



ALABAMA SCHOOL OF MATHEMATICS AND SCIENCE MAJOR HVAC SYSTEMS ANNUAL SERVICE CONTRACT

PURPOSE OF RFP

The Alabama School of Mathematics and Science, a residential public high school, is seeking proposals to offer an annual service contract to perform maintenance on major HVAC systems.

KEY DATES FOR RFP

Wednesday, January 3, 2024, at 4 p.m. – Release RFP

Thursday, January 11, 2024, at 2 p.m. – Optional Tour of Campus HVA Systems

Wednesday, January 17, 2024, at 1:30 p.m. – Deadline for Proposals

Wednesday, January 17, 2024, at 1:35 p.m. – Proposals opened in ASMS College Counseling Room

Friday, January 19, 2024, at 4 p.m. – Award will be made, and company notified by this time

CONTACTS

Dr. Scarlett Studdard, ASMS Director of HR and Operations, for general questions regarding the RFP, [sstuddard@asms.net](mailto:ssuddard@asms.net), or write using School's address. No phone calls will be accepted.

GENERAL INFORMATION

The Alabama School of Mathematics and Science's mission is to provide academically motivated Alabama students with exceptional preparation in the fields of math and science, empowering them to improve their community, state, and nation.



January 2, 2024

RE: Invitation to Bid: Bid No. 2024-LARGE HVAC SYSTEMS

To Whom It May Concern:

In compliance with the Alabama Bid Law, Act 2009-760, Alabama Legislature Session 2009, The Alabama School of Mathematics and Science (ASMS) will be receiving sealed proposals for the above-referenced service according to the information provided in the RFP. Sealed bids must be received at ASMS by 1:30 p.m. on Wednesday, January 17, 2024, to the Alabama School of Math and Science. Please see the address listed below.

**ASMS Bid Proposals
1255 Dauphin Street
Mobile, AL 36604**

Bidders may attend an optional pre-bid visit and walk-through at 2 p.m. on Thursday, January 11, 2024. This will be the only opportunity for a visit and walk through. Sign-in sheets for visiting bidders will be at the Front Desk.

ASMS reserves the right to reject any and all bids. ASMS may reject all bids whenever it is deemed in the best interest of ASMS. ASMS may also waive any minor informalities or irregularities in any bid. ASMS may reject a bid if: the bidder misstates or conceals any material fact, the bid does not strictly conform to the law or requirement of the bid, or the bid is conditional. Bids may not be withdrawn after the time set for the bid opening.

The start of the contract would run from February 1, 2024 through January 31, 2025. Thank you for your interest in providing these services.

Sincerely,

Scarlette Studdard

Scarlette Studdard, Ph.D.
ASMS
1255 Dauphin St.
Mobile, AL 36604



INVITATION FOR BIDS

Bidders should submit their bid information in a sealed envelope with “**2024-LARGE HVAC SYSTEMS,**” with ***date and time*** clearly marked on the outside of the envelope.

All bidders shall base their proposals on the exacts services, and/or equipment specified herein. ASMS reserves the right to accept any or all items on any bidder’s proposal at the unit price submitted. ASMS reserves the right to reject any or all proposals and to waive technical errors if the best interest of ASMS will thereby be promoted.

Evidence of liability and workers compensation insurance should be provided at Bid opening. ASMS should be listed as an “Additional Insured” within five days after award of bid, and Certificates must be provided to ASMS. The contractor shall provide, at the company’s own expense, insurance as described below.

Worker’s Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than required by Alabama law. Comprehensive Commercial General Liability Insurance, including Blanket Contractual and Completed Operations coverages, in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

The vendor, to the fullest extent permitted by law, shall indemnify and hold harmless ASMS, its elected and appointed officials, employees, agents and specified volunteers against all claims, damages, losses and expenses, including, but not limited to, attorney’s fees, arising out of or resulting from the performance of this contract, provided that any such claim, damage, loss or expense (1) is attributable to personal injury, including bodily injury sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, and (2) is caused by any negligent act or omission of the vendor, or any of their sub-contractors, sub-consultants, or anyone directly or indirectly employed by any of them or anyone for whose acts they are legally liable. Such obligation should not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

It is customary that payment terms will be Net 30 days from invoice date. ***However, due to certain breaks in the school schedule, occasionally forty-five (45) days from invoice date will be necessary to process payment.*** Vendor will be responsible for disclosing in their bid their acceptance of these terms. Checks will be mailed to the address furnished by the vendor.

The successful bidder shall provide a copy of the current business license within five (5) days of award of the bid. Vendor must be in compliance with E-Verify requirements of the Alabama Illegal Immigration Act 2011-535 and as amended in Act 2012-491 (see attached). Documents must be signed and returned with a bid package. All questions should be directed to Dr.Scarlette Studdard by emailing sstuddard@asms.net. **Please do not call the school.**



SCOPE OF WORK

The following "Covered Equipment" will be serviced at Alabama School of Math and Science:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Water Source Heat Pumps	1	Trane	GEVE18041E	W13K18490	
Water Source Heat Pumps	1	Trane	GEVE18041F	W15E13763	
Water Source Heat Pumps	1	Trane	GEVE18041F	W15J24770	
Water Source Heat Pumps	1	Trane	GEVE30041F	W15G19036	
Water Source Heat Pumps	1	Trane	SCWFN5243L	T06G41538	WSAC-1
Water Source Heat Pumps	1	Trane	SCWGN2543J	T06G41432	WSAC-3
Water Source Heat Pumps	1	Trane	SCWGN3043J	T06G41431	WSAC-2
Water Source Heat Pumps	1	Trane	SCWGU3045Y	C18A00356	AC-1
Water Source Heat Pumps	1	Trane	SCWGU3045Y	C18A00394	AC-2
Water Source Heat Pumps	1	Trane	WPVD10041P	W01F94042	AUDITORIUM

Service Description

(HEAT PUMP ANNUAL) ANNUAL INSPECTION (Service 1)
 QUARTERLY INSPECTION (Service 4)
 Replace Fan Belt(s) (Service 12)
 Operating Conditions (Service 13)

Quantity Per Term

1
 3
 1
 1

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Mechanical-Draft Towers	1	Evapco	LRW-68-1-2	6-298538	BEDSOLE TOWER
Mechanical-Draft Towers	1	Evapco	LSWE10-SM	13-520464	SOUTH TOWER
Mechanical-Draft Towers	1	Evapco	LWSE 10 SM	13-520470	NORTH TOWER

Service Description

Annual Mechanical-Draft Cooling Tower Inspect and Clean (1 Cell) (Service 2)
 Semi-Annual Mechanical-Draft Cooling Tower (1 Cell) (Service 3)

Quantity Per Term

1
 1

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
100% Outside Air Unit	1	Trane	OAGE210F4-	OA250310-1-1	HUMANITIES BLDG

Service Description

OA Cooling Pre-Season Annual Maintenance (Service 5)
 OA Heating Pre-Season Annual Maintenance (Service 7)
 OA Quarterly Maintenance (Service 8)

Quantity Per Term

1
 1
 2



Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
100% Outside Air Unit	1	Trane	OAGE210F4-	OA250310-2-1	GIRLS DORM

Service Description

OA Cooling Pre-Season Annual Maintenance (Service 6)
 OA Heating Pre-Season Annual Maintenance (Service 7)
 OA Quarterly Maintenance (Service 8)

Quantity Per Term

1
 1
 2

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
3-10Ton R-410 Packaged Heat Pump	1	Trane	WCD036	NS-21680885	

Service Description

Voyager Cooling Pre-Season Annual Start Up (Service 9)
 Voyager Heating Pre-Season Annual Start Up (Service 10)
 Voyager Quarterly Inspection (Service 11)

Quantity Per Term

1
 1
 2

The following Customer Service Flows provide additional service description detail for Covered Equipment. Note: There may be differences per the agreement in the work being performed between sites and the equipment on those sites. This section clarifies differences in the work being performed between sites and the equipment on those sites:

Service 1: (HEAT PUMP ANNUAL) ANNUAL INSPECTION

Description

- Unitary Visual Equipment Inspection
- Lock Out Tag Out (Standard)
- Supply Fan Inspection
- Meg Supply Fan Without VFD
- Remove Motor Wiring and Meg Compressor Motor Generic
- Electrical Inspection
- Check and Clean Condensate Drain
- Condensate Drip Pan Treatment
- Cooling Check-VOY
- Manual Log With Electronic Device

Service 2: Annual Mechanical-Draft Cooling Tower Inspect and Clean (1 Cell)

Description

- Tower Upper and Lower Basin Inspection and Clean
- Fan Shaft Bearing Lubrication for Cooling Tower
- Fan Check for Cooling Tower
- Cooling Tower Motor Check and Lube
- Inspect Fan and Motor Pulley
- Tower Upper and Lower Basin Inspection and Clean
- Cooling Tower Motor Check and Lube
- Measure Amperage of Motor



Service 3: Semi-Annual Mechanical-Draft Cooling Tower (1 Cell)

Description

- Inspect External Condition of Tower
- Visual Inspection of Mechanical Operating Unit
- Verify Water Level
- Tower Upper and Lower Basin Inspection Only
- Check Condition of Belt Drive For Cooling Tower

Service 4: QUARTERLY INSPECTION

Description

- Visual Inspection for Abnormality, Damage and Missing Hardware

Service 5: OA Cooling Pre-Season Annual Maintenance

Description

- Customer Notification
- Unitary Visual Equipment Inspection
- Supply Fan and Motor Inspection (Belt Driven)
- Replace Belt(s) on Supply Fan (Per Fan)
- Condensate Drip Pan Inspection and Treatment
- Condenser Physical (One) Fan Check (Generic Condensing Unit)
- Electrical Inspection
- Log Unit (OA)

Service 6: OA Cooling Pre-Season Annual Maintenance

Description

- Customer Notification
- Unitary Visual Equipment Inspection
- Supply Fan and Motor Inspection (Belt Driven)
- Condensate Drip Pan Inspection and Treatment
- Condenser Physical (One) Fan Check (Generic Condensing Unit)
- Electrical Inspection
- Log Unit (OA)

Service 7: OA Heating Pre-Season Annual Maintenance

Description

- Customer Notification
- Unitary Visual Equipment Inspection
- Electrical Inspection
- OA Start Up Heating (Natural Gas) Modulating Heat

Service 8: OA Quarterly Maintenance

Description

- Customer Notification
- Unitary Visual Equipment Inspection
- Supply Fan and Motor Inspection (Belt Driven)
- Condenser Physical (One) Fan Check (Generic Condensing Unit)

Service 9: Voyager Cooling Pre-Season Annual Start Up

Description

- Unitary Visual Equipment Inspection
- Supply Fan Inspection Including LOTO
- Bearing Lubrication
- Check Damper
- Condensate Drip Pan Treatment
- Condenser Coil Cleaning (Light Commercial)



- Meg Supply Fan Without VFD
- Meg Compressor Motor
- Electrical Inspection
- Condenser Fan Check (Unitary)
- Start Up Seasonal Cooling
- Unitary Verify Oil Level

Service 10: Voyager Heating Pre-Season Annual Start Up

Description

- Unitary Visual Equipment Inspection
- Supply Fan Inspection Including LOTO
- Bearing Lubrication
- Check Damper
- Start Up Seasonal Heating (Gas)

Service 11: Voyager Quarterly Inspection

Description

- Unitary Visual Equipment Inspection
- Supply Fan Inspection Including LOTO
- Log Unit (Unitary)

Service 12: Replace Fan Belt(s)

Description

- Replace Fan Belt(s)

Service 13: Operating Conditions

Description

- Check Operating Conditions to Assess Condenser Status

Please include the cost for each service listed as well as the total annual cost in the bid information.



VENDOR MINORITY QUESTIONNAIRE

Please complete this form and return it with your bid proposal. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list, as we are now required to provide this information to the State of Alabama.

BID NO. _____

VENDOR NAME: _____

ADDRESS _____

PHONE # _____

FAX #: _____

IS THE COMPANY MINORITY OWNED?: _____ YES _____ NO

IS THE COMPANY OWNED BY: _____ MALE _____ FEMALE _____ BOTH

IS THE COMPANY INCORPORATED: _____ YES _____ NO

ETHNICITY OF OWNERSHIP:

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ BLACK

_____ DISABLED

_____ HISPANIC

_____ OTHER (PLEASE SPECIFY): _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____ DATE: _____



COMPLIANCE WITH ALABAMA IMMIGRATION LAW

A condition for the award of a contract, bid or grant with the Alabama School of Math and Science (the School) requires that all such awarded contractors, vendors or grantees employing one or more employees in Alabama utilize the E-Verify program for newly hired employees. This requirement is placed upon vendors, contractors, and grantees to which a contract has been awarded as a result of a competitive bid process. The compliance requirements of the Alabama Immigration Act include the following:

If your organization/entity does NOT employ one or more employees in the State of Alabama, you must submit the following:

- Submit an updated W-9 Form.
- A letter stating that your organization/entity DOES NOT employ one or more employees in Alabama.

If your organization/entity DOES employ one or more employees in the State of Alabama, you must submit the following:

- Submit an updated W-9 Form.
- Submit to the Board a copy of your E-Verify Memorandum of Understanding. If required to comply and you are not registered, you must go to the following web site to enroll in E-Verify which is a federal program that verifies the employment eligibility of all newly hired employees. <http://www.uscis.gov/portal/site/uscis>. Go to the E-Verify Home Page to initiate enrollment. Once you go through the steps to enroll, the program will print the requested E-Verify Memorandum of Understanding. This is the document, a copy of which you must submit along with the Affidavit attached to this memo.
- Execute and submit to the Board the attached Alabama Immigration Law Compliance Law Contract in the attached "Notice" form provided.

Please submit a W-9 Form, a copy of your E-Verify Memorandum of Understanding and a signed copy of the attached Notice of Compliance Contract along with your bid documents.

Sincerely,

Kristy Gunther

Kristy Gunther
Director of Finance



SEQ CHAPTER \h \r 1 Notice of Alabama Immigration Law Compliance Requirements for Awarded Contracts or Agreements with ASMS.

As a Contractor, as defined in the Act, to the Alabama School of Mathematics and Science (“School”), it is critical to your relationship (future or continuing) with the School that you comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act and as further amended by Act No. 2012-491.

Every contract or agreement entered into by the School as a result of a competitive bid process from this point forward with a contractor will contain the following clause or one substantially similar:

Alabama Immigration Law Compliance Contract: Contractor agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to knowingly hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Contractor shall enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall submit to the School a copy of the e-Verify Memorandum of Understanding and such other documentation as the Board may require to confirm Contractor’s enrollment in the E-Verify Program. Contractor agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If Contractor violates any term of this provision, this Agreement will be subject to immediate termination by the School. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the School from any and all losses, consequential damages, expenses (including, but not limited to, attorneys’ fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor’s failure to fulfill its obligations contained in this paragraph.

To the extent that there is no formal written contract between the School and the Contractor, such as where business is conducted by purchase order, this document shall serve as the Alabama Immigration Compliance Contract.



Alabama Immigration Law Compliance Contract Notice Acknowledged and Agreed by Contractor whose name appears below:

Contractor Officer or Owner Signature/Date

Print Name/Title/Company

Please execute and return to Alabama School of Mathematics and Science

ADDITIONAL REQUIREMENTS

Current Number of Employees _____

Type(s) of Equipment Used _____

Any damage which takes place on school property shall be reported immediately to the ASMS administration. Failure to report damage or continual incidences of damage to properties could result in termination of the contract.



REFERENCES OF CURRENT CUSTOMERS (3)

Not required by those currently providing service to ASMS

Customer Name _____

Contact Name and Number _____

Customer Name _____

Contact Name and Number _____

Customer Name _____

Contact Name and Number _____