



Thomas Edison Charter School REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL For the Installation of HVAC System

180 East 2600 North
North Logan, UT 84341

May 1, 2023

Thomas Edison Charter School (hereafter “TECS”) is requesting bids for the installation of a new HVAC system. A full set of plans can be obtained by reaching out to Jamie Lewis (information below).

The purpose of this RFP is to find a qualified contractor for the installation of this new system.

Jamie Lewis
Thomas Edison Charter School
Office: (435) 787-2820
Email: jlewis@edisoncs.org

*No other members of the school should be contacted concerning this RFP during the selection process. Failure to comply with this requirement may result in disqualification.

An electronic copy of the proposal shall be submitted to Jamie Lewis @ jlewis@edisoncs.org.

Bids are due no later than **5:00 pm MST June 2, 2023**. Proposal **must** be signed by an official of the company authorized to bind the company and the proposal for a period of 30 days. Proposals submitted after this deadline will be rejected.

Upon review by TECS, the firm best meeting the needs of the project team will be awarded the contract to install the new system. The award will be based equally on fees as well as relevant experience. TECS reserves the right to accept or reject any or all proposals or any part of any proposal if it is deemed to be in the best interest of the School to do so.

If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all bidders who received the original RFP.

Request for Proposal for Installation Services

Thomas Edison Charter School

I. Project Description

TECS desires to update the North Campus with a more efficient HVAC system. Bidders will be required to work with the engineer, as well as school administration, to install the new system in a timely manner.

II. Scope of Work/Fee Proposal

The architectural team will work closely with the School. Items to be aware of, and included in the bid are:

- Assistance in obtaining the proper permits for the project
- Work with the Engineer to construct, and install the system according to the plans
- Clearly outline any warranties to the school

III. Schedule

- May 15, 2023 RFP Released and advertised
- May 30, 2023 Responses due no later than 5:00 PM MT
- May 31-June 4, 2023 Evaluation period
- June 5, 2023 Final selection and approval

IV. Evaluation Criteria

Please note that the Contractor should submit **two separate documents**. The first document should be the narrative portion of the RFP, and the second document should be the cost proposal. Failure to submit them separately could result in a disqualification from consideration.

Criteria Unrelated to Cost

- Experience and qualifications of offeror, as it pertains to charter schools (20 pts)
- Ability to meet the requirements of the RFP (10 pts)

Criteria Related to Cost

- The criteria in this section is based on price (20 pts)

*Note: Total points available based on Evaluation Criteria: 50 pts

