



## Request for Quotes (RFQ)

March 21, 2023

**What:** HVAC Unit Replacement

**Where:** 4010 North Sherman Drive, Indianapolis, IN

**Background:** GEO Academies Indiana Holdings, LLC (“Owner”) acquired the properties of 4010 and 4020 North Sherman Drive, consisting of two school buildings, in April, 2021. The buildings were constructed in 2012 and 2013 and occupied by the prior owner through June, 2019.

This RFQ relates to the 4010 N. Sherman building. This building has three classroom wings, one of which is currently occupied by a small elementary school, with the other two wings occupied by GEO Next Generation High School. Each wing is heated and cooled by a LG series 3 VRF system, exclusively. While these systems are still within their useful lifespans, we have experienced a consistent series of failures resulting in high repair bills. We have had several commercial heating and cooling vendors out to the property to diagnose and fix various issues (compressor failure, refrigerant leaks, control board failures, etc.).

During the course of those work visits, vendor representatives have commented on the following causes of the repeated problems we have experienced with the VRF units, including improper installation during the initial construction ([please see link to “As-Built specifications”](#)), the vulnerability of the VRF systems to power surges, and the propensity of the VRF systems to leak, resulting in system shutdown and/or compressor failure.

**Request:** The Owner requests bids on full replacement of the current VRF units with newer generation VRF commercial systems. This will require re-piping and valve replacement for the refrigerant lines. The Owner, through vendor conversations, believes that only the roof top units and the roof top piping need to be replaced (as well as some piping running from the roof top to the individual classrooms, as needed) and that the existing classroom cassettes can remain. However, vendors submitting quotes may quote classroom cassette replacement as a separate line item. Replacement quotes should include:

1. the cost of the equipment;
2. any warranties available (with copy of the actual warranty);
3. the cost of labor that is inclusive of removing the existing roof top units, installing the replacement units, electrical connectivity, and any additional charges;
4. as deemed necessary by the vendor responding to this RFQ, the material and labor cost of replacing the classroom cassette units;
5. as deemed necessary by the vendor responding to this RFQ, any additional material and labor costs not specified in this RFQ but which are essential to successful project completion.

Responsive quotes must include a timetable for installation and a preliminary project schedule. The timetable and project schedule should accommodate the calendars of the schools occupying the building, taking advantage of summer break and night and weekend work.



**Background and Qualifications:**

The Proposers should give a brief description of their company including brief history, corporate or organization structure, and number of years in business.

This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract.

**The proposer shall provide a minimum of three references and highlight any key experience with installation of commercial VRF systems.**

**Insurance:**

The selected vendor must provide insurance coverage:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$500,000 per accident;
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 combined unit; and
- Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.

The selected vendor must furnish to the Owner Certificates of Insurance reflecting proof of the above coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Owner before work commences and upon any contract renewal or insurance policy renewal thereafter.

The Certificate Holder shall be listed as follows:

Greater Education Opportunity Foundation, Inc.

Greater Education Opportunity Foundation, Inc., Its Officers, Agents, Employees and Volunteers

3145 N. Meridian Street, Indianapolis, IN, 46208.



## Schedule of Events

<u>Event</u>	<u>Date</u>
RFQ advertised and distributed to vendors	March 21, 2023
Pre-quote walk-thru/conference	Week of March 27, 2023
Deadline for receipt of written inquiries	March 31, 2023 at 5:00 PM
Deadline to answer written inquiries	April 7, 2023 at 8:00 PM
Deadline for receipt of quotes	April 14, 2023 at 5:00 PM
Desired start date	June 1, 2023

**Submitting Quotes:** Responsive quotes must be received in hard copy or email to Jeff Lozer [jlozer@geoacademies.org](mailto:jlozer@geoacademies.org) on or before the date and time specified in the Schedule of Events. Faxed submissions are not acceptable. Proposers mailing their quotes should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the Proposer's expense to:

**Greater Education Opportunities Foundation**

**C/O Jeff Lozer (GEO Academies)**

**3145 N. Meridian Street**

**Indianapolis, IN 46208**

Contact: Jeff Lozer [jlozer@geoacademies.org](mailto:jlozer@geoacademies.org)

Please email the above for a link to the original building plans and to set up an onsite fact-gathering appointment.