

**INVITATION TO BID
BV-0709-HVACLCC**

BID ITEM: HVAC-Labor for Chiller/Controls

BID DESCRIPTION: HVAC-Labor for Chiller/Controls
Energy and A/C Department

BID DEADLINE: Thursday, July 23rd, 2009
2:00 p.m.

San Benito Consolidated Independent School District (SBCISD) is interested in purchasing the above items. Sealed bid proposals will be received at the office of **Emma McCall, Business Manager, 240 North Crockett Street, San Benito, Texas 78586**, where they will be opened and read aloud.

Interested bidders may obtain specifications and information for bidding by contacting **Adrian Garcia, Purchasing Agent, SBCISD, 240 North Crockett Street, San Benito, Texas 78586, telephone number (956) 361-6390 or at www.sbcisd.net**

Emma McCall
Business Manager
San Benito CISD

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

BV-0709-HVACLCC HVAC LABOR FOR CHLLER AND CONTROLS FOR THE A/C ENERGY DEPARTMENT

SPECIFICATIONS

I. SCOPE AND INTENT

It is the intent of the San Benito Consolidated Independent School District (SBCISD) to purchase HVAC labor for chiller and controls for the 2009/2010 school year. These services will be for the A/C Energy Department.

San Benito CISD is requesting **labor rates on chiller work and controls work beginning September 1st, 2009 through August 31st, 2010.** To clarify, the labor rates cannot change. It is the goal of SBCISD to simplify the buying function and eliminate confusion of prices.

II. REQUIREMENTS

- A. **Description:** HVAC labor rates for chiller work and controls work. It includes regular work, overtime rates, weekend/holiday rates, and trip, fuel and mileage charges.
- B. **Quantities:** Quantities needed will be indicated on the purchase orders to be submitted by the San Benito CISD.
- C. **Orders:** The San Benito CISD districtwide will order from the successful bidder by purchase Orders as the services are needed.
- D. **Deliveries:** The successful bidder must provide the services to any location within the San Benito CISD as indicated on the purchase orders.

III. BID QUOTATION AND QUESTIONNAIRE FORM

Please use the attached Bid Quotation and Questionnaire as your proposal. As failure to use these forms will withdraw your proposal from consideration.

IV. METHOD OF AWARD

It is the intention of the San Benito CISD to buy from one supplier, but the San Benito CISD reserves the right to award to multiple vendors as might be required to better serve the interest of the San Benito CISD. The San Benito CISD will rank the vendors/companies in a first choice basis descending to the last vendor choice. The first vendor choice will be the lowest cost or lowest responsible bid to the San Benito CISD. The San Benito CISD will purchase from the successful bidder from September 1st, 2009 through August 31st, 2010.

Selection of the successful bidder will be on the evaluation results of the Bid Quotation and Questionnaire Forms and the Sample Order Forms.

In determining to whom to award the contract, the district shall consider the following criteria and their appropriate weighted points:

Criteria	Points
1. Purchase Price	60
2. The reputation of the vendor and of the vendor's goods and services.	10
3. The quality of the vendor's goods or service.	10
4. The extent to which the goods or services meet the districts needs.	10
5. The vendors past relationship with the district.	3
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized business.	1
7. The total long-term cost to the district to acquire the vendor's goods or services.	6

V. OTHER REQUIREMENTS

- A. Bidders must have the experience, qualifications, stock and facilities to handle this kind of contract. The service provider must have sufficient personnel and equipment to handle the needs of the SBCISD must include a substantial stock of HVAC services likely to be purchased by San Benito CISD.
- B. Invoice each order and shipment separately. DO NOT mix purchase order numbers on a single invoice.
- C. San Benito CISD reserves the right to make purchases from other vendors should it be on an emergency basis or should there be a substantial price difference favorable to San Benito CISD.
- D. All purchase orders to be issued by San Benito CISD will be a minimum of \$25.00. If below that amount, San Benito CISD must be authorized by the successful bidder.

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**BV-0709-HVACLCC
HVAC LABOR FOR CHLLER AND CONTROLS FOR THE
A/C ENERGY DEPARTMENT**

BID QUOTATION AND QUESTIONNAIRE FORM

I. RATES

1. Your company must guarantee the rates from September 1st, 2009 through August 31, 2010.

_____ yes _____ No

If not your bid proposal will be withdrawn from consideration.

II. COMPANY REFERENCE AND OTHER DATA

1. How long have you been in business? _____

2. If applicable, can you provide the services to all other locations districtwide?

_____ yes _____ no

3. What is the time response to a request for service?

_____ minutes/hours

If other, please state: _____

4. Do you have a toll-free number?

_____ yes _____ no

5. Is your company a historically underutilized business?

_____ yes _____ no

6. Please list at least two references which you are currently doing business with.

A. Name _____

Address _____

Telephone _____

Contact Person _____

B. Name _____

Address _____

Telephone _____

Contact Person _____

C. Name _____

Address _____

Telephone _____

Contact Person _____

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**BV-0709-HVACLCC
HVAC LABOR FOR CHLLER AND CONTROLS**

BID QUOTATION FORM

<u>Item No.</u>	<u>Description</u>	<u>Per Hour</u>	<u>Minimum Hours</u>
D1.	Chiller Work, Regular Time	\$ _____	_____
D2.	Chiller Work, Overtime	\$ _____	_____
D3.	Chiller Work, Weekend/Holidays	\$ _____	_____
D4.	Chiller Work, Trip/Fuel Charge	\$ _____	_____ <u>NA</u> _____
D5.	Controls Work, Regular Time	\$ _____	_____
D6.	Controls Work, Overtime	\$ _____	_____
D7.	Controls Work, Weekend/Holidays	\$ _____	_____
D8.	Controls Work, Trip/Fuel Charge	\$ _____	_____ <u>NA</u> _____

WE THE UNDERSIGNED SUBMIT THE ABOVE BID PROPOSAL FOR THE ABOVE ITEM.

I/We have read the bid requirements, conditions, and specifications, which are an integral part of the terms of this contract.

My signature also certifies that the accompanying proposal is not the result of, or affected by any unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud punishable under current Texas codes. Furthermore, I understand that fraud and unlawful collusion are crimes under the Statue Law, and can result in fines, prison sentences, and civil awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Firm: _____ Signature: _____

Address: _____ Name (Type/Print): _____

_____ Title: _____

Telephone: _____ Date: _____

Fax No: _____ E-Mail: _____

Website: _____