

REQUEST FOR PROPOSAL (RFP)

On-Call Mechanical Contractor Services

I. INTRODUCTION

Girard College seeks proposals from qualified mechanical contractors to provide on-call mechanical services. The successful contractor(s) will be responsible for installing, maintaining, and repairing mechanical systems and equipment, including pipe fitting and steam fitting repairs, as well as responding to emergency situations. The contractor must be equipped to handle a wide range of mechanical services as specified in the scope of work.

The successful contractor(s) will supply all labor, equipment, and materials necessary to complete the required services.

II. SCOPE OF WORK

The contractor will be responsible for providing general mechanical services, which include, but are not limited to, the following:

- **Install, maintain, and repair heating, ventilation, and air conditioning (HVAC) systems,** including air handlers, chillers, and boilers.
 - **Inspect, repair, and replace pumps, motors, fans, and compressors.**
 - **Pipe Fitting and Steam Fitting Repairs:**
 - Install, maintain, and repair mechanical piping systems, including steam, chilled water, condenser water, and domestic water systems.
 - Repair, install, and replace steam piping, valves, and related components.
 - Perform welding and soldering of pipe fittings as required for system installations and repairs.
 - Troubleshoot and repair steam traps, pressure-reducing valves, and condensate systems.
 - **Adhere to established safety procedures** and all applicable codes, including building, mechanical, and plumbing codes.
 - **Estimate, order, and transport necessary materials** to complete work as requested.
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III. CONTRACT TERM

The initial contract term will be for 1 year, with the option to renew for additional years based on satisfactory performance and mutual agreement.

IV. PROPOSAL REQUIREMENTS

Contractors submitting proposals must provide the following information:

1. Company Information:

- Name, address, years in business, and relevant experience.

2. Qualifications:

- Licenses, certifications, insurance and specific experience in mechanical systems, HVAC, pipe fitting, and steam fitting.

3. Pricing:

- Proposals must include a detailed cost structure for mechanical services, outlining hourly rates for various work shifts, emergency response, and other relevant details.

Cost Rate Structure

Please provide rates for the following:

1. Regular Business Hours:

- 8:00 AM – 5:00 PM, Monday through Friday

2. After-Hours:

- Insert Hours, e.g., 5:00 PM – 8:00 AM, Monday through Friday

3. Second and Third Shift Rates:

- Specify hourly rates for work performed during second and third shifts.

4. Weekend Rates:

- Specify hourly rates for work performed on weekends (Saturday and Sunday).

5. Emergency Response Rates:

- If different from regular or after-hours rates, provide rates for emergency response services within 2 hours of the request.

6. References:

- A minimum of 2 references for similar service contracts completed within the past 2 years.

7. Safety Record:

- Details of your company’s safety program, any relevant safety certifications, and any OSHA violations within the past 2 years.
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V. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Contractor’s experience and qualifications in mechanical systems, HVAC, pipe fitting, steam fitting, and related services.
 2. Competitive pricing and cost structure, including regular, after-hours, weekend, and emergency response rates.
 3. Quality and completeness of the proposal.
 4. Contractor’s ability to meet response time requirements.
 5. Contractor’s safety record and adherence to safety protocols.
 6. Supplier Diversity and Inclusion Program
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VI. SITE VISIT & ADDITIONAL INFORMATION

For contractors wishing to conduct a site visit or obtain additional information regarding the scope of work, please contact:

Rich Pavoni
Director of Campus Facilities
rpavoni@girardcollege.edu

Contractors are encouraged to schedule a site visit prior to submitting their proposal to gain a comprehensive understanding of the work required.

VII. SUBMISSION DEADLINE

Proposals must be submitted within 5 days of site visit.

Organization’s Name _____
Contact _____
Address _____
Email Address for Electronic Submissions _____

VIII. QUESTIONS

Any questions regarding this RFP should be directed to:

Rich Pavoni

Director of Campus Facilities

O: 215-787-2612

C: 267-439-3644

Preferred Method: rpavoni@girardcollege.edu

Girard College

2101 S. College Avenue

Philadelphia, PA 19121