



Kids Central, Inc. Request for Proposal
Heat Pump Relocation and Replacement
Wise Head Start Center.

Kids Central, Inc. is requesting proposals for the replacement and relocation of heat pump units at the Wise Head Start Center located at 9312 Rhododendron Lane Wise, Virginia 24293 on the campus of The University of Virginia's College at Wise. Kids Central will select one supplier to provide equipment and installation as outlined in this request. Proposals must be received by 5:00pm January 1st, 2018.

SCOPE OF PROJECT

This project consists of the procurement and supervised installation of a heat pump system including removal of existing units and relocation of new unit at the Wise Head Start Center.

Bids must include the costs of removal and disposal of existing units, installation of the new heat pump equipment, duct work, any discounts, cost of supervised installation, and building repair. Also required are detailed technical installation instructions and maintenance and operations manuals from the manufacturer.

Questions concerning the proposal should be directed to:

Tammy Mullins

Kids Central Inc.

PO Box 661

Norton, VA 24273

276-679-0518 x105

tmullins@kidscentralinc.com

Kids Central, Inc. shall be exempt for any liability for costs incurred by unsuccessful suppliers in preparation of the proposal. We reserve the right to select the system that is determined to be in



the best interest of Kids Central's Head Start children. Design, warranty and quality are major considerations in the decision process.

The maximum dollar amount allocated to the project is \$25,000. Any bid more than \$25,000.00 will be automatically rejected.

Required items:

1. Remove two 2.5-ton heat pump units located at the front of the building..
2. Install one 4 -ton unit on the right side of the building.
3. Install new duct work as required to accommodate the new heat pump unit
4. Return building front to acceptable condition after removal and disposal of the 2.5 ton heat pump units.

In the proposal, please provide a list of components proposed for the Wise Head Start Center heating pump system. Include component model numbers, materials, estimated lifespan of equipment including manufacturer's warranty and any other relevant descriptive information.

ASSEMBLY/INSTALLATION AND INSPECTION

The heat pump installation will be provided and managed by the Supplier. The Supplier must supply direct supervision from manufacturer or supply qualified and certified representative familiar with heat pump installation. All tools and equipment required to install equipment shall be provided by the Supplier. The Supplier will be given sixty (60) calendar days to complete the proposed work. The project must be completed by May 31, 2018.

It is the requirement of this RFP that Suppliers shall provide and pay for equipment installation.



A representative of the Supplier is required to conduct a post installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to the Kids Central, Inc. and remedied immediately.

Warranty: Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide to Kids Central, Inc. the manufacturer's warranty of installed equipment.

COMPLIANCE

In accordance with MCA 49-3-207, Nondiscrimination Provision in All Public Contracts, the Supplier will ensure that hiring is made based on merit and qualifications and that there will be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin by the persons performing the contract.

The Supplier must provide a Certificate of Liability Insurance for Commercial General Liability, Automobile Liability, and Workers Compensation, as well as copies of current certifications and licenses as applicable.

The contractor shall utilize the Virginia Davis-Bacon Wage Rates for Heavy Construction (Prevailing Wage Rates further described in construction contract). Highway Construction wage rates will not apply to this project.

PROPOSAL SUBMITTAL AND CONTENT

Proposals must be submitted to Kids Central, Inc. administration office by **5:00 pm EST, January 1, 2018** and must be addressed as follows:

Proposal for Wise Head Start Heat Pump Relocation
Kids Central, Inc.
Attn: Laura Taylor-Baugh
PO BOX 661
Norton, VA 24273



Proposals must include specifications for each component and must list the cost of the equipment and labor separately. Kids Central reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable.

All delivery, assembly, installation and supervision costs must be included in the proposal. Payment for equipment and materials will be sent within sixty (60) days after delivery and assembly/installation and invoicing of the system.

All proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submittal deadline date.

No proposal may be withdrawn within a period of sixty (60) days after the bid opening date. Prices shall include delivery f.o.b., freight paid by the bidder to the jobsite.

The Supplier must submit one hard copy of the proposal to the address listed above and one (1) electronic copy to tmullins@kidscentralinc.com. All Proposals must comply with the specifications and guidelines provided in this document.

EVALUATION AND SELECTION PROCESS

Proposals will be evaluated by a selection committee based on the following criteria:

Criteria Points

1. Quality and durability of equipment 0-25
2. Reputation and reliability of manufacturer 0-25
3. Cost effectiveness of the proposal 0-25
4. Overall quality of Proposal 0-25

Maximum Points: 100

An interview may also be requested to aid in the selection of a Supplier. The award will be made to the qualified Supplier whose proposal is deemed most advantageous to Kids Central, Inc. by January 30, 2018, all factors considered. Unsuccessful Suppliers will be notified in writing as soon as possible.