



**Kids Central, Inc. Request for Bids
Heat Pump Replacements
Multiple Locations
Revised: January 30, 2020**

Kids Central, Inc. is requesting bids for the replacement of multiple heat pump units at multiple locations and conversion to a new HVAC System at one location. Kids Central will select one supplier per location to provide equipment and installation as outlined in this request. Proposals must be received by 3:00pm February 21st 2020.

SCOPE OF PROJECT

This project consists of the procurement and supervised installation of heat pump systems including removal of existing units, all labor and materials at multiple locations. Bids must include the costs of removal and disposal of existing units, installation of the new heat pump equipment, any duct work or additional pre-requisite work deemed necessary, cost of supervised installation and building repair, and any discounts given. Also required are detailed technical installation instructions and maintenance and operations manuals from the manufacturer.

Questions concerning the specifications of units or requests for site visits to view current units should be directed to:

Charles Morgan
Maintenance Department
Kids Central Inc.
276-679-0518 x 110 (office)
276-708-6938 (cell)

Kids Central, Inc. shall be exempt for any liability for costs incurred by unsuccessful suppliers in preparation of the bid. We reserve the right to select the system(s) determined to be in the best interest of Kids Central's Head Start Program. Design, warranty and quality are major considerations in the decision process.



Specifications by Unit/Location (10 Total):

5341 Esserville Road Norton, VA 24273

Unit # 7: Remove existing unit and replace with new comparable unit; complete and operating

Unit # 9: Remove existing unit and replace with new comparable unit; complete and operating

Unit #10: Remove existing unit and replace with new comparable unit; complete and operating

5345 Esserville Road Norton, VA 24273

Unit # 2: Remove existing unit and replace with new comparable unit; complete and operating

Unit # 3: Remove existing unit and replace with new comparable unit; complete and operating

Unit # 4: Remove existing unit and replace with new comparable unit; complete and operating

318 West Main Street Appalachia VA 24216

Unit # 1: Remove existing unit and replace with new comparable unit; complete and operating

Unit # 2: Remove existing unit and replace with new comparable unit; complete and operating

Unit # 3: Remove existing unit and replace with new comparable unit; complete and operating

393 West Main Street Clintwood VA 24228

Install new heat pump system for entire building, including pre-requisite electrical upgrades. Convert building from oil heating system to heat pump system.

In the proposal, please provide a list of components proposed for heat pump systems by unit per location. Include component model numbers, materials, estimated lifespan of equipment including manufacturer's warranty and any other relevant descriptive information. Supplier must also include copies of applicable current licenses and certificate of liability insurance.



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 at least sixty (60) calendar days to complete the proposed work. The project must be completed by May 31, 2020.

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 following insurance coverage is required:

Commercial General Liability: Minimum of \$150,000 per person and \$1,000,000 per occurrence

Worker's Compensation Insurance: Equal to or at least \$100,000 per employee

Automotive Insurance: Minimum of \$100,000/\$300,000 for bodily injury and \$50,000 for property damage



The contractor shall utilize the Virginia Davis-Bacon Wage Rates for Heavy Construction, as applicable (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 in a sealed envelope by **3:00 pm EST, February 21st, 2020** and must be addressed as follows:

Kids Central, Inc.
Heat Pump Project
Attn: Comptroller
PO BOX 661
Norton, VA 24273

Sealed Bids may be delivered in person at:

Kids Central, Inc.
Heat Pump Project
Attn: Comptroller
5345 Esserville Road
Norton, VA 24273

Proposals must include specifications for each component and must list the cost of the equipment and labor separately. Proposals should also list any additional parts or labor warranties provided by supplier. Kids Central reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable. Kids Central reserves the right to reject all proposals at any location.

All delivery, assembly, installation and supervision costs must be included in the proposal. Payment for equipment and materials will be sent within thirty (30) days after delivery and assembly/installation and invoicing of the system.

All proposal amounts shall be guaranteed for not less than thirty (30) days after the proposal submittal deadline date.



No proposal may be withdrawn within a period of thirty (30) days after the bid opening date. Prices shall include delivery f.o.b., freight paid by the bidder to the jobsite.

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 0-20
2. Reputation and reliability of manufacturer 0-20
3. Reputation, qualifications, and reliability of supplier 0-20
4. Cost effectiveness of the proposal 0-20
5. Overall quality of Proposal 0-20

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(s) whose proposals are deemed most advantageous by location to Kids Central, Inc. Selected Suppliers will be notified no later than March 20th, 2020; all factors considered. Suppliers not selected will be notified in writing.

Kids Central, Inc. is a Nonprofit 501(c)3 Organization and Head Start/Early Head Start Grantee operating in Wise and Dickenson Counties and the City of Norton, Virginia. Kids Central currently serves 372 children and families in Southwest Virginia.