

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) qualified in the design, purchase, and install a commercial air conditioning systems in the auditorium of the Juanita Gardine Elementary School in Estate Richmond on the island of St. Croix.

The Virgin Islands Department of Education (DOE) is seeking one (1) qualified Construction and HVAC Contractor with the knowledge, experience, and expertise to provide all services necessary to design and install air conditioning system(s) in the Juanita Gardine Elementary School Auditorium, St. Croix School District.

B. BACKGROUND

Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	12
Elementary Schools	7
Middle Schools	2
Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	15
Number of Students	5,375
ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2
Junior High	3
Programs	3
Adult Ed	1

Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
Number of Students	5,382
<u>BOTH DISTRICTS</u>	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	25
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	10,757
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,124

On the island of St. John, one (1) schools serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

VIDE's Operations Division has been designated and will serve as the DOE liaison on this project.

C. ADMINISTRATIVE STRUCTURE

Honorable Racquel Berry-Benjamin heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents.

D. CONTRACT TYPE

The contract awarded under this RFP will be for professional design-build contract. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of one (1) year.

F. SELECTION OF CONTRACTOR

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following minimum requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
 - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least two (2) professional references (project references).
- (6) Demonstrate the ability to perform services on-site in DOE's facilities.

H. INCURRED COSTS

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

I. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered.

J. GIFTS FROM CONSULTANT

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

K. LICENSES, FEES & TAXES

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

L. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

Part II: Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs must be delineated as outlined in the task list.

M. FEDERAL FUNDING/DEBARMENT CERTIFICATION

The selected contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON PROCUREMENT".

II. SCOPE OF SERVICES

Overview

The selected contractor shall design, purchase, and install an operational air conditioning unit(s), whose general scope and specification are described in Attachment A attached hereto and made part of this RFP, at the Juanita Gardine Elementary School Auditorium.

Tasks

1. Design an auditorium air condition system to ensure cooling in accordance with national codes and industry standards.

2. Purchase and install air condition system(s) and conduct system testing and provide training to VIDE technicians.
3. Project clean-up and close-out.

III. NON-PERFORMANCE BY SELECTED CONTRACTOR

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the agreed upon written notice to the other party specifying the date of termination.

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) *Certificate of Resolution*, as to the authorized negotiator and signer of a contract.
- (2) *Current Virgin Islands Business License* issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) Three (3) current original *Certificate(s) of Good Standing/Existence*, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) *Articles of Incorporation or Organization*, as applicable; or documents governing operation.
- (6) *Certificate of Liability Insurance* indicating proof of coverage of *Professional Liability Insurance* and *General Liability/Public Liability Insurance* - each of no less than One Hundred Thousand Dollars and Zero Cents (\$100,000.00) for any one occurrence. The Contractor must provide a *Certificate of Liability Insurance* and *Declaration/Endorsement* pages that indicating that the Government of the Virgin Islands, Department of Education, is as "certificate holder" and an "additional insured" on the *General Liability/Public Liability Insurance*.

The Professional Liability Insurance must cover the services to be provided under the contract.

- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.

Please note the above-referenced documents are subject to modification at the Government's discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract

Attachment A General Scope and Specifications

1.1. General Scope for AC Replacement

1. Design and install new A/C system(s) identified in the RFP.
2. Contractor shall attach and secure all components of the HVAC equipment in a manner so as not to damage any other building systems or components; all HVAC equipment and components shall be attached in accordance with the Manufacturer's Specifications and comply with all applicable Virgin Islands Building Codes for hurricane and seismic considerations.
3. AC equipment should have minimum 4" high concrete equipment pad. The Contractor is to provide new or retrofit AC equipment pad as needed.
4. Contractor shall evaluate the electrical power supply for AC systems, and provide electrical works as needed including addition, replacement, load balancing and commissioning of electrical power supply. AC units installation shall include all electrical requirements from main panel box to disconnect switch and to the new AC units (i.e., junction boxes, conduits, panels and etc.) and work shall include remediation of any electrical deficiencies related to the operation of the AC units and equipment, and ensure adequate and balanced electrical loads to the buildings (AC units must be complete and ready for use). All electrical requirements shall meet the National Electrical Code (NEC) including Article 440 Air Conditioning and Refrigeration Equipment.
5. The Contractor must provide a list on Excel worksheet and an electronic and paper copy to the VIDE District Director of Maintenance and the Territorial Facilities and Maintenance Director where the units are installed and date, to include date, manufacturer's maintenance and schedule of service. Warranty begins only after Owner has signed-off and accepted the units.
6. Transition ducts must be included with all new AC unit installations. Ducting shall be constructed in accordance with SMACNA standards. Duct insulation shall meet ASHRAE 90.1 requirements. Flexible duct connectors shall be insulated with flexible elastomeric cellular thermal insulation. Exterior air conditioning ducting shall have watertight stainless steel jacketing.
7. The Contractor shall provide for all newly installed AC units, a five (5) year warranty for compressors and a one (1) year warranty for parts and labor for any minor repairs, and associated maintenance for a five (5) year period. Copies of the warranty and pricing details shall be provided in the bid submittal.
 - a. Any AC units (Systems) purchased for installation and use at any VIDE facilities shall: Meet the comfort and air quality standards set forth for (AC equipment provided in Chapter 5 of the Federal GSA's facilities Standards for Public Buildings Services (Revised November 2000 or Later- PBS-100) and have repair and replacement parts readily available within five (5) days, excluding weekends and Government of Virgin Islands holidays.

1.2. General Technical Specifications for AC Unit and Equipment

1.2.1. General References:

The following standards are intended to be adhered to by the equipment manufacturer of the AC equipment. These standards are the basis for quality in the design, manufacturing, shipping, installation and future care of the equipment and are to be adhered to where applicable, by the prospective equipment manufactures:

- NFPA 90 A & B- Installation of air conditioning and ventilation systems
- ANSI/ASHRAE- 15- Safety Codes for mechanical refrigeration
- ARI 360- Commercial and industrial unitary air conditioning equipment testing and rating standard, above 135,000 BTU per hour
- ARI 340 -Commercial and industrial unitary heat pump (if applicable) equipment above 135,000 BTU per hour
- ANSI/ASHRAE 37 Testing of unitary air conditioning and heat pump equipment
- ANSI/ASHRAE/FESNA 90.1- 1999 and 90A- Energy standard of new buildings except low rise residential buildings
- ANSI/Z21.47/UL 1995 - Unitary air conditioning standard for safety requirements
- ARI 210/240 - Unitary air conditioning equipment and air- source heat pump equipment all under 135,000 BTU per hour
- ARI 270- Sound rating of outdoor unitary equipment all below 135,000 BTU per hour
- ARI 370Sound rating of large outdoor refrigerating and air conditioning equipment all above 135,000 BTU per hour
- ANSI/NFPA 70-1995 (or current)- National Electric Code (NEC)
- ISO 9000/9001US based manufacturing standards for quality

1.2.2. General equipment description:

1. Bidders must state the following: Product manufacture name, equipment manufacturing company corporate HQ address, bidding vendor relationships if a partnership is being proposed with all addresses, contact names, contact number, and email addresses.
2. Casing and housings: Shall be at least 18 gauge, with a minimum of zinc-coated galvanized steel frame and panel with weather resistant, baked enamel finish. Units shall be tested a minimum of 500 hours in a salt spray test environment under test conditions. Mounted controls shall be located behind weatherproof housing panels that are removable to provide access doors with quick opening fasteners. Cabinet covers should be of one-piece construction and have a gasket sealed surface. Access panels in the housing should be air and water tight panels with handles to provide access to filters, return air fan section, coil sections and unit controls.
3. Compressors/refrigeration systems: Shall provide a direct-drive hermetic, reciprocating or scroll type compressor(s) with centrifugal oil pump providing positive lubrication to all moving parts and automotive type piston rings to prevent gas leakage, internal suction and discharge valves and crankcase heater if required. Motors shall be suction gas cooled with internal temperature and current sensitive motors loads for protection of these components. External high and low pressure cut out devices shall be provided as system and equipment protection. Scroll type compressors shall also have centrifugal oil pumps. These scroll compressors should also provide suction gas cooled motors with winding temperature limits and compressor overloads. External high and low pressure cutout devices should also be provided to protect the units from major failures.

4. **Air Filters:** Air side filters shall be installed and mounted integral within the units. Air filters shall mount in such a manner that they are accessible through easy to remove and reinstall access panels. Access panels must be located and oriented such that filters may be removed and reinstalled without bending the filters. Safe access for all personnel access must also be provided. One-inch thick fiber disposable media filters shall be provided of standard purchasable sizes, with the provision within the unit for 2-inch-thick filters to be field provided and installed at a later date if required.
5. **Fan & Motors:** Evaporator fan sections should be of a forward curved, double width, double inlet, centrifugal type fan design. This type of design is quieter and less prone to vibration once cleaned. Ball or sleeve bearings should be self-aligning, grease lubricated with permanent fittings, unless sealed bearing are provided. Smaller units in the 5 ton or lower range may incorporate direct drive, multiple speed, dynamically balanced supply fans. Units in the general range of 6 tons capacity or greater may be equipped with belt driven supply fans and possibly have adjustable motor sheaves. Outdoor and indoor fan motors should be permanently lubricated and have internal thermal overload protection. Outdoor fan units should have direct drive, statically and dynamically balanced fan motor combination units. Fan shafts should be constructed of solid, hot rolled steel that is ground and polished, with key-way and protectively coated with lubricating oil or an advanced coating of the manufactures choice.
6. **Refrigerant Types:** With the phase out of R-22, all units shall be provided with the new standard R-410 or R134a refrigerants. All components that have been in direct contact with or association with the old R-22 refrigerant shall be removed and replaced with new. The Contractor is responsible for all removal of R-22 refrigerant, oil containing components and remnants of R-22, from the VIDE property.
7. **SEER and EER ratings/D.C. Inverters:** All equipment of 36,000BTU or less normally rated using SEER ratings. All SEER rating shall be 15 or greater. Most all equipment greater than 6 tons of cooling often times uses EER ratings. All equipment of this description shall have an EER rating of 10.5 or greater. SEER cooling capacity and equipment ratings shall be in compliance with ARI Standard 210.
8. **Evaporator Coils:** Shall be configured aluminum or copper finned surface mechanically bonded to seamless copper tubing coil. The coils should provide an independent expansion device for each refrigeration circuit. Coils shall be factory pressure tested at 450 PSIG and leak tested at 200 PSIG. Coil sections should provide a removable, reversible, cleanable double sloped drain pan for the base of the evaporator coils and can be constructed of PVC or a non-oxidizing material so that they do not become rusted and eventually block water flow away from the units. Provide secondary drain and condensate drain piping to evaporators, fan coil units and air handling units installed above suspended ceiling.
9. **Condenser Sections/Coils:** Condenser sections should be of a vertical discharge, direct fan with aluminum or non-oxidizing materials. Fans should be statically balanced. Motors shall be permanently lubricated, with integral thermal overload protection in a weather tight casing. Coils shall be configured with aluminum or copper finned surface mechanically bonded to seamless copper tubing coil. The coils should provide sub cooling circuit(s) for each refrigeration circuit. Coils shall be factory pressure tested at 450 PSIG and vacuum dehydrate tested. Coils should be factory sealed with holding charge of nitrogen or other suitable inert gas for protection during shipment.
10. **Controls:** Provide factory-wired condensing units with 24 volt or low voltage control circuit with internal fusing, control transformers, contactor pressure lugs and/or terminal block for power wiring. The Contractor to provide, "as is wiring" to each source and all wiring is presumed to be fully functioning since all units are in working order. The Contractor to provide all new wiring from the new field located electrical disconnect boxes to the AC electrical termination points. All units shall have single point power connection as standard. All field wiring of zone controls shall be NEC Class II.

11. **Coatings Evaporator and Condenser Coils:** All evaporator and condenser coils are to be factory coated to increase the life of the aluminum fins and copper tubing. All coated surfaces must ensure that 100% of the exposed fin surface is coated via a dipped process. If factory dipped coating is not available, vendor is still required to coat all coils to the same factory type specifications and full emersion process to ensure 100% coverage of the coils tubing and fin surfaces. Various coatings are available in the market place however, VIDE requires a Phenolic Epoxy coating or equivalent. One specific coating that is acceptable is the Blygold PoluAL XT coating supplied by MJC/Biygold Atlanta in Marietta, Georgia 800-728-1004. A second acceptable coating is the Bronz-Giow which is a dip coating process also, details of the specific coatings be proposed and the application process shall be provided in the vendor proposals. Coating of both evaporator and condenser coils shall carry a 5-year replacement warranty, which will also cover all labor, refrigerants and miscellaneous materials and consumables. No prorating of this warrantee's value is allowed. If the coil(s) show any corrosion, the supplier shall replace the coil without any additional cost to the owner. A warranty certificate shall be part of the closeout documents. Coil coating material and process shall have passed a 5,000 hour salt spray test in accordance with ASTM Standard 9117.85. Coil film coating shall be effective in the pH range of 1-14. The selected coating product shall be complex, chain linked polyelastomer material with properties including 4,000 PSI tensile strength and 250% flexibility as provided from the supplier. Coating shall be a field repairable, and touch-up material must be available in an aerosol form. Twelve spray cans shall be provided at the end of the installation for the VIDE's personnel use. Field coating in general is not acceptable. Phenolic coating must be a resin based thermosetting coating that is applied by immersion dipping of the entire coil. Two coats at a minimum are to be applied. The coated coils must be baked or heat dried, after immersion. After the final immersion and prior to final baking, spray the entire coil with a particular emphasis given to building up the coating on the shear edges. Total dry film thickness shall be between 0.064 to 0.076 mm.
12. **Copper Tubing Supply and Return Lines Replacement:** Contractor is to remove all the old copper high-pressure supply lines, low pressure return lines and insulation. New seamless copper high-pressure supply lines with black flexible foam, pre-molded and preformed insulation is to be installed on the hot side supply lines. If seamless copper tubing cannot be used, then ridge copper piping will be soldered into place to replace the old lines. Insulation is to be installed on the copper piping also.
13. **Insulation of Supply Lines:** All new high pressure supply lines are to be fully insulated as recommended by the manufactures installation procedures in the case of chilled water air handlers and local ceiling mounted air coils, insulation should be installed back to the areas where the supply water and return water tie in coupling and fittings are located.
14. **Condensate Drain Line Replacement:** Condensate that is collected in the new catch or collection pans, will drain thru these new PVC drain pipes to the outside of the building to dry wells or indirect drainage system to sanitary system. Condensate drain pipe shall be insulated with ½" thick flexible elastomeric cellular thermal insulation. This PVC piping is to be new and installed by the Contractor to ensure that the systems are new and in proper working order.
15. **Compressor Mounting Surfaces:** With the upgrade in SEER and EER to new higher more efficient sizes, the mounting surfaces or pads may be too small in many cases. The vendor will be required to add to these existing pads or supply new concrete pads. The condenser and housing is to be secured to the new pads so that they are Typhoon proof and neither will move during a storm.
16. **Wiring Connection and Local Disconnect Boxes:** The Contractor shall install new local disconnect boxes for each AC unit. New flexible wiring is to be installed at each unit from the newly installed disconnect

boxes to the AC terminal connections. For all new AC units, installation must include all electrical requirements from main panel box to disconnect switch and to the new AC units i.e. junction boxes, conduits, panels and etc. (AC units must be complete and ready for use). All electrical requirements shall meet the National Electrical Code (NEC) including Article 440 Air Conditioning and Refrigeration Equipment.

17. Statement of Required Preventive Maintenance Activities for VIDE to follow: For each model and class of equipment VIDE requires that the specific task, and the factory recommended frequencies in months of operation, be included with the bid package.
18. Controls for each AC unit: New set back style thermostats are to be installed on each new AC system installed beginning from 5 TON up to 100 TON. The new energy saving set back thermostats should have a 7-day week calendar and easy to use with basic instructions on the thermostat cover or attached with a wall plaque. All set back thermostats should be of the same model and type for training purposes and ease of use throughout the VIDE. Training to the AC, electrical crews, and security department, on the new set back thermostats is to be provided by the Contractor.
19. Voltage Monitors: the Contractor must provide voltage monitors for all AC units.
20. Testing/ Adjusting/ Balancing and AC and Controls System Commissioning: All AC equipment shall be tested and startup by manufacturer qualified technician. All controls system shall be programmed and tested by qualified control technicians. Provide Testing / Adjusting / Balancing (TAB) to all ducting and hydronic piping systems in accordance with NEBB or AABC standards. Upon completion of equipment startup, controls system startup and TAB, provide AC and Controls System Commissioning to verify and record system performance and set points for all operation modes including but not limited to, automatic, manual, seasonal, night setback, and system interfacing such as duct smoke detector. Correct all deficiencies discovered during AC and Controls System Commissioning. Provide final TAB report, and AC and Controls System Commissioning report. Reports shall include record and result of tests, deficiencies and corrections log, final set points and sequence of operation of AC and Controls System.
21. Maintenance Manual and Operating Instructions:
 - a. Upon completion of the Work, the Contractor shall provide the VIDE Project Manager with three copies of the as-built drawings and maintenance manual for all equipment furnished and installed under his Work. Manuals shall be in substantial 3-ring binders with project name and number inscribed on face and hinged back.
 - b. The manual shall include manufacturer's lubricating and operating instructions and parts list and serial numbers for all operating machinery, including drive information, and motor horsepower, amperage, and voltage readings on all phases, valve chart, sequence of operation, index following the order listed in the specifications, warranties in the name of the Installation, and a list of manufacturers, service firms and sub-contractors names and telephone numbers.
 - c. The Contractor must provide manufacturer's certification training to at a maximum of two VIDE Facilities and Maintenance personnel for all AC and Controls systems installed. Provide recorded training and demonstration on CD to VIDE Project Manager and VIDE Facilities and Maintenance Division.

