

INSTALLATION OF HOT WATER COIL REPLACEMENT IN AIR HANDLER UNIT - 1 BANKER HALL

REQUEST FOR PROPOSAL

Background Information: Girard College is an independent, college preparatory boarding school serving academically talented, financially underserved students 1st through 12th 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:

- Install 2 hot water coils as a replacement in Air Handler Unit - 1.
- Removal and disposal of the existing coil
- Installation of a new coil designed with Cooney Freezblock technology
- All necessary rigging and handling.

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

- Product Procurement and Coordination, Girard will supply 2 new hot water coils with the following specifications:
 - Coil Type: Freezblock heating coils with Cooney Freezblock Technology.
 - Coil Diameter: 5/8 inches.
- Casing Material: Galvanized steel.
 - Configuration: 1 row with aluminum fins.

- Tube Material: Copper tubes (.020 thickness).
1. The replacement coil must be based on performance and sizing specifications from the existing Trane Serial No. K83F95467.
 2. Coordinate coil delivery with Girard staff to Banker building including rigging to 2nd floor.
 3. Removal and Disposal of Existing Coil
 4. Safely disconnect and remove the existing hot water coils, consisting of two stacked coils in a boiler bank arrangement.
 5. Properly dispose of all removed materials according to local regulations.
 6. Installation - Install the new coils, ensuring compatibility with the existing air handler unit and adherence to manufacturer guidelines.
 7. Conduct rigging and positioning for precise installation within the existing unit structure.
 8. Testing and Commissioning - After installation, perform system testing to verify functionality, operational efficiency, and performance benchmarks.
 9. Document all testing results and provide verification of proper operation according to original design specifications.

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

Contract Terms

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

Cost Proposal

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

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.

All questions must be submitted by email to rpavoni@girardcollege.edu.