran Economic Sanctions Act, such as facilitating transactions with Iranian entities that are designated as supporting terrorism or involved in the proliferation of weapons of mass destruction. The certification may also require the entity to attest that it has conducted due diligence to ensure compliance with the law.

### **Insurance and Indemnification Requirements**

All bidders shall provide proof of the following:

1. **General Liability Insurance:** Bidders must carry comprehensive general liability insurance with minimum coverage limits as specified in the RFP. This insurance should protect against bodily injury, property damage, and personal injury liabilities arising from the HVAC project activities. The school district must be named as an additional insured on the policy.
2. **Workers' Compensation Insurance:** Bidders must maintain workers' compensation insurance coverage in accordance with Michigan state law. This insurance is designed to provide benefits to employees who suffer work-related injuries or illnesses during the course of the HVAC project. Proof of workers' compensation insurance coverage must be provided to the school district.
3. **Automobile Liability Insurance:** Bidders must possess automobile liability insurance with coverage limits sufficient to protect against liabilities arising from the operation of vehicles used in connection with the HVAC project. This insurance should cover bodily injury, property damage, and other related liabilities.
4. **Professional Liability Insurance:** If applicable, bidders engaged in design, engineering, or consulting services related to the HVAC project must carry professional liability insurance, also known as errors and omissions insurance. This insurance provides coverage for claims arising from professional negligence, errors, or omissions in the performance of professional services.
5. **Umbrella/Excess Liability Insurance:** Bidders may be required to carry an umbrella or excess liability insurance to provide additional coverage beyond the primary insurance policies. This insurance can help protect against catastrophic losses that exceed the limits of the primary policies.

## **Indemnification Requirements**

1. In addition to maintaining adequate insurance coverage, bidders must agree to indemnify, defend, and hold harmless Buchanan Community Schools, its officers, employees, and agents from and against any and all claims, liabilities, damages, losses, and expenses, including attorney fees, arising out of or related to the bidder's performance of the HVAC project.
  - a. This indemnification provision serves to transfer the financial responsibility for certain risks and liabilities associated with the project from the school district to the bidder.
2. Bidders must carefully review and comply with the insurance coverage and indemnification requirements outlined in the RFP to ensure that they possess the necessary insurance policies and are willing to assume the associated liabilities and risks. Failure to meet these requirements may result in disqualification from consideration for the HVAC project.

## **Bid Security**

In many cases, bid security such as a bid bond or certified check is required to accompany proposals for Michigan public school HVAC RFPs.

1. Bid security serves as a guarantee of the bidder's intent and capability to perform if awarded the contract. It provides assurance to the school district that the bidder is serious about the proposal and has the financial resources and capacity to fulfill the contract requirements.
2. The specific requirements for bid security, including the type of security accepted and the amount, may vary depending on the policies and procedures established by the Michigan public school district issuing the RFP. However, bid security is a common practice in public procurement to protect the interests of the school district and ensure fair competition among bidders.
3. Bidders should carefully review the RFP documents and any accompanying instructions to determine the bid security requirements and ensure compliance with the specified provisions. Failure to provide the required bid security may result in disqualification of the bid or rejection of the proposal.

## **Submission Guidelines**

1. Sealed proposals must be submitted, bearing on the outside of the envelope/package, the name, and address of the proposing party, the name of the project for which the proposal is submitted, **"BHS-HVAC Projects Bid."**, and the time and date of the proposal due date.
2. Each proposal submission must include one (1) signed original and two (2) copies, for a total of three (3), for submission.
3. All proposals shall be legibly printed or typed and comply in all regards with the requirements of this Request for Proposal (RFP).
4. All proposals must be signed in ink.

5. In addition to the required criteria and documents described above, all proposals must provide:
  - a. A detailed breakdown of the estimated costs for labor and materials.
  - b. A proposed project timeline, start date, and estimated completion date.
  - c. References from previous clients with similar project experience.
6. The school district accepts no responsibility for expenses incurred in the proposal preparation and presentation. Such expense is to be borne exclusively by the proposing party.

### **Request for Proposal Due Date**

1. All sealed proposals must be received at Buchanan Community Schools by the **Submission Deadline of 9:00 AM on January 22, 2025 at 9:00 a.m.**
2. Proposals delivered after the due date and time will not be accepted and returned to the proposing firm unopened.
3. If you have any questions or require additional information regarding this Request for Proposal (RFP), please make the request no later than January 16, 2025 at 9:00 a.m., via email to:

[mkurland@buchananschools.com](mailto:mkurland@buchananschools.com)

### **Public Opening**

1. Proposals will be publicly opened on January 22, 2025 at 9:00 a.m.

### **Evaluation and Selection Criteria**

1. The review and selection of valid and on-time proposals will be done by a committee consisting of the Superintendent and members of the Facilities Committee of the Board of Education. The school attorney may be included if specific questions of legality arise in the selection committee.
2. Buchanan Community Schools reserves the right to conduct interviews if deemed necessary. Interviews will be conducted during the proposal review period.
3. Buchanan Community reserves the right to solicit additional information or proposal clarifications from proposal firms should the school deem such information necessary.
4. Buchanan Community Schools reserves the right to reject any and all proposals, to waive informalities or irregularities in the proposal submission process, and to negotiate further with any proposing parties.
5. The Facilities Committee will make a recommendation to the full school board for approval of the contract from the chosen party's proposal, followed by a Notice to Proceed.
9. Any disputes, or interpretations, will be resolved by Buchanan Community Schools and will be final.

10. Any material supplied by a Proposing Party that may be considered confidential, to the extent it is allowed under Public Records Law, must be so marked as such.

### **Proposal Withdrawal**

1. A proposal already received may be withdrawn from consideration by Buchanan Community Schools only if the proposing party furnishes the school with a written notice prior to the opening of the proposals.

Thank you for your time and consideration. We look forward to receiving your bid and potentially working together.

## **Buchanan Community Schools VENDOR INFORMATION FORM**

### **I. VENDOR INFORMATION FORM**

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

*Street Address City State Zip Code*

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Product Lead-time: \_\_\_\_\_ business days.

Vendor comments:



**Buchanan Community Schools**  
**BIDDER AUTHORIZATION FORM**

**I. BIDDER AUTHORIZATION FORM**

The undersigned certifies that the proposal submitted meets or exceeds all specifications, which all conditions noted here are acknowledged, and the firm prices and terms specified by the bidder are true and accurate.

My signature certifies that the accompanying proposal is not the result of, or affected by an unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud punishable under current Federal or Michigan law.

**I hereby certify that I am authorized to sign as a Representative for the Firm:**

Name of Company Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Buchanan Community Schools**  
**FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER**

**I. FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of \_\_\_\_\_  
(the "Bidder"), pursuant to the familial disclosure requirement provided in the Buchanan Community Schools' (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of **Buchanan Community Schools** and any member of the **Board of Education of the School District** or the **Superintendent of the School District**.

**List any Familial Relationships:**

**BIDDER:**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MICHIGAN )

COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2024  
by

\_\_\_\_\_.

Notary Public: \_\_\_\_\_

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

**Buchanan Community Schools**  
**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

**I. CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

**Michigan Public Act No. 517 of 2012.** Effective April 1, 2013, all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the “Iran Economic Sanctions Act”. The following certification is to be signed and included at the time of submittal.

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Buchanan Community Schools’ Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors, and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Buchanan Community Schools’ as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Buchanan Community Schools’ investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date