

REQUEST FOR PROPOSAL

HVAC SYSTEM REPLACEMENT

The Barber National Institute (BNI), located at 100 Barber Place, Erie, PA, is soliciting competitive proposals to facilitate the replacement of the current Heating, Ventilation, and Air Conditioning (HVAC) system in operation in a portion of the building.

Background

Established in 1952, BNI provides children and adults with autism, intellectual disabilities and behavioral health challenges and their families the education, support and resources needed to be self-reliant, independent, and valued members of their community. In addition, we provide the professionals who serve them with world-class education and training. BNI also encompasses an approved private school, the Elizabeth Lee Black School, that is in the main building.

Project Goal & Scope of Services

To improve the operating efficiency and comfort of employees and students at the Elizabeth Lee Black School, BNI is seeking a qualified HVAC contractor to facilitate the replacement of the current HVAC system in operation. The project's overall goal is to install HVAC systems responsive to year-round temperature fluctuations within the school. An overview of the system currently in place is provided below.

Equipment Specifications

The bid is for the following rooftop units (RTUs) at the location listed below:

Elizabeth Lee Black School: 6 RTUs (Two (2) 6-ton units and Four (4) 3-ton units)

- RTU 6 (6-ton unit)
- RTU 8 (3-ton unit)
- RTU 9 (3-ton unit)
- RTU 10 (3-ton unit)
- RTU 11 (6-ton unit)
- RTU 13 (3-ton unit)

All units complete and ready to operate including crane service, curb adaptors, smoke detectors, economizers, permits, fees and other items as necessary.

Evaluation Criteria

BNI will be evaluating prospective proposals based upon the following criteria:

- Qualifications and experience of the applicant, including appropriate licensing, suitable references and documented compliance with Uniform Guidance as required for federal contracts, including, but not limited to, prevailing wage regulations, etc. (30%)
- Applicant's ability to provide the requested services by November 30, 2024 (30%)
- Level of Workplace Disruption – BNI is open Monday-Friday from 8:00 a.m. to 4:30 p.m. Management is very cognizant of the need to replace the units, but also to do so with as little disruption to employees and students as possible. Given the location of the units, management is open to varying proposals regarding the most effective way to facilitate the transition and make use of the available space. (20%)
- Cost – BNI operates under a budget and is committed to remaining within budget parameters and is seeking competitive bids for the project. (20%)

Minimum Requirements

To be considered, the company must meet the following minimum requirements:

- Proof of sufficient insurance must be provided.
- Suitable qualifications and experience, including appropriate licensing and suitable references.
- Proof of compliance with Uniform Guidance as required for federal contracts, including, but not limited to, prevailing wage regulations, etc.

Award Process

Please email your proposal no later than 4 p.m. on Wednesday, July 17, 2024. to Daniel Vrenna, Director of Facilities, at dvrenna@barberni.org or:

Daniel Vrenna
Barber National Institute
100 Barber Place
Erie, PA 16507

The RFP will be posted on our website, www.barberinstitute.org and can be downloaded directly from there. Please contact Dan Vrenna at (814) 878-4066 or via email at dvrenna@barberni.org with any questions related to this request or to schedule a walkthrough of the facility. BNI requires the project to be completed by Saturday, November 30, 2024, and, as a result, final selection will occur no later than Friday, July 19, 2024.

Schedule of Events Timetable:

Friday, Jun 28, 2024 – RFP Posted Online & In Print

Wednesday, July 10, 2024 – Walk-Throughs of the Facility Completed

Wednesday, July 17, 2024 – Proposals Due

Friday, July 19, 2024 – Notification of BNI Decision

Saturday, November 30, 2024 – Required Project Completion Date

BNI will not be liable for any costs incurred in the preparation and production of a response to this RFP.

BNI reserves the right to adjust the timetable as necessary.

Revision of Request for Proposal: BNI alone may elect to amend this RFP prior to the proposal due date. If it is necessary to revise any part of this RFP, an amendment will be provided to all vendors of record and posted online. Acknowledgement of the receipt of all issued amendments is required in all proposals. In no case will the RFP be amended within seven (7) days of the proposal due date, unless the amendment includes an extension of time to allow seven days between the amendment and the proposal due date. BNI will not be responsible for any additional costs incurred by said changes in the RFP.

Disclosure of Data: According to law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal and the proposal(s) not selected, and information in those proposals which a bidder may consider proprietary. Therefore, BNI makes no representation that it can or will maintain confidentiality regarding such information.

BNI reserves the right to reject any and all bids.