



Request for Proposal

HVAC Preventative Maintenance for KIPP MA

Locations:

90 High Rock Street, Lynn, MA

37 Babson Street, Boston, MA

Proposal Due Date: June 1, 2018

Proposal Due Time: 4:00PM ET

Kevin Taylor
90 High Rock Street
Lynn, MA 01902
ktaylor@kippma.org
(617) 596-8627

Introduction

KIPP MA is requesting proposals for preventative maintenance services at KIPP MA facilities, located in Lynn and Boston. Responses are due to Kevin Taylor by 4:00PM ET on **June 1, 2018** at 90 High Rock Street, Lynn, MA.

About KIPP MA

KIPP MA is part of a non-profit network of college preparatory, public charter schools educating students across grades K-12 in Lynn and Boston. Comprised of two elementary, two middle, and one high school, we have an 11-year track record of preparing students in educationally underserved communities for success in college and life. Our schools are part of the free public school system and enrollment is open to all students. Our public charter schools are given more academic budgetary flexibility than traditional public schools, and in exchange commit to deliver high-quality academic results for students.

Our two main campuses are:

- **90 High Rock Street, Lynn, MA.** KIPP Academy Lynn Middle School (KAL) and KIPP Academy Lynn Collegiate (KALC) together serve over 900 students within a grade span of 5-12. They are co-located at 90 High Rock Street in Lynn, Massachusetts. This 80,000 square foot campus was built and opened in 2012. The campus recently went through an expansion project adding more classroom and office space to the building in 2017.
- **37 Babson Street, Mattapan, MA.** KIPP Academy Boston Elementary (KABE) and KIPP Academy Boston Middle (KAB) together serve over 500 students across grades K-8. They are co-located at 37 Babson Street in Mattapan, a neighborhood located in Boston, Massachusetts. The newly constructed 53,000 square foot campus was opened in the summer of 2016.

We are part of a national network of 200 KIPP schools educating nearly 80,000 students on their path to and through college, careers, and life. For more information about our schools, please visit www.kippma.org.

Scope of Services

This request for proposal (RFP) is seeking a contractor who is capable of performing the preventative maintenance services as outlined in the below details:

- Services to be performed:
 - Customized preventative maintenance of all HVAC equipment with the goal of reducing repair costs and extending the life of the equipment
 - Experienced service technicians that are familiar with the manufacturer recommendations and can perform all services required
 - Complete inspection reports detailing all equipment and areas inspected, general condition, and recommended work to be performed based on the observation and analysis
 - Quarterly, all-inclusive service analysis of operating equipment in accordance with manufacturer recommendations
- Specifications of work:
 - Inspections of rooftop units, boilers, hot water heaters, exhaust fans, and condensing units for proper function and abnormalities
 - Check dampers, belts, bearings, pumps, motors, compressors, shafts, and sheaves for alignment, noise level, vibration and general condition
 - Quarterly filter changes
 - Annual belt changes
 - Annual condenser coil cleaning
 - Periodic lubrication of all pumps
 - Check all electrical contacts and connections
 - Check all suction and discharge pressures
 - Inspect automatic control dampers
 - Inspect all accessible refrigerant circuits
 - Inspect heat transfer surfaces
- Timeline and Execution:
 - Work to be performed during normal working hours (7:00AM-3:30PM) Monday to Friday.
 - Payment will be delivered in quarterly installments.
 - KIPP Academy Lynn will provide safe and free access to all equipment.
 - It is expected that all products and services being proposed are under the direct ownership of the contractor submitting a response to this RFP. The contractor

agrees not to assign the whole or any part of the contract without prior written consent from KIPP Academy Lynn.

Proposal Submission Guidelines

The proposal price should include everything necessary for the execution and completion of the project. Proposals are to exclude sales tax.

KIPP Academy Lynn is not liable for any costs incurred by the bidder in the preparation of proposals submitted.

Bids should be submitted with 3 customer references. School references are preferred. Commercial references with similar or larger square footage are acceptable.

In your proposal, please outline your approach for providing the services noted in the scope of services above. Please indicate whether there are services outlined in the scope that your organization is not prepared to offer at this time.

Proposals must be submitted with a signed Bid Submission Sheet.

All proposals should be submitted via email to ktaylor@kippma.org or mailed/hand-delivered to KIPP Academy Lynn by 4:00PM on **June 1, 2018**. Late bids will not be accepted.

All questions about scope or site visits should be directed to Kevin Taylor, KIPP Massachusetts Chief Operations Officer (COO) via email at ktaylor@kippma.org or by phone at (617) 596-8627 between the hours of 9:00AM and 5:00PM Monday-Friday. KIPP Academy Lynn encourages all prospective contractors to submit any questions they may have as soon as possible. Questions should include “Preventative Maintenance RFP” in the subject line to ensure that we identify the email as relating to this RFP.

Proposal Evaluation

KIPP Academy Lynn reserves the right to reject any and all proposals received as a result of this RFP. The selected proposal will be the most advantageous regarding timing, price, quality of service, qualifications and capability to provide the specified service, and other factors, which KIPP Academy Lynn may consider.

Additional Requirements

At a minimum, the selected contractor must carry the following insurance for the entire period of the awarded contract and must name KIPP Academy Lynn as an additional Insured:

- Workman’s Compensation Insurance at a minimum \$1,000,000 per incident that covers all employees of contractor that works in/on the schools.
- General liability or similar comprehensive insurance policy with a minimum of \$1,000,000 per incident coverage for the following:
 - o Property Damage
 - o Contractual Liability
 - o Personal or Bodily Injury

Contractor warrants to KIPP Academy Lynn that all labor performed and materials furnished by contractor shall conform to the specifications of this agreement, be of good quality and free of defects. Contractor expressly warrants that the work shall remain free of defect for a period of at least one (1) year from the date of completion.

Bid Submission Sheet

This form must be returned, properly executed, along with three customer referrals and any additional materials. Please use this form as the cover sheet for your bid proposal.

Company: _____

Address: _____

Telephone: _____

Email: _____

Bid Price – High Rock, Lynn: _____

Bid Price – Babson, Boston: _____

Total Price (Lynn + Boston): _____

I, _____, a duly authorized representative of the bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances, and further, to hold KIPP Academy Lynn harmless should any judgement be rendered against our firm for violation(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands, and will comply with all requirements and conditions of the specifications.

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

APPENDIX: LIST OF EQUIPMENT

HIGH ROCK

1. RTU 1 – Aaon – Model: RN-026-3-0-EA09-3C9
2. RTU 1 (Ext) Aaon – Model: RN- 030-3-0-EB09-3C9
3. RTU 3 – Aaon – Model: RN-026-3-0-EA09-3C9
4. RTU 2 – Aaon – Model: RN-026-3-0-EA09-3C9
5. RTU 4 – Aaon – Model: RN- 031-3-0-EA09-3D9
6. RTU 5 – Aaon – Model: RN-011-3-0-EA09-3F9
7. Roof exhaust fans – Twin City Air Moving Solutions
8. City multi condensing unit – Model: PUMY-P36NHMU
9. Boilers
 - a. Hydrotherm master boiler 1 – Model: KN20
 - b. Hydrotherm slave boiler 2 – Model: KN20
10. Domestic hot water heaters
 - a. PVI 1 Turbopower Gas Water Heater – Model: 250 P 175A-TP
 - b. PVI 2 Turbopower Gas Water Heater – Model: 250A-TP

BABSON

1. RTU 1 – Aaon – Model: RN 031-3-0-E60E-3C9
2. RTU 2 – Aaon – Model: RN 040-3-0- E60E-39D9
3. RTU 3 – Aaon – Model: RN 025-3-0E60E 349
4. RTU 4 – Aaon – Model: RN-015-3-E60E-3F9
5. RTU 5 – Aaon – Model: RN-030-3-0-E60E-389
6. Boilers 1 & 2 – ATH KN4 series
7. Domestic hot water heater – HTP – Model: PH199-119