

TOWN OF NORTH
PROVIDENCE
SCHOOL DEPARTMENT

State of Rhode Island

Terms and Requirements for Request for Proposal

Item Description: **CLEANING AIR CONVEYANCE SYSTEM AT BIRCHWOOD AND RICCI
MIDDLE SCHOOLS – NORTH PROVIDENCE SCHOOL DEPT.**

Date and Time to be **ISSUED: FEBRUARY 3, 2022 AT 10:00 A.M.**

Date and Time to be **OPENED: FEBRUARY 14, 2022 AT 10:00 A.M.**

Proposals may be submitted up to **10:00 AM** on the above meeting date at the **Office of the School Finance Director**, 2240 Mineral Spring Ave., North Providence, RI 02911, during normal business hours, 8:30 AM through 4:00 PM. All proposals will be publicly opened and read at the above noted address.

INSTRUCTIONS

1. Vendors must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **Finance Director**, 2240 Mineral Spring Ave., North Providence, RI 02911. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have “**NOT A PROPOSAL**” written on the envelope or wrapper.
2. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Proposal responses must be in ink or typewritten.
4. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
5. Proposals **SHOULD BE TOTALED** WHEN APPLICABLE. Do not group items: price each item individually. Awards may be made on the basis of *total* proposal or by *individual items*.
6. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK**.
7. One original proposal and **two copies** shall be submitted.

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NOTICE TO VENDORS

1. The North Providence School Department (NPSD) reserves the right to waive any and all informalities and to award the contract on the basis of the lowest qualified evaluated bid proposal.
2. No proposal will be accepted if made in collusion with any other responder.
3. A responder who is an out-of-state corporation must qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.1-99, 7-1.1-105, 7-1.1-106.
4. The North Providence School Committee reserves the right to reject any and all proposals.
5. In determining the lowest qualified evaluated bid proposal, cash discounts for payments less than thirty (30) days will not be considered.
6. Where prices are the same, the North Providence School Department reserves the right to award to one responder, or to split the award.
7. Competitive bids may be obtained by all responders attending the formal proposal opening.
8. As the North Providence School Department is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will be given.
10. The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the School Committee.
11. Delivery dates must be shown on your proposal. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance shall be required of a successful vendor in which the North Providence School Department is named an *additionally named insured* in the title holder box. The certificate shall provide that the school department will be given at least 30 days advance notice of policy cancellation.
13. Proposals may be submitted on an "equal" in quality basis. The NPSD reserves the right to decide equality. Responders must indicate brand or make offered and submit detailed specifications if other than brand requested.
14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply (See R.I. General Laws Sec. 37-13-1 et seq. as amended).
15. No goods should be delivered or work started without Notice from the NPSD.

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VENDOR PROPOSAL TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the School Finance Director or his designee.
2. Awards will be made within thirty (30) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. Only one shipping charge will be applied in the event of partial deliveries for blanket purchases or term contracts.
5. The successful responder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form satisfactory to the NPSD by which the successful responder will indemnify and hold harmless the NPSD during the term of the contract from claims for personal injury or damages to property sustained by third person, or their agents, servants and/or claimed under them.

Introduction:

The North Providence School Department is soliciting for proposals for Cleaning of the air conveyance systems at the Birchwood and Ricci Middle Schools.

Requests for Clarification:

Inquiries concerning clarification on any portion of this RFP should be made to:

Finance Office
2240 Mineral Spring Ave.
North Providence, RI 02911
Financedirector@npsd.k12.ri.us

Cost Proposal:

The cost proposal should include the following information:

- 1.) The responder shall submit Attachment “B” filled out completely.
- 2.) The cost proposal should contain all pricing information relative to delivery of services as described in this RFP.
- 3.) No proposals will be accepted after FEBRUARY 14, 2022 at 10am. North Providence School Department will evaluate all proposals. Be prepared to answer any calls in regards to the proposal.

Evaluation Criteria:

- 1.) The NPSD will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed below. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the North Providence School Committee.
- 2.) Proposal will be evaluated on the following:

		Score
1.	Company Information and Years in Business	20
2.	Required documents stated in RFP	20
3.	Experience and References	20
4.	Business located in North Providence	5
5.	Pricing	35
	Grand Total	100

Final Selection:

The North Providence School Committee will select a firm based upon the review, evaluation and recommendation of the Evaluation Committee in regards to the proposal submitted for consideration. The North Providence School Committee will take final action as to whether to go forward with the proposal. Following the notification of the firm selected, it is expected a contract will be executed between the parties.

- 1.) A firm’s submission of a proposal indicates acceptance of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the NPSD and the firm selected.

Timeline:

Request for Proposals Issued	Thursday, February 3, 2022 at 10:00 a.m.
Proposal Due Date and Opening	Monday, February 14, 2022 at 10:00 a.m.
School Committee Meeting for potential contract award	Wednesday, February 16, 2022

Attachment "A" – Page one

The North Providence School Department invites the submittal of responses to this Request for Proposals (RFP) for CLEANING OF THE AIR CONVEYANCE SYSTEMS AT BIRCHWOOD AND RICCI MIDDLE SCHOOLS. The process will be as follows:

PREVAILAING WAGE MUST BE PAID
MUST PROVIDE YOUR OWN LIFTS

******* PLEASE NOTE THIS IS FOR CLEANING IN THE GYMNASIUM ONLY *******
IT IS TO INCLUDE INTERIOR AND EXTERIOR CLEANING OF EXPOSED SPIRAL DUCT WORK

CLEANING PROCESS:

Lock-Out/Tag-Out:

The Exhaust fans will be locked out by the Service Coordinator and the NPSD.

Protective Covering:

Cover all machinery, office equipment, furniture, and other components with plastic or drop cloths where the work is being performed.

Preliminary Site Cleaning and Gaining Access to the Ductwork

Registers:

Removal of all registers, vents, grilles and diffusers as needed.

Vacuum and/or hand wash all registers, vents, grilles and diffusers as needed.

Drop Ceiling:

The drop ceiling should be removed if necessary in order to gain access to the duct system.

Insulation:

Exterior insulation will be removed, where needed, to gain access to the ductwork.

Access Ports:

Access ports shall be cut in the ductwork where necessary in accordance with:

NFPA (National Fire Protection Association)

NAIMA (North American Insulation Manufacturers Association)

NADCA (National Air Duct Cleaners Association)

SMACNA Sheet Metal and Air Conditioning Contractors Association)

UL (Underwriters Laboratories)

Use of Agitation Devices:

The choice of agitation devices will be determined based upon:

The debris present within the system (dust)

The type of material used in the construction of the ductwork to be cleaned (fiberglass lining)

Industrial Brushes (If Applicable):

Industrial brushes may be used to brush the interior of the system

Loosens dust and dirt build-up within the ductwork

Various size brushes should be used depending on the dimensions of the ductwork

Compressed Air Washing (If Applicable)

Air Compression can be used to loosen dust and dirt build-up

Vacuum Collection

Equipment with HEPA filtration should be used. The size and type of HEPA filtration vacuum should be determined based on the amount of debris present within the system and the construction, size and accessibility of the ductwork.

Microbial Contamination Treatment of Bioaerosols – Biocides

An EPA registered Bacteriostat, fungistat, germistat and all-purpose deodorizer shall be applied if applicable.

Protective Coatings (If Applicable)

Protective coatings can be applied to the surface of interior insulation and metal ductwork.

Variable Air Velocity Boxes (VAV) (If Applicable)

If an access panel door is not available, the VAV boxes should be accessed by making access ports.

Any loose wires and cables shall be secured.

The VAV box will be HEPA vacuumed.

If there is interior insulation, it should be evaluated after is it HEPA vacuumed and any damaged insulation shall be reported.

Reheat Coils (If Applicable)

If an access panel is not available, the reheat coil will be reached by making access ports.

Fins will be HEPA vacuumed or brushed to loosen debris

EPA approved coil cleaner will be applied as needed and rinsed with water

Condensate drain will be cleared

Any damaged fins or insulation will be reported

Air Handling Unit (AHU)

The main AHU shall be cleaned. HEPA vacuuming, brushing, scraping and hand wiping may be needed to thoroughly clean the interior surfaces of the unit, including the plenum.

Condensing coils will be cleaned by HEPA vacuuming and/or applying coil cleaner

Interior filter racks will be cleaned by HEPA vacuuming and if necessary wire brushed and hand wiped

Blower chamber and blades will be cleaned by HEPA vacuuming and if necessary, wire brushed and hand wiped.

Dampers and louvers will be cleaned by HEPA vacuuming and if necessary wire brushed and hand wiped

The AHU should be sanitized

Any damaged fins, rust or deteriorated insulation will be reported

POST CLEANING

A post cleaning inspection of the ductwork will be performed with the service coordinator

Removable Plates or Doors

The access ports should be covered with removable airtight plates or doors which are in compliance with industry standards.

Installation Requirements

Access ports installed into the system shall not diminish the structural, thermal or functional integrity of the ductwork

Access ports shall be closed in an airtight manner

Access ports shall not hinder, restrict or alter the airflow within the duct

Access covers will be classified for flammability and smoke spread if the material is exposed into the internal air stream. These materials are classified as having a flame spread ratio of 25 or below without evidence of continued progressive combustion and a smoke-developed rating of 50 or below, as determined by UL723.

Metals used to close access ports shall be resistant to atmospheric corrosion and shall not be used in combinations that will cause galvanic action, which might deteriorate any part of the system formed from such material.

All materials used shall be suitable for continuous exposure to temperature and humidity conditions within the system.

All tapes used shall meet the requirements of UL-181A and be properly labeled as such.

All access ports shall comply with applicable UL and NFPA standards, as well as local and state codes

Metal panels used for closing of access ports shall be of like gauge or heavier

Metal panels used for closing of access ports shall be mechanically fastened (screwed) every 4" on center

Metal panels used for closing of access ports shall be sealed most often by aluminum taping. If required, gasketing or mastic materials will be used.

Reinstall Registers and Drop Ceiling

Reinstallation of registers and drop ceiling to leave the occupied space in a clean manner

The clean registers, vents, grilles and diffusers shall be reinstalled as needed

The ceiling tiles will be placed back to the original position. Broken ceiling tiles will be reported.

Cleanup

The floors should be swept and carpets vacuumed.

FINAL INSPECTION

A walk through of the service area will occur. This will reassure that everything was placed back into the original position and the work was finished completely.

All applications must be performed in a manner designed to minimize exposure and applied according to the manufacturer's recommendations.

Attachment “B” – Page one

**NORTH PROVIDENCE SCHOOL DEPARTMENT
COST PROPOSAL FORM**

Agrees to respond on: **CLEANING AIR CONVEYANCE SYSTEM AT BIRCHWOOD AND RICCI MIDDLE SCHOOLS – NORTH PROVIDENCE SCHOOL DEPT.**

Date and time to be opened: **MONDAY, FEBRUARY 14, 2021 AT 10:00 A.M.**

VENDOR NAME:	
VENDOR ADDRESS:	
CITY, STATE, ZIP:	
Soc. Sec. # or Fed. ID #	

The North Providence School Committee and/or its authorized representatives shall have the right to cancel these services in this contract when it is determined that school operations have been delayed by failure of these contractors to render proper services for any reason whatsoever under the terms of the contract, or when any contract conditions and specifications are not met.

The bidder as indicated below, has carefully examined the proposals, specifications, and proposes and agrees, if this proposal is accepted, to contract with the NPSD to provide the cleaning of the air conveyance system at Birchwood and Ricci Middle Schools – NORTH PROVIDENCE SCHOOL DEPT. contained within the specifications stated for these total amounts.

Attachment "B" – Page two

Proposal Form

Name of Provider: _____

Address: _____

Phone Number: _____

Authorized Signature: _____

Cost Description: