



11/3/2020

Background

Promise Academy is a charter school located in North Memphis servicing 470 students. The scope of work for this project is to replace the existing chiller at the Hollywood location, 1346 Bryan Street, Memphis. TN 38108.

Purpose

Utilizing the Request for Proposals (RFP) method of procurement, Promise Academy is requesting proposals from companies/businesses (Respondents) to remove and replace aging chiller unit. Promise Academy seeking a chiller unit which is energy efficient, offer a life expectancy of at least 15 years with a warranty that exceeds the industry standard and comply with federal regulations. As well, the chiller units must be compatible with the existing equipment located in each individual room.

Services Solicited

Promise Academy is seeking qualified HVAC proposals to replace chillers in our Hollywood location within the next months. The following is pertinent to Promise Academy bidding process:

Promise Academy does not pay Federal Tax nor local retail sales or use tax. Tax exemption certificates will be provided upon request.

The vendor may offer an "equal" product or product exceeding Specifications as an alternate proposal. Final determination of whether or not an item is an "approved equal" remains with the Promise Academy.

Promise Academy expects that all proposals will remain valid for the term of this proposal.

Promise Academy expressly reserves the right to:

- a) Waive minor deviations from the specifications when it is determined that the total cost to Promise Academy of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming proposal.
- b) Waive any defect, irregularity or informality in any proposal procedure.

- c) Reject any or all proposals.
- d) Amend a proposal prior to proposal review date to extend or make changes to specifications.

- e) Procure any item by other means.

- f) Increase or decrease the quantity specified in the proposal, unless the offer specifies otherwise.

Scope of Services

Promise Academy wishes to replacing aging chiller systems. Promise Academy wishes to build a relationship with the selected vendor such that all preventative maintenance, support and repairs are based within the contract. As such, the vendor shall provide costs associated with these services as well.

The selected vendor shall maintain all facets of our chiller infrastructure, including, but not limited to:

- Removal and replacement of existing chiller, pumps, valves and associated controls
- Installation costs/materials/controls of new unit
- Preventative Maintenance: Two per year (pre start-up and post shut-down) for first 2 years of operation.
- System Documentation
- List of parts that can be installed by the maintenance staff and would be a common failure point.
- 24 Hour Emergency Response Service
- Applicable training for maintenance staff

It should be noted that individual classroom replacement controls are outside the scope of this RFP. Therefore, vendor shall ensure that current controls will operate with new units effectively. The vendor will also be responsible for the planning, installation, preventative maintenance scheduling and provisioning of new infrastructure and equipment as required by the School. The vendor will provide all necessary documentation for the installation of the unit, any applicable permitting and any required documentation to keep on site. The vendor will provide equipment as requested by the School for usage. All parts and labor required to install the equipment is to be included. Dismantling of current units and disposal shall also be included in the bid package.

The vendor, within the scope of this RFP, shall provide training to Promise Academy staff on operation of all HVAC units. These trainings will occur during the initial installation and at least once per year during pre-cooling season start up. This training shall be available to new and existing staff to provide them with the information they need to effectively ensure continued proper usage and upkeep of all HVAC systems.

Additional Proposal Requirements

The selected contractor must have prior experience with projects similar in scope and complexity to that described in the RFP that the vendor has performed in the last three years. Include sufficient variety to cover all types of projects required by this RFP. Include a brief narrative describing the project(s) performed for each reference. Project scope and complexity should be similar to that required by this RFP. Include also the customer's information as below:

Organization Name
Contact Person Name and Title
Contact Phone Number
Contact Address
Brief Description of Contract.

Proof of liability and workers compensation insurance and current Tennessee Contractors license is required.

Proposal Submission Requirements

Proposal must be received by November 19, 2020 at 1:00pm. Please submit your bid packet to:

Promise Academy
Attn: Beth Bailey
1346 Bryan Street
Memphis, TN 38108

If there are questions regarding this RFP process, please contact the Director of Finance & Operation, Beth Bailey at (901) 498-6701. Proposals must be delivered to and received prior the deadline noted above. There will be no exceptions. Proposals received after the deadline will not be considered for procurement.

Payment Terms

Payment shall be made at the completion of the installation of the chiller unit.

Additional Information

1. Vendor must keep Promise Academy advised of any changes in order(s) status.
2. Questions regarding this proposal must be in writing and emailed to bbailey@promiseacademy.com
3. Minority-owned businesses are encouraged to bid
4. No use of illegal or undocumented labor