

# **REQUEST FOR PROPOSAL**

## **HVAC Barred Unit conversion project**

For the Fiscal Year 2023-2024

PROPOSALS TO BE RECEIVED BY:

DATE: 11/15/2023

TIME: 5:00 pm

EMAIL: [spenvose@hcacs.net](mailto:spenvose@hcacs.net)

**PROPOSER INFORMATION**

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal ID or Social Security Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Toll-Free Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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*I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.*

Authorized Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_ Title: \_\_\_\_\_

## **PURPOSE OF THE REQUEST FOR PROPOSAL**

Horse Creek Academy is seeking a firm to begin an HVAC conversion in our Elementary building. This conversion will be taking place in phases. Standard residential units will be converted to barred units. This project will also require an electrical conversion to compensate for the individual barred units. Phase 1 will be: electrical conversion, removal of 3-4 roughly 7.5 ton units and install 14 Bard units.

\*See Addendum I

## **INSTRUCTIONS AND INFORMATION TO PROPOSERS**

Please submit a comprehensive proposal for this HVAC conversion phase 1 to Sandra Penvose by 11/15/23.

Proposals are due by 5:00 pm on Wednesday, November 15, 2023.

*Award:* The project will be awarded based upon the proposal that the Director of Logistics determines best suits the needs of the Institute.

*Termination:* Subject to the provisions below, the contract may be terminated for any reason by the Director with a thirty (30) day advance notice in writing to the firm.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request, and for the convenience of the Institute without the required thirty (30) days advance written notice, the Institute may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the Institute for cause, default, or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) days advance notice requirement will be waived and the default provision in this bid shall apply.

*Term/Option to Extend:* Horse Creek Academy reserves the option to renew the contract for up to two additional years, in increments of one year, under the same terms, charges, and conditions as contained in the original contract. Contract renewals are subject to availability of fiscal year funds and satisfactory performance.

In case of duplicate, similar, or equal proposals, the decision of the Horse Creek Academy will be final.

## **General Requirements**

The following information should be used to determine the scope of this project and provide pricing for this engagement. Further details can be provided upon request.

4- 7.5 ton HVAC units to be converted to 14 individual barred units. Additional electrical work will be required.

### ***Description of Horse Creek Academy***

#### **Background**

Horse Creek Academy was founded in 2002 under the name Midland Valley Preparatory School in Graniteville, S.C. A small institution, it started with a low number of students in grades 4K-6 set up in small portable units. The closeness of the faculty, staff, students and parents fostered a supportive community that was in tune with every child's individual educational experience. MVP soon expanded to include education in 7th and 8th grade, offering a complete middle level education based in its philosophy of choice in education and individual attention. In fall 2013, under new direction, the MVP administration and executive board saw that it was difficult for the nurturing faculty to carry out its important mission in such a small space. The school was created to give parents and students a worthy choice in free public education, so they decided that an expansion would provide the means to do so. Plans to buy a new facility started taking shape at the beginning of 2014, and the purchase of a property in Aiken, housing an unfinished school, was made in April of that year. Once plans were in motion to purchase the new facility, the decision to change the name of the school was made. Midland Valley Preparatory School became Horse Creek Academy to signify both the school's journey into the horse country of Aiken, S.C., and its roots in the Horse Creek area.

#### ***Requirements***

#### **Political Information**

Currently Horse Creek Academy's Board of Directors is a nine-member body.

#### ***Time Considerations***

All proposals must be submitted to Horse Creek Academy no later than 5:00 p.m. Nov.15, 2023.

Horse Creek Academy may elect to interview representatives from selected consultants/firms.

The contract should be awarded no later than Dec. 1, 2023

### **Proposal Packet**

#### **Proposal Packet**

In setting forth its qualifications, each consultant/firm submitting a proposal shall:

Provide the name of the firm;

Identify units to be used and its specs;

Identify estimated time to complete project;

And provide any additional information that you feel would distinguish your firm in its service to Horse Creek Academy.

### **Communications and Response**

Brandee Green is the designated representative for this project. For any information relative to this RFP, please direct all inquiries to:

Sandra Penvose  
Horse Creek Academy  
spenvose@hcacs.net  
803-226-0160

### **Notification of Intent to Respond and Clarification Questions**

Please indicate your intention to respond, by email, to the above email address by the *Intent to Respond and Questions Due* date outlined in the *Key Dates* table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the *Answers Provided* date.

### **Response Delivery Instructions**

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 pm ET) on the *Proposals Due* date indicated in the *Key Dates* table below.

### **Key Dates**

| <b>Event</b> | <b>RFP Issued</b> | <b>Intent to Respond and Questions Due</b> | <b>Answers Provided</b> | <b>Proposals Due</b> |
|--------------|-------------------|--|-------------------------|----------------------|
| <b>Date</b>  | 10/23/23          | 11/13/23                                   | 11/14/23                | 11/15/23             |
| <b>Time</b>  | 5:00PM            | 5:00PM                                     | 5:00PM                  | 5:00PM               |

### **No Obligation**

The submission of a proposal shall not in any manner oblige the Institute to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

**Agreement of Non-Disclosure**

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of the Institute solely for the benefit of the Institute.

**No Guarantee**

The Institute makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

***All offertories must visibly mark as “Confidential” each part of their proposal, which they consider to contain proprietary information.***

***Addendum I***

Proposals should reflect bids using a TS- Series Bard unit with hot-gas reheat dehumidification and the Energy Recovery Ventilator.