

EAST OLYMPIA FIRE DISTRICT#6

REQUEST FOR PROPOSAL HVAC

SYSTEM REPLACEMENT

East Olympia Fire District #6, located at 8047 Normandy St. SE in Olympia WA 98501, is soliciting competitive proposals to facilitate the replacement of the current Heating, Ventilation, and Air Conditioning (HVAC) system in operation in its Headquarters fire station.

Background

The fire station was built in 1996 and is currently equipped with Lennox systems for its HVAC system which currently provides heating and cooling to the administrative offices, kitchen, training room and volunteer quarters, for a total of four individual systems. The current HVAC system is propane fueled. The new system will be propane fueled.

The HVAC equipment is original equipment that has received maintenance when repairs are needed and is still in current operation.

Project Goal & Scope of Services

East Olympia Fire District #6 is seeking a qualified HVAC contractor to facilitate the replacement of the current HVAC system, which is still currently in operation, with new energy-efficient equipment to improve the comfort of employees and customers. The overall goal of the project is to install an HVAC system that is responsive to year-round temperature fluctuations and provide more energy efficiency and meets or exceeds the latest codes and standards.

The current HVAC system consists of four Lennox system air handlers approximately twenty-five years in age. They are located in separate mezzanines on either side of the apparatus bays. The mezzanine is accessible by ladder from the interior of the apparatus bays. Each air handler distributes air to the administrative offices, training room, kitchen and volunteer quarters, each area is controlled by its own thermostat. The associated compressor for each air handler is located at ground level on the exterior of the fire station and has unrestricted access.

The Station is actively used and contains high value equipment. It must be kept in service during the construction period and must be secured each day at the completion of work. The owner recognizes that this work will be performed in and around station including the paved areas of the building and will make every attempt to facilitate the contractor's needs.

Criteria

EAST OLYMPIA FIRE DISTRICT #6 will be evaluating prospective proposals based upon the following criteria:

- Qualifications and experience of the applicant, including appropriate licensing and suitable references.
- Applicant's ability to provide the requested services completed by November 1, 2021.
- Level of Workplace Disruption – East Olympia Fire District #6 business hours are Monday-Friday from 8:00 a.m. to 4:30 p.m.
- Administration is very cognizant of the need to replace the HVAC system and install new equipment that meet all local, state building codes and standards and to do so with as little disruption to employees and customers as possible.
- Given the location of the units within mezzanines between, administration is open to varying proposals regarding the most effective way to facilitate the transition and make use of the available space. The apparatus can be located outside to allow the awarded contractor access to both mezzanine spaces.
- Cost – East Olympia Fire District #6 operates under a budget that is approved annually by the Board of Fire Commissioners with funding approved in this year's budget. East Olympia Fire District #6 is committed to remaining within budget parameters and is seeking competitive proposals for the project.

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 bonding within the State of Washington and must provide suitable references.
- Prior to making any payments, the District must receive an approved copy of the "Statement to Pay Prevailing Wages on Public Works Contracts" from the Department of Labor & Industries.
- It is the Contractor's responsibility to obtain and file this statement. Before 100% payment will be made, the contractor shall provide a signed statement that prevailing wages have been paid. Following the final acceptance of a project, each Contractor and Subcontractor shall submit an "Affidavit of Wages Paid" (RCW 60.28.010), which must be certified by the Industrial Statistician of the Department of Labor & Industries before final payment can be made. Contractor to pay all fees associated with these requirements.

- The Contractor shall obtain and pay for all required permits, including the General Building Permit and any associated plan check fees, etc. The Contractor is to provide and pay for any required plan development and engineering, etc., required to obtain the needed permits. The Contractor shall pay for all inspections necessary for execution and completion of the work.

Award Process

Please email or postmark your proposal **no later than 4:30 p.m. on August 9, 2021**, to Mark Nelson at inquiries@eofd.org or:

Mark Nelson
 Fire Chief
 P.O. 578
 East Olympia WA 98540

The RFP will be posted on our website, www.EOFD.org, and can be downloaded directly from there on July 14, 2021. Please contact Chief Mark Nelson at 360-491-5533 or via email at mnelson@eofd.org above with any questions related to this request for services or to schedule a walk-through of the facility.

East Olympia Fire District #6 requires the project to be completed by November 1, 2021, and, as a result, final selection will occur no later than August 11, 2021.

Schedule of Events Timetable

July 14, 2021	RFP Posted Online & In Print
July 28, 2021	Walk-Throughs of the Facility <u>Completed</u>
August 9, 2021	Proposals Due
August 11, 2021	Notification of East Olympia Fire District #6 Decision
November 1, 2021	Desired Project Completion Date

East Olympia Fire District #6 will not be liable for any costs incurred in the preparation and production of a response to this RFP.

East Olympia Fire District #6 reserves the right to adjust the timetable, as necessary.

Revision of Request for Proposal: East Olympia Fire District #6 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. East Olympia Fire District #6 will not be responsible for any additional costs incurred as a result of 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 includes information in those proposals which a bidder may consider to be proprietary in nature. Therefore, EAST OLYMPIA FIRE DISTRICT #6 makes no representation that it can or will maintain in confidentiality such information.

East Olympia Fire District #6 reserves the right to reject any and all proposals.