Request for Proposals For

HVAC Contractors 2025

Proposals accepted until:

Friday, December 27, 2024, at 5:00 P.M.

Rolling Plains Management Corporation

118 N. 1st Street
Crowell, Texas 9227
940-684-1571

Rolling Plains Management Corporation is an equal opportunity employer and encourages all Historically Underutilized Businesses and Disadvantaged Business Enterprises to participate

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I. General Information

Rolling Plains Management Corporation (RPMC) is requesting proposals from qualified companies/contractors for HVAC services including Weatherization assistance program assisting low-income, elderly, and disabled housing. Rolling Plains is seeking the above services in the following twenty-eight counties: Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Parker, Palo Pinto, Wichita, Wilbarger, Wise, Young, Brown, Callahan, Comanche, Eastland, Haskell, Hood, Jones, Kent, Knox, Shackelford, Stephens, Stonewall, Taylor, and Throckmorton counties.

RPMC is a private non-profit corporation operating multiple programs on behalf of State and Federal agencies.

HVAC services will be coordinated with the Weatherization Assistance Program (WAP) offered by RPMC. Weatherization is a program designed by the Department of Energy to assist the low-income, elderly and disabled by weatherizing their homes in order to decrease energy consumption. Contractor(s) will be expected to provide all materials and labor to repair/replace equipment in each dwelling unit based on an assessment by the contractor. Winning bidder will also be able to perform services for all properties owned and leased by RPMC and all other programs offered by the agency.

i. Contract Type

The winning contractor(s) will be offered a contract from January 1, 2025 to December 31, 2025 with Rolling Plains Management Corporation for the HVAC services in qualified houses as specified in this proposal. At the option of Rolling Plains Management Corporation, the contract period can be extended and renewed up to four (4) years, contingent upon funding.

ii. Termination of Contract

The successful contractor agrees to comply with all requirements of the contract as detailed in Appendices: General Contractual Requirements for Contractors. In the event contractor is unable to comply with the General Requirements as determined by Rolling Plains Management Corporation, Contractor will be notified in writing of intent by RPMC to terminate the contract.

iii. Limitations and Reservations

Rolling Plains Management Corporation reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this request for proposals, if found to be in the best interest of the needs of RPMC.

This request for proposals does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services. All proposals will become part of this agency's official files.

RPMC specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of RPMC.

If selected for negotiations, contractor(s) may be required to prepare and submit additional information prior to final award selection, in order to reach terms for the provision of services, which are agreeable to both parties.

iv. Modifications and Renewals

RPMC reserves the right to negotiate modifications or renewal of HVAC services in connection with any executed contract funded through this request for proposals without repeating the bid process for a period of up to four (4) additional years from the original bid initiation.

Modifications and renewals shall be considered based upon the provider's ability to meet RPMC's needs.

v. Signature

This request for proposal shall be signed by the contractor/company's official authorized to bind that contractor/company and shall contain a statement to the effect that the proposal is a firm bid for a thirty (30) day period from the date that proposal is received by RPMC. The proposal shall also provide the name, address and telephone number of the individual(s) with the authority to negotiate during the period of proposal evaluation.

II. Scope of Work

The scope of work will consist of providing all labor and materials to add, repair and or replace central unit equipment in each location based on an assessment of each unit and load and system calculations performed by the contractor and RPMC. All projects will include the following:

- Add, repair and/or replace existing Central unit equipment.
- Add, repair and/or replace existing duct.
- Generate ACCA approved load calculation and send to RPMC prior to installation to ensure proper sizing.
- Provide an AHRI certificate for each unit to RPMC to ensure load, SEER2 and HSPF2 are met according to calculations.
- Provide and discuss all warranty and operational manuals to client to ensure proper equipment care and use.
- Test all gas equipment for CO and provide the test documentation to RPMC.
- Obtain signed client satisfaction form and send to RPMC with invoice.

III. Submission Guidelines

The deadline for submission of proposals will be 5:00 p.m. [CST] Friday, December 27, 2024.

Respondents may e-mail proposals to Chad.King@rollingplains.org or mail proposals to the address below:

Rolling Plains Management Corporation
ATTENTION: Weatherization Department
P.O. Box 490
118 N 1st Street
Crowell, Texas 79227

i. Submission Requirements

To be considered responsive and receive an evaluation, a bid must fully address all sections of the bid request. A list of required items is as follows:

1) Cover letter – contractor(s) letterhead which includes the
   - Contractor's contact person's name, telephone number, fax
   - number (if available) and e-mail address (if available)

2) Description of Company:
   - Number of employees available to work on this contract
   - Number of years in business
   - Services provided by your company (i.e., attic/wall insulation, general carpentry, other services)

3) Bid Form:
   - Schedule A – Bidder's Experience and Integrity
   - Schedule B – Technical & Financial Resources
   - Schedule C – Price List

All questions concerning this bid packet should be directed in writing to Chad King, Weatherization Director at Chad.King@rollingplains.org

IV. Evaluation Criteria

The selection of contractor(s) is to be made after a careful evaluation of prevailing prices in the area and of the proposals received. The successful contractor(s) must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

a) A responsive bidder is one who submits a complete proposal within the stated time and in accordance with the proposal specifications.

b) A responsible bidder is one who demonstrates, via his or her responses to the selection criteria, his or her ability to deliver the supplies, equipment or services solicited for procurement.

Selections will be based on information received from schedules A, B, and C. This information will be evaluated and scored using a proposal rating table from which a contractor(s) will be selected. Rolling Plains reserves the right to reject any incomplete proposals.

V. Additional Information

i. Protest Rights

All protest or complaints regarding this proposal process shall be referred to the RPMC Executive Committee for resolution.

ii. Conflict of Interest/Nepotism

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request.

RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

iii. Subcontracting

The services of any contractor(s) awarded from this RFP must be delivered by the contractor named on the bid. Subcontracting will not be allowed, unless authorization from RPMC is given in writing.

General Contractual Requirements for Contractors

1. Must provide all tools needed to accomplish HVAC services.

2. Provide and transport materials, tools, and workers/employees to all job sites.

3. All replacement equipment and debris must be removed from location and disposed of according to federal regulations.

4. Each home must be completed within 14 days of receipt by contractor of assessment prepared by RPMC. If availability of materials presents problems or other delays incur, RPMC is to be alerted immediately.

5. All work must be completed according to the Texas Department of Housing and Community Affairs, Department of Energy, United States Department of Agriculture and Rolling Plains Management Corporation guidelines and conform to all applicable codes and general specifications.

6. Contractor must obtain any permits required and adhere to all applicable federal, state and local laws and regulations.

7. All HVAC installation will conform to ACCA (Air Conditioning Contractors of America) approved manual J. A copy of the manual J and AHRI certification must be supplied before installation. All equipment must be Energy Star rated**.**

8. **All installed equipment must meet efficiency ratings outlined in Schedule C**

9. Contractor shall comply with the provisions and requirements (if applicable) of the following:
    - Workmen's Compensation Act, where applicable;
    - Immigration and Reform Act of 1986;
    - Clean Air and Water Act;
    - Copeland Anti-Kickback Act;
    - EPA Lead Certified Renovation;
    - Civil Rights Act of 1964;
    - Davis Bacon (where applicable);
    - Drug-Free Workplace Act of 1988;
    - Rehabilitation Act of 1973;
    - Pro Children Act of 1994 (Public Law 103227, Part C Environmental Tobacco Smoke)

10. Provide adequate, fully trained, on-site supervision of all work performed under the contract.
    - Contractors must be a Certified Lead Firm and provide a Certified Lead Renovator on site in accordance with CFR Part 745.225.

10. Report only fully completed homes with itemized labor and material invoices sent to RPMC.

11. Take any necessary corrective action which may arise as a result of the agency's final inspection; this would be in the area of incomplete or unsatisfactory work. This work must be completed within 5 working days from date of notification and a second final inspection will be performed before payment of invoice.

12. Must provide proof of and maintain liability insurance in the amount of $100,000.

13. Must be able to provide proof of at least $20,000.00 line of credit for at least 60 days.

14. Must be willing, if necessary, to receive additional training to meet all requirements of Texas Department of Housing and Community Affairs, Department of Energy, United States Department of Agriculture, and Rolling Plains Management Corporation.

15. The sub-contractor is responsible for any, job related illness or injury to workers under his/her employment, and indemnify and hold harmless RPMC, RRMC Weatherization staff, and RPMC clients in the event of on-the-job illness or injury occurs.

SCHEDULE A: Bidder's Experience & Integrity

References [Max Total: 30 points]: Please list three (3) references of persons or firms whom you have worked as a contractor/subcontractor for in the past twelve (12) months and who are familiar with your work including ramp construction, excluding Rolling Plains.

Reference 1

Name: _____

Address: _____

Phone: _____

Reference 2

Name: _____

Address: _____

Phone: _____

Reference 3

Name: _____

Address: _____

Phone: _____

Integrity [Max Total: 10 points]: These are the questions that will be asked when we contact the reference. Two points (2 Pts.) will be awarded per reference for each favorable answer (10 Points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

1) Was the quality of work of this firm or person satisfactory or poor?
    - If satisfactory, specify in what way.
    - If not satisfactory, specify in what way.
2) Has this firm or person been timely in completing projects?
3) Has this firm or person's crew operated, to the best of your knowledge, with good behavior at work sites?
4) Did the firm or person offer and explain the warranty for the products they installed?
5) If the occasion arose, would you contract/subcontract with this firm or person to do a job for you in the future?

A. General Experience [Max Total: 5 points]:
Previous general contracting experience will be awarded 1 point per year up to five years: _____

B. Minority Owned or Woman Owned Company [Max Total: 5 points]:
Are you a minority owned or woman owned enterprise? _____

SCHEDULE B: Technical & Financial Resources

References: Please list two references of persons or firms that you have obtained credit from, or a loan, in the past twelve months and who are familiar with your work.

Reference 1

Name: _____

Address: _____

Company: _____

Phone: _____

Reference 2

Name: _____

Address: _____

Company: _____

Phone: _____

Reference Integrity [Max Total: 18 Points]: These are the questions that will be asked when we contact the references. Three points (3 Pts.) will be awarded per question per reference for each favorable answer.

1) Would you characterize this person or firm to be fair, honest and responsible?

2) Would you extend credit to this person or firm?

3) Has this firm or person been past due on any of their payments during the last six months?

Financial Statement [Max Total: 15 Points]: Five points will be awarded for providing a financial statement. One point will be awarded for "No" responses to questions 1-4 (maximum of 4 points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

1) Are you or have you been involved in a Chapter 13 proceeding? _____

2) Are there any liens against your firm? _____

3) Are there any lawsuits against your firm? _____

4) Have any complaints been filed against your firm with the Better Business Bureau? _____

If yes, describe the nature of complaints:

_____

Financial Resources [Max Total: 6 points]:

Resource Questions	Yes/No
1) Can you provide documentation that you have a minimum line of credit of at least $20,000 for up to 60 days? If yes, attach documentation. (5 pt.)	_____
2) Are you willing to wait 30 days after final inspection to receive payment? (1 pt.)	_____

SCHEDULE C
HVAC MATERIAL AND LABOR

ALL REPAIRS, RETROFITS OR REPLACEMENTS MUST BE PERFORMED TO MEET ALL FEDERAL, STATE AND LOCAL CODES.
ALL APPLIANCES MUST MEET CURRENT ENERGY STAR RATINGS.

MATERIAL TYPE (INCLUDES INSTALL)	UNIT	PRICE PER ITEM		TOTAL
		LABOR	MATERIAL	
WINDOW UNITS				
6,000 BTU ENERGY STAR AIR CONDITIONER	EACH			
8,000 BTU ENERGY STAR AIR CONDITIONER	EACH			
10,000 BTU ENERGY STAR AIR CONDITIONER	EACH			
12,000 BTU ENERGY STAR AIR CONDITIONER	EACH			
15,000 BTU ENERGY STAR AIR CONDITIONER	EACH			
EVAPORATIVE AIR CONDITIONER 4800 CFM	EACH			
18,000 BTU 220 VOLT HEAT/COOL WINDOW UNIT	EACH			
9,5000 BTU 110 VOLT HEAT/COOL WINDOW UNIT	EACH			
SPACE HEATERS				
HEATERS MUST HAVE FACTORY INSTALLED OXYGEN DEPLETION SENSOR SYSTEM WITH AUTOMATIC SHUT OFF				
15,000 BTU NG/LP VENTED SPACE HEATER	EACH			
30,000 BTU NG/LP VENTED SPACE HEATER	EACH			
6,000 BTU NG/LP UNVENTED SPACE HEATER	EACH			
10,000 BTU NG/LP UNVENTED SPACE HEATER	EACH			
30,000 BTU NG/LP UNVENTED SPACE HEATER	EACH			
35,000 BTU VENTED WALL FURNACE (NEW INSTALL)	EACH			
35,000 BTU VENTED WALL FURNACE (REPLACE EXISTING WALL FURNACE)	EACH			
55,000 BTU VENTED DOUBLE WALL FURNACE (NEW INSTALL)	EACH			
55,000 BTU VENTED DOUBLE WALL FURNACE (REPLACE EXISTING)	EACH			

SCHEDULE C
HVAC MATERIAL AND LABOR

CENTRAL HVAC SYSTEMS				
REPLACEMENT OF EXISTING INDOOR FURNACE AND/OR OUTSIDE CONDENSOR(UTILIZING EXISTING DUCTWORK, LINE SETS, DISCONNECT AND RETURN). ALL EQUIPMENT MUST MEET CURRENT ENERGY STAR RATING				
COMPLETE 15.2 SEER2 7.8 HSPF2 HEAT PUMP SYSTEM				
1.5 TON	**EACH**			
2 TON	**EACH**			
2.5 TON	**EACH**			
3 TON	EACH			
3.5 TON	EACH			
4 TON	EACH			
COMPLETE 15.2 SEER2 7.8 HSPF2 MOBILE HOME HEAT PUMP SYSTEM				
1.5 TON	**EACH**			
2 TON	**EACH**			
2.5 TON	**EACH**			
3 TON	EACH			
3.5 TON	EACH			
4 TON	EACH			
COMPLETE 15.2 SEER2 90% AFUE VENTED GAS SYSTEM				
1.5 TON	**EACH**			
2 TON	**EACH**			
2.5 TON	**EACH**			
3 TON	EACH			
3.5 TON	EACH			
4 TON	EACH			

SCHEDULE C
HVAC MATERIAL AND LABOR

COMPLETE 15.2 SEER2 90% AFUE MOBILE HOME VENTED GAS SYSTEM				
1.5 TON	**EACH**			
2 TON	**EACH**			
2.5 TON	**EACH**			
3 TON	EACH			
3.5 TON	EACH			
4 TON	EACH			
MAJOR HVAC COMPONENTS				
1.5 TON 15.2 SEER2 CONDENSOR ONLY	EACH			
2 TON 15.2 SEER2 CONDENSOR ONLY	EACH			
2.5TON 15.2 SEER2 CONDENSOR ONLY	EACH			
3 TON 15.2 SEER2 CONDENSOR ONLY	EACH			
3.5 TON 15.2 SEER2 CONDENSOR ONLY	EACH			
4 TON 15.2 SEER2 CONDENSOR ONLY	EACH			
1.5 TON A-COIL	EACH			
2 TON A-COIL	EACH			
2.5 TON A-COIL	EACH			
3 TON A-COIL	EACH			
3.5 TON A-COIL	EACH			
4 TON A-COIL	EACH			
1.5 TON 90% AFUE FURNACE ONLY	EACH			
2 TON 90% AFUE FURNACE ONLY	EACH			
2.5 TON 90% AFUE FURNACE ONLY	EACH			
3 TON 90% AFUE FURNACE ONLY	EACH			
3.5 TON 90% AFUE FURNACE ONLY	EACH			
4 TON 90% AFUE FURNACE ONLY	EACH			

SCHEDULE C
HVAC MATERIAL AND LABOR

MISC. REPAIRS				
CONDENSOR FAN REPLACE	EACH			
BLOWER MOTOR REPLACE	EACH			
COMPRESSOR REPLACE	EACH			
REPLACE STARTING CAPASITOR	EACH			
REPLACE FILTER	EACH			
REPLACE THERMOSTAT WIRE	PER FOOT			
SECONDARY DRAIN LINE REPLACEMENT	PER FOOT			
PRIMARY/EVAPORATOR DRAIN LINE REPLACEMENT	PER FOOT			
CLEAN/SERVICE GAS FURNACE	EACH			
CLEAN/SERVICE CONDENSOR	EACH			
CLEAN/SERVICE A-COILS	EACH			
INCIDENTAL LABOR(MUST BE PRE-APPROVED)	PER MAN HOUR			
FILTER/DRYER	EACH			
FUSED DISCONNECT	EACH			
METAL HARD LINE GAS SUPPLY	EACH			
AGA VALVE AND FLEX LINE	EACH			
REMOVE HEATER AND CAP OFF GAS LINE	EACH			
AUXILIARY DRAIN PAN	EACH			
THERMOSTAT	EACH			
ADD REFRIGERANT	PER LB			
CONCRETE PAD	EACH			

SCHEDULE C
HVAC MATERIAL AND LABOR

DUCT SYSTEM REPAIRS				
FLEX DUCT REPLACE	PER 25'			
METAL /FLEX DUCT REPLACE UNDER MOBILE HOME	PER 20'			
SEAL REGISTER	EACH			
SEAL TAPS	EACH			
DUCT BOARD	PER SHEET			
CLEAN & SEAL AIR RETURN	EACH			
SEAL SUPPLY PLENUM WITH MASTIC & DUCTBOARD	EACH			
REPLACE A/C REGISTER GRILL (ALL SIZES INCLUDED)	EACH			

Proposal Agreement

I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.

I understand that Rolling Plains Management Corporation reserves the right to reject any/all bids.

No board member, officer, agency or employee of Rolling Plains Management Corporation shall be personally liable concerning any matters arising out of or in relation to the commitment of weatherization and repair funds with regards to feasibility or validity of the proposed subject.

Contractor's Name (Print)	Contractor's Signature	Date