**WINCHESTER SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL**

The Winchester School District is soliciting bids for replace existing HVAC units and controls in Elementary Offices, Elementary Common Areas, and Middle School Locker Rooms at the Winchester School District, 85 Parker Street, Winchester, N.H.

**BID SUBMITTAL MINIMUM REQUIREMENTS:**

Bids must be received no later than 3:00 PM on Monday, March 6th, 2023, in order to be considered.

Bids wages must use Davis-Bacon prevailing wages.

Bid price must include all materials and labor for installation.

Bid must include all contractor and product guarantees and/or warranty’s.

Provide a detailed description of your experience with similar contracts and list specific equipment that will be used.

Provide at least three (3) references – including their name, business name and phone number.

Please provide any additional information relative to the experience and competence of the bidder that may be helpful to the District during the selection process.

**Bids must be clearly marked “HVAC Elementary Offices, Common Areas, and Locker Rooms” and received in a sealed envelope to:**

**Winchester School District**

**Attn: Matthew Hill**

**85 A Parker Street**

**Winchester, NH 03470**

**Bids will be opened on Monday, March 6th, 2023, at 3pm at the**

**Winchester School District, SAU #94, 85 A Parker Street, Winchester, NH. (Bidders are welcome to attend)**

**BID SELECTION PROCESS:**

***All bidders are required to visit the work site with the Facilities Director.*** This is the bidders’ opportunity to accurately measure and view the areas described in the scope of work. Please email or call Matthew Hill at mhill@wnhsd.org 603-803-1016 to schedule site visits. Site visits need to be scheduled no later than February 22nd 2023.

The District reserves the right to accept or reject any and all bids in its discretion to waive any formality, informality, information and/or errors in a bid.

Bids will be evaluated in the complete discretion of the District, based upon factors including cost, the detail and quality of the bid, references, and meeting the needs of the District.

If necessary, the District will choose one or more bidders for further evaluation. Such bidders may be required to prepare and provide further information.

This Request for Proposal will be available beginning February 1st, 2023, at the above address and on the District’s website at [www.wnhsd.org](http://www.wnhsd.org/)

The selected bidder shall be required to execute a contract with the District within 14 business days following notification of its selection or shall be deemed to have declined selection and shall not be permitted to bid again on any subsequent RFP effort for the period of services to which this RFP relates.

The District retains the right to terminate this RFP process without any prior notice.

**SUMMARY OF CONTRACT SCOPE AND KEY TERMS:**

**\*\*See attached scopes of work from Design Day Mechanicals Inc**.\*\*

Contractor shall be required to indemnify and hold the District harmless from liabilities claims and costs arising or resulting from the fence and gate installation project.

Within five (14) working days after the bid is awarded and accepted, the contractor must deliver a valid and current insurance certification for liability and property damage in the amount of (1) One Million Dollars ($1,000,000.00). The insurance certificate must name the Winchester School District as additionally insured.

All vehicles and equipment must be insured and have current state inspections. All drivers must have the proper state license for equipment that they drive and operate. The District reserves the right to request proof of proper documentation and driver references.

It is against the law to use or be in the possession of drugs, alcohol and tobacco products on District property. If any driver/operator is found to be under the influence of any controlled substance, the Police will be called immediately.

Contractor will invoice the District upon satisfactory completion of the job as deemed fit by the Director of Facilities. **Elementary offices and Common areas may be started June 19th 2023 and must be completed by August 24th 2023**. **Middle school locker rooms must be completed January 1st 2024**.

The safety of our students and staff is our biggest concern. If the Facilities Director determines that any portion of the contract has not been successfully completed, such work will be redone by the contractor and at the contractor’s expense. Such a deficiency will be put into writing and if the contractor does not fully comply with the requirements of the contract a second time, the contract will be terminated immediately. The contractor shall not assign this contract to any other party without prior written consent of the District.

**If you have any questions concerning this RFP please contact Matthew Hill, Facilities Director at (603) 803-1016 or** **mhill@wnhsd.org**