



Request for Proposal: Blanket Contract HVAC Repair Services

Child Inc. is requesting proposals to establish blanket contracts for HVAC services (including labor, materials and equipment) on an “on call”, “as needed” basis. Child Inc. operates one Administrative Campus and eight child development centers all located within Travis County. Typical HVAC issues that Child Inc. experiences include blower/fan replacement, condenser, compressor repairs/replacements, electric control failures, sensor problems, Refrigerant – detect leaks, capture refrigerant leaks accordingly, etc.

Child Inc. intends to award one or more contracts for a 15 month term beginning February 1, 2018 and ending April 30, 2019, on a time and material basis, for a total amount not to exceed \$19,500.

This Request for Proposal consists of:

- Attachment 1: Scope of Work - Scope of Work Exhibit 1: Property Descriptions
- Attachment 2: Proposal Form

1) Overview and Purpose:

Contractors shall provide on an “on call”, “as needed” basis, including labor, materials, tools, equipment, supplies, services, tasks, transportation, and all incidental and customary work. Contractor will provide a written estimate of repairs, etc. prior to services rendered. All customary work shall include but not be limited to HVAC services including repairs, modifications and improvements at all properties operated by Child Inc. in accordance with the most recent Texas State Mechanical Codes.

2) Locations:

Contractor shall perform the assigned work at the following Child Inc. locations:

LOCATION	# OF UNITS	ADDRESS
Child Inc. Admin. Campus	35 units – combination of spit systems and center units	818 E. 53 rd St., 825 E. 53 ½ St., Bldg. B, C, D, E, F, 5307 Airport Blvd.,

		Austin, TX.;78751
Brodie CDC	3- 4 units	8105 Brodie Ln, Austin, TX; 78745
Cedar Bend CDC	4 units	1805 Cedar Bend Dr.; Austin, TX.; 78758
Dove Springs CDC	3-4 units	5106 Village Sq. Dr.; Austin, TX.; 78744
Forbes CDC	7 units	2217 Forbes Dr.; Austin, TX.; 78754
Ft. Plaza CDC	3- 4 units	825 E. 53 ½ St., Bldg. D; Austin, TX.; 78751
Grant CDC	3-4 units	1701 Kramer Ln.; Austin, TX.; 78758
St. James CDC	3-4 units	1941 Webberville Rd.; Austin, TX.; 78721
William Cannon CDC	3-4 units	322 W. William Cannon; Austin, TX.; 78744

3) Scope of Work and Technical Requirements:

Work shall include, but not limited to the provision of total maintenance and repair such as, installing, replacing, repairing and testing HVAC services and HVAC systems and components.

- General Requirements - Systems subject to the work include, but are not limited to split system units, central air units, as well as all related components required for commercial buildings. Services will include, but not limited to repair heating, ventilation, and cooling units, diagnose and repair electronica mechanical and electrical components of these systems, as well as additional HVAC related issues as they arise and the services necessary to ensure safe, well maintenance HVAC systems for Child Inc. employees and clients.
- Contractor’s duties may include, but not limited to, repair of condensers, compressors, electric control failures, sensor problems, clean up and disposal of refrigerant in accordance with the most recent Texas State Mechanical codes. All work will be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, and regulations. The Contractor

shall leave work areas free of all dirt, litter, lubricants, or other materials utilized to perform work. The contractor shall erect barricades, warning signs, and any other devices to prevent unauthorized access to work areas.

Material Requirements:

Contractor shall furnish all materials, which are required to complete the work.

Completion requirements:

Child Inc. may, at its option, discontinue requesting a contractor's services and terminate the contract for cause if the contractor fails to complete the work within the required time, which will be determined among both parties.

4) **Contract Period:** the term of this Contract shall be a 15 months term.

- Price Escalation: All Prices shall be firm for the 15 months term.

NO GUARANTEE OF WORK: THIS CONTRACT DOES NOT GUARANTEE CONTRACTOR ANY VOLUME OF DURATION OF WORK.

5. REGULATIONS AND SAFE CONDUCT OF WORK:

- Contractor shall plan and conduct the work to safeguard persons and property from injury. Contractor shall direct the performance of the work in compliance with reasonable safety and work practices and with applicable federal, state, and local laws, rules and regulations, including but not limited "Occupational Safety and Health Standards" as established by the U.S. Secretary of Labor and the Texas Department of Health Occupational Safety Division, including the wearing the required personal protective equipment at proposed by Contractor. Child Inc. reserves the right to inspect the work and to halt construction to ensure compliance with reasonable and safe work practices and with the applicable federal, state, and local laws, rules and regulations. Neither the requirement that Contractor follow said practices and applicable laws, rules, and regulations, nor adherence thereto by Contractor, shall relieve Contractor of the sole responsibility to maintain safe and efficient working conditions.

6. Wage Rate Requirements:

- MINIMUM MAINTENANCE WAGE RATE: The currently known work pertaining to this RFP is maintenance-related rather than construction-related.

7. Compensation:

- Contractor shall be paid in accordance with the rate scheduled stated in its proposal, Attachment 2 for work completed and accepted by Child Inc.
- The Contractor is required to maintain their current certificate(s) of insurance. Payments may be delayed for expired insurance certificates. Child Inc. minimal limit requirement is \$1,000,000 per occurrence, \$1,000,000 aggregate.
- The total cost for all work performed under this Contract shall not exceed \$19,500.

8. Service Request Procedures:

- Service request: Child Inc. Facilities Manager or authorized representative will issue a service request to the Contractor detailing the property address, scope of work, time for completion, and other necessary details.
- Unless agreed otherwise in the Service Request, the contractor must complete the repairs within three (3) days of notice to the contractor.
- Service Request will be issued in writing – fax, email or hardcopy – at Child Inc.’s option.
- All correspondence and invoices must reference the Service Request number.