

REQUEST FOR PROPOSAL

Preventative Maintenance Bid for EOA Children's House

This document is a request from EOA Children's House for proposals from licensed and insured businesses with experience in preventative maintenance of building operating systems.

Background

EOA Children's House provides services to children in Northwest Arkansas who have been abused, neglected, or have faced adverse childhood experiences. We are located at 260 Victory Lane in Springdale, AR 72764.

Scope of Work

Under the three-year contract to be awarded through this RFP, EOA Children's House seeks a professional, experienced business to conduct preventative maintenance on the building operating systems including the following services:

- Quarterly Inspections of equipment (listed below)
- Air Filters provided and replaced quarterly
- Belts provided and replaced annually
- Condenser coils cleaned annually
- Boilers and hot water heaters cleaned annually
- VAV boxes and hot water valves inspected through Trane control system quarterly

This contract shall cover (3) rooftop package units, (24) VAV boxes, (1) split system, (1) ductless split system, (2) heating water boilers, (2) hot water heaters, (2) heating water pumps, (1) domestic hot water circulation pump, (1) hydronic hanging heater, (2) exhaust fans, (1) make up air unit, and (1) Trane control system.

Response Criteria

Response to this RFP will require the business to provide sufficient information to determine that the agency qualifies for performing the services required, including the following:

- Address your overall capabilities as they relate to your company's ability to meet the needs outlined in the Scope of Work.
- Submit a list of any tasks that will be subcontracted and a list of the subcontracting firms. EOA Children's House reserves the right to approve any sub-contractor of the lead contracting firm's team.
- Describe fee structure and billing procedures. If the bidder estimates a cost adjustment between years 1 and 2 or years 2 and 3 of the contract, the estimated adjustment should be listed in the bid. Any donated services should be included in the fee structure.
- Present three references including names, addresses, titles, phone, and e-mail addresses of the person(s) most familiar with the work performed.
- Proof of Liability Insurance including Workmen's Compensation if utilizing employees
- Must Maintain a Physical Business Address and Phone Number
- Must be able to complete the scope of work Monday-Friday between 7:30am-4:00pm.

Selection Criteria

The following criteria will be used to evaluate the qualifications of the business:

- Capability to perform the required services for EOA Children's House
- Professional background and experience on similar projects, including the use and familiarity of Trane controls and systems.
- Cost of services

Proposals will be reviewed by a team representing EOA Children's House.

Requirements and Authority of EOA Children's House

This Request for Proposal does not commit EOA Children's House to award a contract, pay any costs incurred in the preparation of the proposal to this request or to procure or contract for services. EOA Children's House reserves the right to accept or reject any or all proposals received as a result of the request, negotiate with any qualified source(s) or cancel, in part or entirely, this Request for Proposal, if it is in the best interest of EOA Children's House to do so.

Submission Information

Interested firms should submit the above requested information by 4:00 p.m. on Friday, March 22, 2019 via email, regular mail delivery, and or hand-delivered to:

Lance Johnson, Program Director
EOA Children's House
260 Victory Lane
Springdale, AR 72764
479-313-7919
ljohnson@eoaheadstart.org

Proposals received after the above time and date will not be opened.
Questions regarding this RFP should be directed to Lance Johnson.