



**KIPP** PHILADELPHIA  
PUBLIC SCHOOLS

## **REQUEST FOR PROPOSAL**

### **Unit Ventilator Replacement**

---

Request for Proposal No.: 230315C

Date of Issue: Wednesday, March 15, 2023

Proposal Closing Date: Monday, April 10, 2023 at 2PM EST

**INTRODUCTION:** KIPP Philadelphia Public Schools (KPPS) is a charter network in Philadelphia, PA. KPPS includes one high school (KIPP DuBois Collegiate Academy), two middle schools (KIPP Philadelphia Preparatory Academy and KIPP West Philadelphia Preparatory Academy), and four elementary schools (KIPP Philadelphia Elementary Academy, KIPP West Philadelphia Elementary Academy, KIPP Philadelphia Octavius Catto and KIPP North Philadelphia Academy). The 2023-2024 student enrollment for the district is approximately 3,000 students.

**PURPOSE:** KPPS is soliciting proposals from qualified companies to replace HVAC unit ventilators at KIPP North Philadelphia Academy (KNPA): located at 2539 North 16<sup>th</sup> Street | Philadelphia, PA 19132

**KPPS CONTACT:** All communication, including any requests for clarification, concerning this RFP should be addressed to the following:

Patrice Green  
 Regional Director of Operations  
[RFP@kippphiladelphia.org](mailto:RFP@kippphiladelphia.org)

**GENERAL TERMS AND CONDITIONS:** This document includes information to provide the vendor with enough information to quote prices for materials and delivery as specified.

- KPPS is tax-exempt and as such will not pay any sales, use of property tax. Tax exemption certificate is available upon request.
- All proposals submitted shall remain firm for a period of forty-five (45) days upon request.
- The vendor shall include information for all equipment and work offered with the proposal.

**SOLICITATION DATES AND TIMELINE**

RFP Activity	Dates
RFP Release	Wednesday, March 15, 2023
Required Site Walk-through	Friday, March 24, 2023 at 10AM
Questions Due by Bidders	Monday, March 27, 2023
Response to Questions Posted	Wednesday, March 29, 2022
Proposal Due Date	Monday, April 10, 2023 at 2PM
Start Date	Monday, June 19, 2023
Installation Date	Tuesday, August 1, 2023

## **CONTRACT AWARDS**

KPPS reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of KPPS, best suited for use in said school and the best value for the amount expended.

KPPS will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be considered at all times and KPPS shall be the sole judge of such.

The purchase, installation, support, and maintenance contracts between KPPS and the successful vendor will be in form and substance acceptable to KPPS, and will include, but not be limited to, the specifications referenced below.

## **SCOPE OF PROJECT & PROPOSAL DETAILS**

At KPPS we are committed to maintaining a safe and environment with clean and conditioned air where students can focus on learning, teachers can focus on teaching, and stakeholders experience a learning facility that mirrors those on university campuses and in professional office spaces. School Indoor Air Quality (IAQ) is particularly important as it may affect the health, performance and comfort of school staff and students.

The existing HVAC system is out of date and needs to be upgraded and replaced. System specifications should be aligned with pages 56-60 of the [U.S. Environmental Protection Agency \(EPA\) Indoor Air Quality Guidelines for School Building Upgrades](#). KPPS is accepting proposals from a highly qualified HVAC provider to do the following at our KIPP North Philadelphia Academy (KNPA) campus:

- Assess the existing Heating, Ventilation and Air Conditioning (HVAC) System and provide HVAC replacement recommendations.
  - The identification of HVAC system deficiencies shall be comprehensive in nature and should consider, at a minimum: current system performance, maintenance requirements, operations efficiency (including costs of operation), remaining system operational life, inadequate design, and any other deficiencies observed.
- Replace 57 steam Unit ventilators in the building.
- Provide labor and material to replace steam unit ventilators.
- Provide trucking and rigging.
- Provide new steam trap.
- Connect to existing Power supply.
- Proposal to connect new unit to existing system.

The following proposal sections are to be included in the Proposer's response:

### **Approach to HVAC Assessment, Findings and Recommendations**

Describe your approach to perform an HVAC assessment, sharing the results of the assessment and respective recommendations to be accomplished.

### **Methodology**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Services of this RFP. The Methodology Section should include:

1. An implementation plan that describes in detail (i) the methods, including controls by which your company manages projects of the type sought by this RFP; (ii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
2. Detailed description of efforts your company will undertake to achieve client satisfaction and to satisfy the requirements of the Scope of Services section.
3. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion. Include your plan to deal with fluctuation in service needs and any associated price adjustments.
4. Detailed description of specific tasks you will require from KIPP Philadelphia staff. Explain what the respective roles of KIPP Philadelphia staff and your staff would be to complete the tasks specified in the Scope of Services.
5. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities.

### **Staffing**

Provide a list of employee position(s) who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual. A highly qualified project manager must be assigned to this project. Provide the name, background, and experience, etc. for this project manager. **All staff working under this contract must be paid at the prevailing wage. At the end of the project, the company will be required to submit certified payroll to confirm prevailing wage.**

### **Qualifications**

The information requested in this section should describe the qualifications of the company, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
- A summary of your firm's or entity's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.

## **References**

For all Proposers, provide at least three references (in Appendix B) that received similar services from your company.

KIPP Philadelphia reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address.

## **Financial Capacity**

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow KIPP Philadelphia to reasonably formulate a determination about the financial capacity of the Proposer. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer, or filed within the last five years.

## **Fees and Compensation**

All Proposers are required to use the form in Appendix A to be submitted with their proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. All materials are expected to be provided by the Proposer. Please provide the cost for additional related services or work completed outside the scope of the awarded contract. Proposals shall be valid for a minimum of 180 days following submission.

## **Bid Evaluation and Selection:**

Bids will be evaluated using the Vendor Selection Criteria enclosed in this packet. We are price sensitive and open to ideas to revise our scope slightly for operational efficiency and/or to generate savings.

Target Start Date for project to begin is **Monday, June 19th** with the expectation that ordering of supplies will occur with sufficient time to ensure the project completion date is Tuesday, August 1st before the start of school. Please note, it is imperative that work be completed in a timely manner, as summer refresh, building deep cleaning and set-up is occurring over the summer.

## QUOTE PROPOSAL

- 1. Appendix A: Vendor Contact Information**
- 2. Appendix B: References**
- 3. Appendix C: Non-Collusion**
- 4. Appendix D: Bid Cover Sheet**
- 5. Profile of Company Proposing**
  - State whether the Company is a local, national, or international and include a brief description of the size of the firm. State whether the purpose is a qualified small or minority-owned business, women's business enterprise.
  - State whether the firm is in compliance with the registration and permit requirements to do business in Philadelphia, PA.
- 6. Qualifications**
  - Describe the recent experience with similar engagements to which the proposal relates.
  - Include resumes of all key professional members who will be assigned to the project.
- 7. Scope of Services and Proposed Project**
  - Briefly describe the firm's understanding of the scope of services to be provided.
  - Approach to HVAC Assessment, Findings and Recommendations
  - Methodology
  - Staffing
- 8. Fees and Compensation**

Provide the following information as relevant to the fee proposal:

  - Estimated total labor hours
  - Estimate of material costs
  - Payment schedule
  - Cost of additional related services (i.e. completed outside the scope of the awarded contract)

## QUOTE SUBMISSION & SELECTION PROCESS

- All proposals shall be submitted electronically only by Monday, April 10, 2023 at 2:00PM EST to the email address [rfp@kippphiladelphia.org](mailto:rfp@kippphiladelphia.org).
- It is the responsibility of the vendor to ensure the receipt of their proposal by KPPS.
- All proposals should include a pricing summary on the first page of the proposal using Attachment D.
- All quotes should include detailed line items and subtotals along with the total purchase price. All proposals must indicate that they are valid for no less than forty-five (45) days from the proposal due date.
- The bidder's written proposal will be the basis for selection. However, following initial screening of all quotes received, KPPS may request additional information, clarification, or an on-site presentation.
- Structure your proposal based on the information requested above. Please ensure to address each section and item; it is your responsibility to address all questions in this

quote. Failure to address all aspects of this quote may result in disqualification at the sole discretion of KPPS.

- KPPS reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein. KPPS reserves the right to award any resultant contract(s) as a whole or split award between competing parties. KPPS reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to KPPS. KPPS reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement. KPPS reserves the right to determine if an alternate item(s) is equal to the specified item and will meet KPPS requirements.
- Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.
- By submitting a quote, the Bidder represents it has read and clearly understands this RFP and it is capable of providing the required services on the agreed contract commencement date.
- Each proposal shall be made on the form provided and signed by the individual authorized to make such a proposal.
- The selected vendor(s) will indemnify KPPS, and its agents and employees, against damages, losses, and expenses (including attorney's fees and expenses) occurring in connection with or in any way incident to or, arising out of the performance, delivery, occupancy, service, operation, or performance of work in connection with any legal agreement/contract arising from the provider(s) response to this bid, except for matters caused solely by KPPS's negligence.
- The vendor must provide a Certificate of Insurance.
- Failure to submit a quote response on time may constitute grounds for the rejection of the quote.
- Unit cost and extensions should be verified and thoroughly checked before submitting your quote. If an error is made on the unit pricing, KPPS cannot accept any responsibility. It is assumed that the pricing submitted is the price you will honor. Therefore, you will be legally held to this price.
- Awards will be made to the responsible and responsive proposer(s) whose bid or proposal meets the requirements and criteria set forth by the school system and whose offer is determined to be the most advantageous to the school, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contract(s) shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority using the criteria set forth below.

## Vendor Selection Criteria

Requirement(s)	Points
Proposal Price	40
Proposed methodologies and processes to accomplish work	30
Organizational Strength (qualifications, experience, etc.)	10
Organizational References	10
Proposal Submission and adherence to RFP instructions	5
Qualified small or minority-owned firm, women business enterprise	5
TOTAL	100

## General Rules Applicable to the Selection Process

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFP.
- For the purpose of assuring KPPS of the quality of workmanship, materials, equipment, and service, KPPS will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- KPPS reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- The quotes will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the quotes have been awarded by KPPS
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to KPPS, taking into consideration price and other evaluation factors set forth in the specifications.
- KPPS reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.
- The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by KPPS official who is authorized to issue orders.
- The vendor shall submit an invoice upon acceptance of completed services, payment will be made within Forty-Five (45) days.



**Appendix A: Contact**

**Proposer Contact Information:**

<b>Company Name:</b>	
<b>Contact Person:</b>	
<b>Billing Address:</b>	
<b>City</b>	
<b>State:</b>	
<b>Zip:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**Appendix B: References**

**Proposer References**

**Reference 1:**

Company Name:	
Contact Person:	
Contact Phone:	
Contact E-Mail	

**Reference 2:**

Company Name:	
Contact Person:	
Contact Phone:	
Contact E-Mail	

**Reference 3:**

Company Name:	
Contact Person:	
Contact Phone:	
Contact E-Mail	

## Appendix C: Non-Collusion

### Non-Collusion Affidavit

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. ss 1161 Et. Seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connections with the prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of completion.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

**NON-COLLUSION AFFIDAVIT**

State of: \_\_\_\_\_ County of: \_\_\_\_

Contract/Bid No. \_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_ and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor. Bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid
5. \_\_\_\_\_, it affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law on any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the above representation are material and important, and will be relied on by KIPP Philadelphia Public Schools in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from KIPP Philadelphia Public Schools of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
(Official Signature and Company Position}

Date \_\_\_\_\_

**Appendix D: Bid Cover Sheet**

**Bid Cover Sheet**

**RFP No:** 230315C

**Proposer:**

<b>Company Name:</b>
<b>City, State</b>

**Is this a Complete or Partial bid (Complete = pricing provided for all items):**

\_\_\_\_\_ **Complete**                      \_\_\_\_\_ **Partial**

**Affirmations:**

**Please affirm the following statements by writing "YES" next to each statement.**

	<b>Proposer agrees to all requirements as listed in the RFP.</b>
	<b>Proposer is an authorized distributor of all proposed equipment and will provide proof of same upon request.</b>

**Proposer Signature:**

**In submitting a response to this document, the proposer acknowledges acceptance of all sections of the entire document and has clearly delineated any exceptions:**

<b>Signature:</b>	
<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date:</b>	

**Total Primary Proposal Pricing (total of all items priced in RFP for proposed)**