

## INSTALLATION OF CONTROL VALVES (EMS AND MANLEY HALL)

### REQUEST FOR PROPOSAL

**Background Information:** Girard College is an independent, college preparatory boarding school serving academically talented, financially underserved students 1<sup>st</sup> through 12<sup>th</sup> grade. Founded in 1848 by Philadelphia philanthropist and entrepreneur Stephen Girard, Girard College was opened to assist orphaned, white males. The school became integrated in 1965 and later began accepting female students in 1984. The school is operated by the Board of Directors of the City Trusts (BODCT), which consists of members appointed by the Mayor of Philadelphia. The school's campus is located on 43 acres in the Fairmount section of Philadelphia and is on the national register of historic places. Founder's Hall, one of four buildings original to the campus and designed by architect Thomas U. Walter, is a national historic landmark. Today, Girard College serves approximately 320 students from the Greater Philadelphia region, Delaware and New Jersey.

**Considerations:** Girard College is seeking a Mechanical contractor to remove and install new control valves of various configurations through multiple buildings

The proposed project includes:

- Evaluate plumbing conditions for removal and replacement of multiple control valves in various configurations and locations
- Visual inspection of exposed piping components and appurtenance.
- Summarize report of findings for reference and timeline for completion of repairs
- Prepare a scope of work and bid documents, provide construction inspection and other services related to proposed work.

**Scope of Work:** The scope of work includes the following tasks:

Replacement of all faulty control valves identified by Girard College to allow proper discharge air temperature control.

- Girard College provided valves, circuit setters and have on site prior to mobilizing for valve installation
- Contractor responsible for mobilizing valves to rooftop, Girard will stage material at building work site.
- Provide labor and materials to disconnect existing control wiring and remove insulation where needed
- Furnish labor and miscellaneous materials to install new control valves
- Provide new pipes and fittings where needed to install valves so that enclosures do not block operation of other nearby valves
- Install new gauges and thermometers on AHU'S
- Install new pro-press adapters for control valves and circuit setters
- Install connectors in weatherproof enclosures and extend wiring where needed
- Provide and Install new insulation where removed. Insulation to match existing.
- Work is to be performed during regular business hours 8 am - 4 pm

Proposal to include the cost of permits, permit procurement, engineered drawings if required.

Other:

Refer to Excel spreadsheet West End Complex Control & Balancing Valve Replacement

Schedule below. This includes the control valves (Column F) and balancing valves (Column O).

Summary:

**Manley Hall**

- RTU-1, RTU-2, and RTU-3 all need full control valve, balancing valve, and partial piping rearrangements. All (4) isolation valves per unit should be replaced, i.e., ball

valves or butterflies (like-for-like). Hoffman enclosures are included (Column N). Pipe insulation with protective metal jacketing must all be replaced along with matching temp thermometers and gauge pressure accessories including new ball valves for each gauge. Thermometer wells may remain if in good condition. New Spriovent and isolation valves to be replaced. Channel bases and supporting rollers and structures must be painted with silver aluminum rust-oleum paint.

- RTU-4 the kitchen needs new balancing valves. New butterfly isolation valves will be replaced. Pipe insulation with protective metal jacketing must all be replaced along with identical temp thermometers and gauge pressure accessories including new ball valves for each gauge. Thermometer wells may remain if in good condition. The recently replaced control valve has partial new pipe insulation around Hoffman boxes that can remain. New Spriovent and isolation valves to be replaced. Channel bases and supporting rollers and structures must be painted with silver aluminum rust-oleum paint.

### **Elementary / Middle School**

- RTU-4 in requires new balancing valves with minor insulation for those new balancing valves. The piping is in the ceiling of Room 303.
- RTU-1 requires a new heating water control valve and balancing valve with a section of new pipe insulation. The piping is in the ceiling of Room 304.
- RTU-6 requires a new heating water control valve and balancing valve with a section of new pipe insulation. The piping is in the ceiling of Room 303.

The isolation valves in the EMS building should only be changed if required. These are not outdoors and are in good condition.

RFP Selection Timetable:

- November 22, 2024—RFP posted
- December 4, 2024- Site Visit at 10:00 A.M.
- December 11, 2024 –Responses to RFP Deadline at 10:00 A.M.
- December 18, 2024—Final selected company is notified

**Process:**

**Proposal Format and Requirements:** Please address the following topics in order in a written proposal. You may submit additional information on your company, but only the proposal itself will be submitted initially to the Selection Committee. Other material will be supplied at their request.

Company Information:

- Company name, address, and contact details.
- Brief company history and relevant experience in similar projects.
- Copies of licenses, certifications, and insurance.
- Safety Record- Details of your company’s safety program, any relevant safety certifications, and any OSHA violations within the past 2 years.
- References- A minimum of 2 references for similar service contracts within the past 2 years

Cost Proposal

- Proposals must include a detailed cost structure for services, lump sum amount and breakdown of costs for each individual building.

Evaluation Criteria:

- Contractor’s experience and qualifications in general maintenance.
- Competitive pricing and cost structure

- Quality and completeness of the proposal.
- Contractor’s ability to meet response time requirements
- Contractor’s safety record and adherence to safety protocols.
- Supplier Diversity and Inclusion Program

Proposals are due no later than **December 11, 2024 at 10:00 A.M.** (Proposal window closed.)

Proposals to be submitted electronically to: Sumi Blodgett, Director of Business Services  
[procurement@girardcollege.edu](mailto:procurement@girardcollege.edu).

All questions must be submitted by email to [rpavoni@girardcollege.edu](mailto:rpavoni@girardcollege.edu).

Girard College - West End Complex Control & Balancing Valve Replacement Schedule

Building	HVAC Unit	NEMA1 Belimo Globe Valve	Valve Size (")	Mode	Connection	CV	Failsafe Pwr and/or Ctrl V	Actuator Pwr	Control Voltage	Stem Up	Stem Down	Hoffman Enclosure	Bell & Gosset Balance Valve	
Manley	RTU-1	G240B-N + NF824-SR-X1	1.5	CHW Valve	NPT	28	NO	24 VAC	0-10 vdc / 2-10 vdc	Open	Closed	A14128CHQRFQ	CB 2" NPT	
		G232B-M + LF24-SR US	1.25	HW Valve	NPT	20	NO	24 VAC	0-10 vdc / 2-10 vdc	Open	Closed	A14128CHQRFQ	CB 2" NPT	
	RTU-2	G240B-N + NF824-SR-X1	1.5	CHW Valve	NPT	28	NO	24 VAC	0-10 vdc / 2-10 vdc	Open	Closed	A14128CHQRFQ	CB 2" NPT	
		G232B-M + LF24-SR US	1.25	HW Valve	NPT	20	NO	24 VAC	0-10 vdc / 2-10 vdc	Open	Closed	A14128CHQRFQ	CB 2" NPT	
	RTU-3	G240B-N + NF824-SR-X1	1.5	CHW Valve	NPT	28	NO	24 VAC	0-10 vdc / 2-10 vdc	Open	Closed	A14128CHQRFQ	CB 2" NPT	
		G232B-M + LF24-SR US	1.25	HW Valve	NPT	20	NO	24 VAC	0-10 vdc / 2-10 vdc	Open	Closed	A14128CHQRFQ	CB 2" NPT	
	RTU-4	**Existing to Remain**		CHW Valve									**Existing to Remain**	CB 2" NPT
		**Existing to Remain**		HW Valve									**Existing to Remain**	CB 2-1/2" Flanged
	EMS Library	RTU-4	**Existing to Remain**		CHW Valve								N/A	CB 2" NPT
			**Existing to Remain**		HW Valve								N/A	CB 2" NPT
EMS 1st Floor Offices	RTU-1	N/A		N/A									CB 1 NPT	
		B233 + LF 24	0.5	HW Valve	NPT	4.7	NO	24 VAC	24 VAC	N/A	N/A	N/A		
EMS Comp. Lab Rm. 303	RTU-6	N/A		N/A									CB 1 NPT	
		B233 + LF 24	0.5	HW Valve	NPT	4.7	NO	24 VAC	24 VAC	N/A	N/A	N/A		