



IDEA Public Schools

Invitation for Bid

For

**Heating, Ventilation, and Air
Conditioning Preventative Maintenance**

#4-HVAC PM-0523 Ohio



Invitation for Bid: 4-HVACPM-0523
 Bid Posting: Friday, March 24, 2023
 Bid Due Date: Monday, May 1, 2023 @ 2:00PM CST
 Contact: solicitations@ideapublicschools.org

COMPANY NAME: _____

TAX ID NUMBER: _____

PHYSICAL ADDRESS STREET: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

TYPED NAME & TITLE OF AUTHORIZED AGENT: _____

AUTHORIZED AGENT'S SIGNATURE: _____

DATE SIGNED: _____

VENDOR CERTIFICATION/ACCEPTANCE

By signing, the respondent hereby certifies that the respondent has read, understands, and agrees that the bid constitutes an offer to provide the goods and/or services at the price established on the respondent's bid and that acceptance by IDEA Public Schools of the respondent's bid by the issuance of a notice of contract the award and purchase order will create a binding legal contract without the need for a separate written agreement or contract. Further respondent agrees to fully comply with documentary forms herewith made a part of this specific procurement.

SPECIAL NOTES:

- Bid price must be guaranteed for one hundred and twenty (120) days.
- Total bid amount must include price per hour and/or per day.
- Respondent must provide prices for all services specified within this IFB.
- Respondent agrees they have reviewed and fully understand the Scope of Work outlined.

TOTAL AMOUNT OF BID: \$ _____

PAYMENT TERMS

Payment will be issued upon review and approval of invoice within 30 days (Net 30). Invoices shall be fully documented as to labor, materials and equipment provided. Orders will be placed by the IDEA Public Schools and must be given a Purchase Order Number to be valid. No payments shall be made on invoices not listing a Purchase Order Number. Invoices should be submitted to IDEA Greater Cincinnati ATTN: Accounts Payable via email at; payableOH@ideapublicschools.org or by mail at 2700 Glenway Ave., Cincinnati, OH 45204 Attn: Accounts Payable.

Respondent agrees to comply with all conditions shown on this form. FAILURE TO MANUALLY SIGN WILL DISQUALIFY THE BID.



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1.BACKGROUND INFORMATION

IDEA Public Schools (“IDEA”) is a Texas nonprofit corporation and a tax-exempt organization pursuant to the Section 501(c)(3) of the Internal Revenue Code. Pursuant to Chapter 12, Subchapter D of the Texas Education Code and its Contract for Charter with the Texas State Board of Education, as renewed by the Commissioner of Education, IDEA is an open-enrollment charter holder, governmental entity and public school system. IDEA prepares Texas students from underserved communities for success in college and citizenship. IDEA is a growing network of 123 high-performing charter schools serving approximately 67,988 students located throughout Texas in the Austin, El Paso, Houston, Permian Basin, Rio Grande Valley, San Antonio, and Tarrant County regions. Although IDEA’s growth is rapid, it is also carefully planned. Schools begin with select grade levels and eventually reach full scale as a Pre-K-12 campus as grade levels are added to accommodate the students’ advancement.

IDEA’s mission is College for All. IDEA serves primarily low-income students in underserved areas of both rural and urban communities. Over 80% of IDEA students are considered low-income and one of every three students is the first in their family to go to college. Since the first graduating class in 2007, 100% of seniors have been accepted and matriculated to a college or university every year for fourteen consecutive years. Thanks to a rigorous path to college that begins in Pre-K, IDEA students attend selective universities throughout the country, win national awards and scholarships, and complete college at a rate six times the national average for low-income students.

2.GENERAL INTENT

Through this Invitation for Bids (IFB), IDEA is soliciting bids for the **Heating, Ventilation, and Air Conditioning Preventative Maintenance** for two (2) IDEA Greater Cincinnati campuses identified herein in **Attachment “L”**.

Each vendor shall furnish the information required in the bid package. The vendor shall **sign the IFB Bid Response Cover Page and all addenda(s) (if issued)**. The person signing the Bid Response Cover Page **must initial** at the bottom of every page, erasure, and/or other changes. Bids signed by an agent must be accompanied by evidence of the agent’s authority unless such evidence has been previously furnished to IDEA.

- a. Deliveries shall be Freight on board (FOB) Destination to IDEA destination sites. Freight is prepaid and assumed by the vendor. IDEA reserves the right to pick up items in lieu of delivery from local vendors.
- b. IDEA does not pay Federal Excise Taxes. Tax exemption certificates will be provided upon request.
- c. The vendor may offer an “equal” product or product exceeding specifications as an alternative. The final determination of whether an item is an “approved equal” remains with IDEA.
- d. Bids submitted on forms other than the IDEA forms or with different terms or provisions may be considered non-responsive bids.
- e. All bids shall remain firm for a term of 120 days after the IFB solicitation period is closed.
- f. The vendor shall certify that no federal or state suspension or debarment is in place, which would preclude receiving a state or federally funded award.

3.RESERVATIONS

IDEA expressly reserves the right to:

- a. Waive minor deviations from the specifications when it is determined that the total cost to IDEA of the deviation is lower than the lowest conforming bid which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating bid is equal to or greater than that of the



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conforming bid.

- b. Waive any defect, irregularity, or formality in any IFB procedure.
- c. Reject any or all bids.
- d. Amend the IFB prior to bid opening date to extend or make changes to a specification(s).
- e. Procure any item by other means.
- f. Increase or decrease the quantity specified in the bid unless the respondent specifies otherwise.
- g. Award to multiple vendors



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4. SCHEDULE OF EVENTS

Date Solicitation Opens:	Friday, March 24, 2023
Pre-Bid Meeting Date and Time:	Tuesday, April 4, 2023 @ 10:00 AM CST
Deadline for Written Questions	Wednesday, April 5, 2023 @ 3:00PM CST
Deadline for Responses from IDEA Public Schools:	Wednesday, April 12, 2023 @ 5:00 PM CST
IFB Due Date and Time:	Monday, May 1, 2023 @ 2:00 PM CST

IFB packet will be available at **8:00 AM CST on Friday, March 24, 2023**, at the **Headquarters Office located at 2115 W. Pike, Weslaco TX 78596** and on our website at the following link <https://ideapublicschools.org/our-story/finance-budget/>. The vendor is responsible for obtaining any updates or amendments to the IFB from the website.

The Pre-bid meeting will be held via web <https://bluejeans.com/felicia.black> or join via phone: +1 512-865-8097 (Conference ID: 131 953 600) on **Tuesday, April 4, 2023 @ 10:00 AM CST**. Any information given to one prospective vendor will be furnished to all prospective vendors as an Addendum if such information is necessary to vendors in submitting their bids or if the lack is such information would be prejudicial to an uninformed vendor.

If you have any questions regarding this IFB process, please contact the Procurement Department at solicitations@ideapublicschools.org. Bids must be delivered to and received prior to this deadline at the address noted above.

The bid opening will be held via the web <https://bluejeans.com/felicia.black> or join via phone: +1 512-865-8097 (CID: 131 953 600) on **Monday, May 1st, 2023 @ 2:00 PM CST**. Only the names of respondents and total bid amounts (if available) will be read out loud.

5. NOTICE TO ALL VENDORS

- g. Vendor shall keep IDEA advised of any changes in order(s) status.
- h. All submittals are to be for **Heating, Ventilation, and Air Conditioning Preventative Maintenance** as indicated in the bid items list located in **Attachment “L”**. Pricing should include price per hour and/or price per day and any other fees that apply as indicated by IDEA.
- i. IDEA encourages vendor participation, of certified MWBD vendors (Minority and Women-owned businesses), certification must be included in the submittal.
- j. All pricing and any award under this IFB shall be available for all IDEA Public School campuses identified herein this IFB package.
- k. The selected respondent(s) will follow practices, processes, and protocols established by local, state, and federal agencies with respect to their field of service and goods.
- l. All bids will be screened for inclusion of all required information prior to release to the evaluation team. IDEA staff may exclude from further consideration for contract award any non-responsive bid or portion of a bid.



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6.REQUESTED PRODUCT(S)

IDEA expectations with respect to the performance by each vendor in connection with the purchases are set out in the "Contract Documents" which consist of the Invitation for Bids ("IFB"), Instructions to Vendors, Standard Terms and Conditions, and Bid Sheet. Vendors who fail to examine the Contract Documents do so at their own risk.

- A. The bid item list and specifications that follow are specific requirements. Any deviation or comparable product must be properly identified and be accepted by IDEA Public Schools through individual submittals of **Attachment "K"** included in this IFB packet, one for each deviation. Any deviation to specifications must be listed and clearly defined.
- B. Description of items and price will be captured and listed on **Attachment "L"**. For this reason, vendors are discouraged from describing any deviations simply as "equal" or "exceeds" the defined requirements: Instead, vendors are strongly encouraged to explain all deviations in the template provided. Failure to do so may result in the rejection of the bid and or product for non-compliance.

7.SCOPE OF WORK

Heating, Ventilation, and Air Conditioning Preventative Maintenance

The Awarded Vendor(s) Contractor(s) shall, at Contractor's expense, furnish in a diligent and workmanlike manner all supervisory personnel, labor, equipment, machinery, tools, materials, and supplies necessary for the performance of the work and services contemplated herein. Contractor shall not employ in any Work for Company any employee whose employment violates applicable labor laws. All materials, equipment, supplies, and manufactured articles furnished by Contractor in the performance of the Work shall be fit for their intended use, shall be free from Defects, and shall be of the best quality for their respective purposes unless otherwise specified in writing by Company. All Work shall be in accordance with all applicable safety regulations, precautions, and procedures in the industry and shall employ all necessary and desirable protective equipment and devices. Any breach of this safety covenant by or on behalf of Contractor shall be grounds for immediate termination of this Contract by Company which shall be effective upon notice from Company to Contractor.

The selected vendor will service wo (2) IDEA Greater Cincinnati campuses (see campus list in "Attachment L") with Heating, Ventilation, and Air Conditioning Preventative Maintenance. Each Campus should be thoroughly inspected prior to maintenance being completed. Services should occur semi-annually as well as proceeding with the expiration of the warranty as described below. Bid will be awarded by region.

****Notifications need to be given to the Facilities Manager so that campus leadership is aware of possible smells due to turning on the heaters.***

The Awarded Vendor shall provided Summer and Winter Preventive Maintenance according to the instructions below:

Summer Preventive Maintenance

1. **Check** condition of condenser coil and evaporator coils.
 - Condenser coils to be washed every 6 months. Evaporator coils to be washed once a year. (To avoid damage, no chemicals or pressure washers shall be used.)
 - Condenser and evaporator issues to be reported to the Facilities Manager.
2. **Test** blower components.
 - Replace belts every year regardless of condition, if applicable. (Used belts are to be turned in to Facilities Manager for proper disposal. Units with extremely worn belts should



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- be inspected for the condition of sheaves and/or pulleys, along with the belt alignment and tightening.)
3. **Test** voltage and amperage on all condenser fan motors and evaporator fan motors.
 - Inspect conditions of condenser fan and evaporator fan blades.
 4. **Check** for proper air flow on condenser fans and evaporator fans.
 5. **Check** proper operation of any outside, supply and return air dampers.
 6. **Clean** and flush all condensation pans and drain lines.
 7. **Check** all electrical components and connections to include safety controls.
 - Safety controls are strictly prohibited from being bypassed. Report any bypassed safety controls to the Facilities Manager and get approval prior to commencing any corrective measures.
 8. **Check** for proper operation of expansion valves or any other metering devices.
 9. **Check** for proper operation of exhaust fans (including kitchen hood fans).
 - Fans should be cleaned once a year.
 10. **Refer to** *Preventive Maintenance Logs* for additional checking and testing to be performed.
 - Fill out Preventive Maintenance Logs accordingly and issue them to the Facilities Manager upon completion.
 11. **Provide** quotes to Facilities Manager based on findings and suggested corrective actions.
 - Vendor needs to verify manufacturer labor and material warranty status so that it properly reflects the quote.
 - All corrective actions are to be directed and approved by Facilities Manager prior to work being performed.
 - Work will not commence until a Purchase Order is provided to vendor.
 12. **Provide** a report per unit of the Preventative Maintenance within 5 business days of completion via email to the Facilities Manager and copy HQ Facilities.
 13. **Provide** a detailed report with repairs, costs and expected time.
 14. **Obtain** all trash and clean up areas

Winter Preventative Maintenance

1. **Check** condition of condenser coil and evaporator coils.
 - Condenser coils to be washed every 6 months. Evaporator coils to be washed once a year. (To avoid damage, no chemicals or pressure washers shall be used.)
 - Condenser and evaporator issues to be reported to the Facilities Manager.
2. **Test** blower components.
 - Replace belts every year regardless of condition, if applicable. (Used belts are to be turned in to Facilities Manager for proper disposal. Units with extremely worn belts should be inspected for the condition of sheaves and/or pulleys, along with the belt alignment and tightening.)
3. **Test** voltage and amperage on all condenser fan motors and evaporator fan motors.
 - Inspect conditions of condenser fan and evaporator fan blades.
4. **Check** for proper air flow on condenser fans and evaporator fans.
5. **Check** proper operation of any outside, supply and return air dampers.
6. **Clean** and flush all condensation pans and drain lines.
7. **Check** all electrical components and connections to include safety controls.
 - Safety controls are strictly prohibited from being bypassed. Report any bypassed safety controls to the Facilities Manager and get approval prior to commencing any corrective measures.
8. **Check** for proper operation of expansion valves or any other metering devices.
9. **Check** for proper operation of exhaust fans (including kitchen hood fans).



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- Fans should be cleaned once a year.
- 10. **Refer to** *Preventive Maintenance Logs* for additional checking and testing to be performed.
 - Fill out Preventive Maintenance Logs accordingly and issue them to the Facilities Manager upon completion.
- 11. **Check** for proper operation of electric/natural gas heaters.
 - Notifications need to be given to the Facilities Manager so that campus leadership is aware of possible smells due to turning on the heaters.
- 12. **Provide** quotes to Facilities Manager based on findings and suggested corrective actions.
 - Vendor needs to verify manufacturer labor and material warranty status so that it properly reflects the quote.
 - All corrective actions are to be directed and approved by Facilities Manager prior to work being performed.
 - Work will not commence until a Purchase Order is provided to vendor.
- 13. **Provide** a report per unit of the Preventative Maintenance within 5 business days of completion via email to the Facilities Manager and copy HQ Facilities.
- 14. **Provide** a detailed report with repairs, costs and expected time.
- 15. **Obtain** all trash and clean up areas.

After warranty - 11-month inspection

1. **Check** condition of condenser coil and evaporator coils.
 - Condenser coils to be washed every 6 months. Evaporator coils to be washed once a year. (To avoid damage, no chemicals or pressure washers shall be used.)
 - Condenser and evaporator issues to be reported to the Facilities Manager.
2. **Test** blower components.
 - Replace belts every year regardless of condition, if applicable. (Used belts are to be turned in to Facilities Manager for proper disposal. Units with extremely worn belts should be inspected for the condition of sheaves and/or pulleys, along with the belt alignment and tightening.)
3. **Test** voltage and amperage on all condenser fan motors and evaporator fan motors.
 - Inspect conditions of condenser fan and evaporator fan blades.
4. **Check** for proper air flow on condenser fans and evaporator fans.
5. **Check** proper operation of any outside, supply and return air dampers.
6. **Clean** and flush all condensation pans and drain lines.
7. **Check** all electrical components and connections to include safety controls.
 - Safety controls are strictly prohibited from being bypassed. Report any bypassed safety controls to the Facilities Manager and get approval prior to commencing any corrective measures.
8. **Check** for proper operation of expansion valves or any other metering devices.
9. **Check** for proper operation of exhaust fans (including kitchen hood fans).
 - Fans should be cleaned once a year.
10. **Refer to** *Preventive Maintenance Logs* for additional checking and testing to be performed.
 - Fill out Preventive Maintenance Logs accordingly and issue them to the Facilities Manager upon completion.
11. **Check** for proper operation of electric/natural gas heaters.
 - Notifications need to be given to the Facilities Manager so that campus leadership is aware of possible smells due to turning on the heaters.



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12. **Provide** quotes to Facilities Manager based on findings and suggested corrective actions.
 - Vendor needs to verify manufacturer labor and material warranty status so that it properly reflects the quote.
 - All corrective actions are to be directed and approved by Facilities Manager prior to work being performed.
 - Work will not commence until a Purchase Order is provided to vendor.
13. **Provide** a report per unit of the Preventative Maintenance within 5 business days of completion via email to the Facilities Manager and copy HQ Facilities.
14. **Provide** a detailed report with repairs, costs and expected time.
15. **Obtain** all trash and clean up areas.

***The Following Logs should be printed out by the awarded vendor(s) , completed and turned in to IDEA agent/Operator.**



PREVENTIVE MAINTENANCE LOG

Instructions: Please print this log, complete each entry, and submit it to the Facilities Manager.

Campus: _____ Building: _____

Date: _____

Brand: _____ M/N _____

S/N _____

Brand: _____ M/N _____

S/N _____

Unit: _____

	L1	L2	L3
VOLTS: _____	_____	_____	_____
AMPS	_____	_____	_____
COMP-1	_____	_____	_____
AMPS	_____	_____	_____
COMP-2	_____	_____	_____
AMPS	_____	_____	_____
COMP-3	_____	_____	_____
AMPS	_____	_____	_____
COMP-4	_____	_____	_____
AMPS	_____	_____	_____
COMP-1	_____	_____	_____
AMPS	_____	_____	_____
COMP-2	_____	_____	_____
AMPS	_____	_____	_____
COMP-3	_____	_____	_____
AMPS	_____	_____	_____
COMP-4	_____	_____	_____

Return Temp: _____

Supply Temp: _____

Belt Size & Qty: _____

Filter Size: _____

Filter Size: _____

	YES	NO
Wash Condenser Coil _____ [_____]	_____]
Check Refrigerant Press _____ [_____]	_____]
Check Voltage _____ [_____]	_____]
Check AMPS _____ [_____]	_____]
Check Electrical Panel _____ [_____]	_____]
Check for Visual freon leaks _____ [_____]	_____]
Replace Belts _____ [_____]	_____]
Clean Drain Pipe _____ [_____]	_____]
Check evaporator Coil _____ [_____]	_____]
Grease Bearings _____ [_____]	_____]

	CKT-1	CKT-2
Hi Press: _____	_____	_____
Low Press: _____	_____	_____
LIQ LN Press: _____	_____	_____
Cond. Sat. Temp: _____	_____	_____
Suct. Super Heat: _____	_____	_____
Refrigerant Type: _____	_____	Evaporator Coil _____ % Dirty

Problems Found: _____

Tech Name _____ Tech Signature _____



PREVENTIVE MAINTENANCE LOG

Instructions: Please print this log, complete each entry, and submit it to the Facilities Manager.

Campus: _____ Building: _____ Date: _____

Equipment: _____ Label: _____ Model: _____

Serial No: _____

DX RTUs

Annually

	Initials	Comments
<input type="checkbox"/> Check for unusual noise or vibration.	_____	_____
<input type="checkbox"/> Turn off equipment and lock out power source.	_____	_____
<input type="checkbox"/> Check condition of evaporator coil including possible refrigerant leaks. Report any issues to FM.	_____	_____
<input type="checkbox"/> Clean and Wash evaporator coil following manufacturer recommended procedures. Flush coil	_____	_____
_____ and condensate drain with water taking care not to get insulation, filters and return air ducts wet.	_____	_____
<input type="checkbox"/> Clean and Wash condenser coil following manufacturer recommended procedures.	_____	_____
<input type="checkbox"/> Some Condenser coils are made of single and two formed slabs. On units with two slabs, dirt and debris may become trapped between the slabs. To clean between slabs, carefully separate coil slabs and wash them thoroughly. Flush coils with water following cleaning.	_____	_____
<input type="checkbox"/> Clean washable outside air damper filter. Spray with factory recommended coating when dry prior reinstallation.	_____	_____
<input type="checkbox"/> Inspect supply air blower wheel for accumulated dirt or dust. Clean as necessary.	_____	_____
<input type="checkbox"/> Check fan motors and blades.	_____	_____
<input type="checkbox"/> Check the blades for unusual wear patterns or stress fractures.	_____	_____
<input type="checkbox"/> Check motor belts and sheaves for integrity, proper tension and alignment.	_____	_____
<input type="checkbox"/> Clean the surface of each fan blade and apply lubricant as necessary.	_____	_____
<input type="checkbox"/> Tighten all electrical connections in the electrical panel.	_____	_____
<input type="checkbox"/> Check for frayed wiring insulation, corroded terminals, and tightness of spades connections.	_____	_____
<input type="checkbox"/> Check filter condition and report it to FM.	_____	_____
<input type="checkbox"/> Check all heaters for correct amperage draw.	_____	_____
<input type="checkbox"/> Check voltage at each heater terminal and ensure each heater terminal is in good condition.	_____	_____
<input type="checkbox"/> Clean the drain pan and check for proper drainage.	_____	_____
<input type="checkbox"/> Remove foreign material from the drain pan.	_____	_____
<input type="checkbox"/> Clean the condensate drain line and check for proper drainage.	_____	_____
<input type="checkbox"/> Clean interior surfaces with a damp cloth.	_____	_____
<input type="checkbox"/> Restart equipment and check for proper operation.	_____	_____
<input type="checkbox"/> Check operation of the control system.	_____	_____
<input type="checkbox"/> Check all pressure controls, safety controls, operation of the room temperature thermostat/sensor.	_____	_____
<input type="checkbox"/> Check oil level in the compressor and crankcase heater operation (oil level should as per manufacturer recommendations).	_____	_____
<input type="checkbox"/> Check the condition of refrigerant line insulation open, torn, or with water accumulation.	_____	_____
<input type="checkbox"/> Check proper refrigerant level and correct pressures in the system. (Where applicable, sight glass should be clear and full during normal operation).	_____	_____
<input type="checkbox"/> Report missing valve caps and/or unit covers.	_____	_____



PREVENTIVE MAINTENANCE LOG

Instructions: Please print this log, complete each entry, and submit to Facilities Manager.

Campus: _____ Building: _____ Date: _____

Equipment: _____ Label: _____ Model: _____ Serial No: _____

Air handlers / Fan Coil Units

Annually

Initials

Comments

<input type="checkbox"/>	Check condition of evaporator coil including possible refrigerant leaks. Report any issues to FM.	_____	_____
<input type="checkbox"/>	Wash evaporator coil but only with a prior approval from the FM.	_____	_____
<input type="checkbox"/>	Tighten all electrical connections in the electrical panel	_____	_____
<input type="checkbox"/>	Check for frayed wiring insulation, corroded terminals, and tightness of spades connections.	_____	_____
<input type="checkbox"/>	Check filter condition and report it to FM.	_____	_____
<input type="checkbox"/>	Check fan motors and blades.	_____	_____
<input type="checkbox"/>	Check the blades for unusual wear patterns or stress fractures.	_____	_____
<input type="checkbox"/>	Check motor belts and sheaves for integrity, proper tension and alignment.	_____	_____
<input type="checkbox"/>	Clean the surface of each fan blade and apply lubricant as necessary.	_____	_____
<input type="checkbox"/>	Check all heaters for correct amperage draw.	_____	_____
<input type="checkbox"/>	Check voltage at each heater terminal and ensure each heater terminals is in good condition.	_____	_____
<input type="checkbox"/>	Clean the drain pan and check for proper drainage.	_____	_____
<input type="checkbox"/>	Remove foreign material from the drain pan.	_____	_____
<input type="checkbox"/>	Clean the condensate drain line and check for proper drainage.	_____	_____
<input type="checkbox"/>	Clean interior and exterior surfaces with a damp cloth.	_____	_____
<input type="checkbox"/>	Restart equipment and check for proper operation.	_____	_____
		_____	_____
		_____	_____



PREVENTIVE MAINTENANCE LOG

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Equipment: _____ Label: _____ Model: _____ Serial No: _____

Condensing Units

Annually

	Initials	Comments
<input type="checkbox"/> Check for unusual noise or vibration.	_____	_____
<input type="checkbox"/> Turn off equipment and lock out power source.	_____	_____
<input type="checkbox"/> Check all electrical connections inside the compressors electrical box, all relays for worn points, and all contactors for worn/pitted contact points	_____	_____
<input type="checkbox"/> Tighten all electrical connections.	_____	_____
<input type="checkbox"/> Check for frayed wiring insulation, corroded terminals, and tightness of spade connections.	_____	_____
<input type="checkbox"/> Check operation of the control system.	_____	_____
<input type="checkbox"/> Check all pressure controls, safety controls, operation of the room temperature thermostat/sensor.	_____	_____
<input type="checkbox"/> Check oil level in the compressor and crankcase heater operation (oil level should as per manufacturer recommendations).	_____	_____
<input type="checkbox"/> Check condition of refrigerant line insulation open, torn, or with water accumulation.	_____	_____
<input type="checkbox"/> Check proper refrigerant level and correct pressures in the system (sight glass should be clear and full during normal operation).	_____	_____
<input type="checkbox"/> Check the systems for refrigerant leaks.	_____	_____
<input type="checkbox"/> Check system superheat and sub cooling at the condensing unit.	_____	_____
<input type="checkbox"/> Report missing valve-caps and/or unit covers.	_____	_____
<input type="checkbox"/> Wash condenser coil but only with a prior approval from the FM.	_____	_____



PREVENTIVE MAINTENANCE LOG

Instructions: Please print this log, complete each entry, and submit to Facilities Manager.

Campus: _____ Building: _____ Date: _____

Equipment: _____ Label: _____ Model: _____ Serial No: _____

*IDEA San Juan CP and IDEA Weslaco

Air Cooled Scroll Chillers (York YLAA0120SE) Semiannually

Initials

Comments

<input type="checkbox"/>	Follow Maintenance Procedures as recommended by Section 8 of IOM attached.	_____	_____
<input type="checkbox"/>	Check unit for proper operation, excessive noise or vibration.	_____	_____
<input type="checkbox"/>	Run system diagnostics test.	_____	_____
<input type="checkbox"/>	Disconnect power source and lock out.	_____	_____
<input type="checkbox"/>	Check electrical wiring and connections; tighten loose connections.	_____	_____
<input type="checkbox"/>	Perform Compressor Starter Inspection.	_____	_____
<input type="checkbox"/>	Check Flow/Differential Mechanical Switch.	_____	_____
<input type="checkbox"/>	Check chiller for leaks.	_____	_____
<input type="checkbox"/>	Remove lock out and power equipment back ON.	_____	_____
<input type="checkbox"/>	Check Proper Rotation and Operation of each Condenser Fan and its related motor.	_____	_____
<input type="checkbox"/>	Perform analysis on oil and filter	_____	_____
<input type="checkbox"/>	Perform Oil Analysis Per Compressor.	_____	_____
<input type="checkbox"/>	Check Oil Level Per Compressor.	_____	_____
<input type="checkbox"/>	Check oil level in oil separator sight glass.	_____	_____
<input type="checkbox"/>	Check system operating parameters (temperatures and pressures). Refer to Section 8 of IOM attached.	_____	_____
<input type="checkbox"/>	Check Control Panel Calibration.	_____	_____
<input type="checkbox"/>	Check Compressor and Oil Separator Heater.	_____	_____
<input type="checkbox"/>	Thoroughly clean intake side condenser coils, fans, and intake screens.	_____	_____
<input type="checkbox"/>	Perform operational test and return to service.	_____	_____
<input type="checkbox"/>	Complete Required Paper Work and Remove debris from work-site.	_____	_____

Annually:

<input type="checkbox"/>	Perform the semiannual service.	_____	_____
<input type="checkbox"/>	Clean/Wash condenser coils as per manufacturer recommendation. Refer to Section 8 of IOM attached.	_____	_____
<input type="checkbox"/>	Check the systems for refrigerant leaks.	_____	_____
<input type="checkbox"/>	Check system superheat and sub cooling at the condensing unit.	_____	_____
<input type="checkbox"/>	Report missing valve-caps and/or unit covers.	_____	_____



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8.WHO IS ELIGIBLE TO RESPOND

Respondents who are eligible to meet the technical specifications for quality and other terms of this bid package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies and are recognized by the Ohio Comptroller of Public Accounts as having an “Active” right to transact business in Ohio are invited to respond. A prospective respondent must affirmatively demonstrate respondent’s responsibility. A prospective respondent, by submitting a bid, represents to IDEA that it meets the following requirements:

- a. Possesses or can obtain adequate financial resources as required to perform under this IFB
- b. Respondent shall comply with the requirements proposed in this IFB
- c. Have a satisfactory record of integrity and ethics
- d. Respondent shall be in good standing with all applicable national or state associations

9.RESPONSIVE/RESPONSIBLE RESPONDENTS

IDEA staff reviews the bids received to determine if they are responsive. For bids to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The bids must have been submitted by the due date and time.
2. The bids must be complete with the original signatures in blue ink.
3. The bids must be for the specific services requested and described in the IFB Packet.
4. The bids must be submitted in the format described in the IFB Packet.
5. One original (in blue ink and marked original) and one copies must be submitted.
6. Electronic format on a USB flash drive. The electronic version shall be one file that replicates your original proposal including required signatures. NOTE: Do not send individual files of each section or page of your proposal as the electronic version.
7. **Attachment L shall be completed and submitted as a separate document with your bid response.**

10.PROCUREMENT CONDITIONS/ GENERAL TERMS

Procurement of the items under this IFB shall be in accordance with the IDEA Public Schools Purchasing Policy¹ and the terms and conditions set forth in the state of Ohio.

11.ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to IDEA by writing to the following address:

IDEA Public Schools, Attn. Director of Procurement
2115 W. Pike Blvd, Weslaco, TX 78596
(956) 377-8000

¹ https://ideapublicschools.org/wp-content/uploads/2021/07/05.-Purchasing-Policy-Proposed-Amendment-July-2021_final.pdf
Rev. 02/17/2023



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12.HOW TO SUBMIT A BID

All bid packages must be clearly marked with the Respondents' name and address (**it is very important to include the Title IFB #4-HVAC-0523**). Bid packages must be delivered to and received prior to the deadline.

Jose Perez, Director of Procurement
Mia Harris, Assistant Director of
Procurement Delilah
Veliz, Procurement
Analyst Felicia Black,
Procurement Analyst
IDEA Public Schools, 2115 W. Pike Blvd Weslaco, TX 78596 (956) 377-8000



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13.TITLE PAGE

Respondents must complete the Title Page and include it as the cover sheet for bids submitted in response to this IFB. See cover sheet below:

IDEA Public Schools

A Bid Submitted in Response to

IDEA Public Schools

Invitation for Bid #4-HVACPM-0523 Ohio

Submitted by:

(Full Legal Name of Respondent)

On:

(Date of Bid Submission)



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14.IFB RESPONSE FORMAT AND CONTENT

1. Page/Items to return/include.

- Title Page
- Business Identification
- Additional Requirements
- Compliance with Specifications
- Description / Pricing **(Must use format included in attachment "L")**

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the product and/or services.

15.ADDITIONAL REQUIREMENTS

Ownership: Bid must include the name and Social Security Number of each person with at least 25% ownership of the business entity submitting the qualifications.

NAME: _____ SSN: _____

NAME: _____ SSN: _____



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16.ATTACHMENTS

The attachments listed below are required and should be included with the bid. **Attachment “F”** is required to ensure that no potential conflicts of interest exist with IDEA Public Schools Board or staff members. **All forms listed below must be completed and signed.**

1. Attachment A - Certification of Respondent
2. Attachment B – Certification Regarding Clean Air and Water Acts
3. Attachment C – Certification Regarding Work Hours & Safety Standards
4. Attachment D – Certification Regarding Davis-Bacon Act
5. Attachment E - Certification Regarding Drug-Free Workplace
6. Attachment F – Conflict of Interest Questionnaire
7. Attachment G - Equal Opportunity and Nondiscrimination
8. Attachment H– Felony Conviction Disclosure Statement/Criminal History Review of Respondent Employees
9. Attachment I- Certification Regarding Lobbying
10. Attachment J- Certification Regarding Debarment or Suspension
11. Attachment K – Deviations and Exceptions Form
12. Attachment L – Locations, Descriptions, Cost submittal (Excel spreadsheet)
13. Attachment N – Terms and Conditions for Contracts Paid with Federal Funds
14. Attachment O – Certificate of Insurance
15. Attachment P – IDEA Vendor Package



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ATTACHMENT "A"

CERTIFICATION OF RESPONDENT

I, the undersigned, submit this bid and have read the specifications, terms, and conditions, which are a part of this solicitation. My signature also certifies that I am authorized to submit this bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

Signature of Authorized Agent:

Printed Name and Title of Agent:

Name of Firm:

Address:

Telephone Number:

FAX Number:

Contact Person:

Email Address (if applicable):

Web Site Address (if applicable):



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ATTACHMENT "B"

CERTIFICATION REGARDING CLEAN AIR AND THE FEDERAL WATER POLLUTION CONTROL ACT

This certification is required by the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

The undersigned contractor certifies that it will comply with the clean air and federal water pollution control act:

- The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 7401 et seq.
- The contractor agrees to report each violation to the United States Department of Agriculture and understands and agrees that the United States Department of Agriculture will, in turn, report each violation as required to assure notification to the Environmental Protection Agency (EPA).
- The contractor agrees to include these requirements in each subcontract exceeding \$1,500,000 financed in whole or in part by the United States Department of Agriculture.
- The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- The contractor agrees to report each violation to the United States Department of Agriculture and understands and agrees that the United States Department of Agriculture will, in turn, report each violation as required to assure notification to the Environmental Protection Agency Environmental Protection Agency.
- The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with funds from the United States Department of Agriculture.

Name of Contractor

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative



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ATTACHMENT "C"

CERTIFICATION REGARDING WORK HOURS AND SAFETY STANDARDS

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

The undersigned subcontractor certifies it will comply with the contract work hours and safety standards act:

- No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- In the event of any violation of the clause set forth in the first paragraph of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States Department of Labor for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in first paragraph of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in first paragraph of this section.
- The United States Department of Agriculture shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.



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- The contractor or subcontractor shall insert in any subcontracts the clauses set forth in previous paragraphs of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in previous paragraphs of this section.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative



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ATTACHMENT “D”

CERTIFICATION REGARDING DAVIS-BACON ACT

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- Additionally, contractors are required to pay wages not less than once a week.

 Name of Organization/Firm

 Signature of Authorized Representative

 Date

 Print Name and Title of Authorized Representative



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ATTACHMENT "E"

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- Providing each employee with a copy of the subcontractor's policy statement;
- Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- Notifying IDEA Public Schools within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
- Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative



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ATTACHMENT "F"

CONFLICT OF INTEREST QUESTIONNAIRE

Instruction to respondent: The Conflict-of-Interest (COI) Questionnaire that follows this page must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the bid.



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CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

 Signature of vendor doing business with the governmental entity

 Date



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ATTACHMENT "G"

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The (**Respondent Name**) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. (**Respondent Name**) conforms to all applicable federal and state laws, rules, guidelines, and regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

(**Respondent Name**) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.



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(Respondent Name) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. **(Respondent Name)** takes positive steps to eliminate any systematic discrimination from personnel practices. **(Respondent Name)** recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative



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ATTACHMENT "H"

FELONY CONVICTION DISCLOSURE STATEMENT.

Instruction to respondent: This form must be completed legibly, either handwritten or typed. A duly authorized Respondent must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the proposal.

Pursuant to Texas Education Code Section 44.034, Notification of Criminal History of Contractor, "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Additionally, in accordance with this state law, "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required [...] or misrepresented the conduct resulting in the conviction." In this event, "The district must compensate the person or business entity for services performed before the termination of the contract." Section 44.034 "does not apply to a publicly held corporation."

I, the undersigned agent for _____ ("Respondent"), certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

- Respondent is a publicly held corporation; therefore, this reporting requirement is not applicable.
- Respondent is not owned or operated by anyone who has been convicted of a felony.
- Respondent is owned or operated by the following individual(s) who has/have been convicted of a felony, as disclosed below:

Name of Individual(s): _____

General description of the conduct resulting in the conviction of a felony:

Name of Individual: _____

General description of the conduct resulting in the conviction of a felony:

Signature of Authorized Representative

Date Signed



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CRIMINAL HISTORY REVIEW OF RESPONDENT EMPLOYEES.

Instruction to respondent: This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must initial and sign this form in blue ink. Failure to complete this form pursuant to this instruction will disqualify the bid.

I, the undersigned agent for _____ (“Respondent”), certify:
 that:

 (Initial) None of the employees of Respondent and any subcontractors are “covered employees” as defined on the instructions to this form. If this box is checked, I further certify that Respondent has taken precautions or imposed conditions to ensure that the employees of Respondent and any subcontractor will not become covered employees. Respondent will maintain these precautions or conditions throughout the time the contracted services are provided.

or

 (Initial) Some or all of the employees of Respondent and any subcontractor are “covered employees.” If this box is initialed, I further certify that:

- (1) If Respondent receives information that a covered employee subsequently has a reported criminal history, Respondent will immediately remove the covered employee from contract duties and notify IDEA Public Schools (the “School”) in writing within three (3) business days;
- (2) Upon request, Respondent will provide the School with the name and any other requested information regarding covered employees so that the School may obtain criminal history record information on the covered employees;
- (3) If the School objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Respondent agrees to discontinue using that covered employee to provide services to the School; and
- (4) All covered employees hired after January 1, 2008 have completed the required background check process prior to performing any duties related to the School or having any direct contact with students.

I understand that non-compliance with this certification by Respondent may be grounds for contract termination and/or barring disqualified persons from performing the work.

 Signature of Authorized Representative

 Date Signed

Entities that contract with IDEA Public Schools are required to provide services to obtain named based criminal history and/or fingerprinting record information regarding “covered employees.”

Any contractor interested in participating in the School’s purchasing and contracting process must comply with the requirements of the Texas Department of Public Safety to conduct fingerprint checks on employees prior to being awarded a contract. Contractors who fail to follow the fingerprint process will not be allowed to compete for School contracts.



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Ohio Revised Code Section 3314.41 requires entities that contract with charter schools to provide essential school services to obtain a criminal history and/or fingerprinting record information regarding “covered employees.”

Definitions:

“*Covered Employees*”: Any employee of a contractor or subcontractor who will perform essential school services as defined under R.C. 3314.41.

“*Disqualifying Criminal History*”: Any conviction or guilty plea of any offense prohibited by R.C. 3319.39.

Any contractor seeking to enter into a service agreement with IDEA Greater Cincinnati must comply with the requirements of R.C. 3314.41, and shall conduct an appropriate criminal records check prior to beginning services. Contractors who fail to follow this process will not be allowed to provide services to IDEA Greater Cincinnati.



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ATTACHMENT "I"
CERTIFICATION REGARDING LOBBYING
PROCUREMENT

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Organization Name: _____	PR/Award Number or Project: _____
Name: _____	_____
Name of Authorized Representative: _____	Title: _____
Signature: _____	Date: _____



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ATTACHMENT "J"

CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

Pursuant to Executive Orders 12549 and 12689 and the implementing federal regulations in Parts 180 and 200 of Title 2 of the Code of Federal Regulations relating to debarment and suspension, IDEA Public Schools is prohibited from contracting with parties that are suspended or debarred or whose owner(s), member(s) and/or principal(s) and certain employees are suspended or debarred. Respondent must certify that it and its owner(s), member(s) and/or principal(s) are not suspended or debarred under federal law and rule.

I, the undersigned agent for _____ ("Respondent"), certify that no suspension, debarment, proposed debarment, declaration of ineligibility or voluntary exclusion from participation is currently in effect, which would otherwise preclude Respondent or its owner(s), member(s) principal(s) or employees from receiving a federally funded contract under applicable federal statutes and regulations.

Signature of Authorized Representative

Date Signed



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Bid Posting: Friday, March 24, 2023
Bid Due Date: Monday, May 1, 2023 @ 2:00PM CST
Contact: solicitations@ideapublicschools.org

ATTACHMENT "K"

DEVIATIONS AND EXCEPTIONS.

Instruction to respondent: This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. On this form, identify and describe any deviations and exceptions to the terms, conditions, specifications, or other requirements of the IFB. If necessary, attach additional pages. IDEA Public Schools reserves the right to accept or reject any bid based upon any deviation(s) or exception(s) identified hereon or any other modification of the IFB.

- The Respondent, named below, hereby declares and represents that it will fully comply with the terms, conditions, specifications and other requirements set forth in the IFB without deviation and exception.
- The Respondent, named below, hereby declares and represents that it will fully comply with the terms, conditions, specifications and other requirements set forth in the IFB except as follows:

(For additional deviations and exceptions, refer to additional pages attached herewith.)

I, the undersigned agent for _____ ("Respondent"), certify that Respondent will fully comply with the terms, conditions, specifications and other requirements set forth in the IFB except as identified and described on this form, including any additional pages attached hereto.

Signature of Authorized Representative

Date Signed



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Additional Page to Attachment K.



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ATTACHMENT “L”

PRODUCT DESCRIPTION, LOCATIONS, AND PRICING

Attachment L must be completed and submitted with bid response. Attachment “L” is available for download as a separate document on our website along with this bid document at <https://ideapublicschools.org/our-story/finance-%20budget/>

Heating, Ventilation, and Air Conditioning Bid Sheet

4-HVAC PM-0523: Ohio Bid Sheet				
Region	Campus	Address	Price per Campus	Total Price (USD)
Ohio	Price Hill	2700 Glenway Avenue Cincinnati, OH 45204	\$	\$
Ohio	Valley View	1011 Glendale Milford Road, Cincinnati, OH 45215	\$	\$
		Grand Total		\$ -

This bid will be based on the price per Heating, Ventilation, and Air Conditioning Preventative Maintenance. Vendor shall review the site prior to servicing to assess the work that is needed and identify the current state of HVAC systems. Bidders will submit the price per Heating, Ventilation, and Air Conditioning Preventative Maintenance

Please attach the following in this bid package:

- 1. Certificate of Insurance**
- 2. Requested narratives mentioned in Section 7: Scope of Work**



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ATTACHMENT "N"

TERMS & CONDITIONS FOR CONTRACTS PAID WITH FEDERAL FUNDS

Instruction to bidder: With respect to the use of federal funds for the procurement of goods and services, pursuant to § 200.326 of Title 2 to the Code of Federal Regulations ("2 CFR") and Appendix II to 2 CFR 200, the following contract provisions are hereby made a part of this IFB and the resulting contract between IDEA Public Schools ("School") and Bidder. A duly authorized representative must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the bid.

- A. **Remedies for Contract Breach or Violations.** Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
- B. **Termination for Cause and Convenience.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the School, including the manner by which it will be affected and the basis for settlement.
- C. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- D. **Davis-Bacon Act.** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by School must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. School must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. School must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The School must report all suspected or reported violations to the Federal awarding agency.
- E. **Contract Work Hours and Safety Standards Act.** Where applicable, all contracts awarded by School in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor



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regulations (29 CFR 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- G. Clean Air Act and the Federal Water Pollution Control Act. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Energy Efficiency Standards and Policies. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- I. Debarment and Suspension. A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- J. Byrd Anti-Lobbying. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier.
- K. Procurement of Recovered Materials. School and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of



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recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

I, the undersigned agent for the company named below, represent that the company agrees to the contract provisions set forth on this form.

Company Name: _____

Signature of Authorized Representative

Date Signed



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ATTACHMENT "O"

CERTIFICATE OF INSURANCE

Maintenance/Repair (painting, plumbing, HVAC, roofing, landscape, etc.) Service Providers (copier/fax service, computers, security, equipment vendors, etc.)	Commercial General Liability	Each Occurrence: \$1,000,000 General Aggregate: \$2,000,00 Personal and Advertising Injury: \$500,000	Additional Insured Endorsement
	Automobile Liability Including: <input type="checkbox"/> Owned Vehicles <input type="checkbox"/> Non-Owned Vehicles <input type="checkbox"/> Hired Vehicles <i>(Required for vehicles driven on school property)</i>	Combined Single Limit: \$1,000,000	
	Workers' Compensation* Employers' Liability	Limit: State- Statutory Each Occurrence: \$500,000	Waiver of Subrogation Endorsement

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END OF IDEA PUBLIC SCHOOLS IFB

PACKAGE FOR FACILITIES DEPARTMENT