



REQUEST FOR PROPOSAL FOR PURCHASE, DESIGN, &
INSTALLATION OF NEW UNDERGROUND 4 INCH
HYDRONIC BOILER PIPE WITH A CONNECTION TO THE
EXISTING PIPING.

INTRODUCTION:

Rappahannock County Public Schools, (Owner) is requesting SEALED proposals for the PURCHASE AND DESIGN OF A NEW UNDERGROUND 4 INCH HYDRONIC BOILER PIPING at the Rappahannock County High School – to include the cost of purchase of all materials, installation, and connection to existing piping.

A response to this proposal shall include specification of the itemized costs the proposer will charge Rappahannock County Public Schools for the necessary services/purchase. The amounts must be included in the proposer's response to this solicitation and returned to the Executive Director of Administrative Services by 3 p.m. April 17, 2026, along with all other required documents cited herein. Contractors must visit the project site to assess the conditions and submit a bid based on this assessment. A mandatory pre-bid meeting will be scheduled for interested parties. Bids which fail to meet this requirement will not be scored.

SERVICES:

The role of the contractor is to furnish all material, labor, supervision, tools, supplies, and equipment necessary to provide a fully operational system in continuous use at their established capacity and efficiency and for their intended purpose and in accordance with the Owner's requirements.

1. PROPOSAL SUBMITTAL AND CONTENT:

Interested contractors shall submit proposals on or before 3 p.m. April 17, 2026 to the following address:

Attention: Dr. Robin Bolt
Rappahannock County Public School
6 Schoolhouse Rd

Washington, VA 22747

All submittals must be sealed and clearly marked on the exterior of the envelope “REQUEST FOR PROPOSAL FOR PURCHASE, DESIGN, & INSTALLATION OF NEW VRF SYSTEM AT RAPPAHANNOCK COUNTY HIGH SCHOOL AND REMOVAL OF THE OLD HVAC SYSTEM

All Proposals must comply with the specifications and guidelines provided in this document.

Proposals must be received by 3 p.m. April 17, 2026. All questions should be directed to Dr. Robin Bolt, Executive Director of Administrative Services, rbolt@rappahannockschools.us

Proposers shall provide information to demonstrate a history of performance on contracts similar in scope, complexity and size to that described in the scope of this RFP.

Proposer must provide projects that have been performed within past five (5) years. The period begins five (5) years prior to the RFP release date and includes current projects.

All proposal amounts shall be guaranteed for not less than 120 (120) days after the proposal submittal deadline date.

Prices shall include all materials, supplies and labor to complete the project.

Rappahannock County Public Schools reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses without cause or deemed unqualified, unsatisfactory or inappropriate at the sole discretion of the Rappahannock County Public Schools. Submissions become the property of the Rappahannock County Public Schools.

Proposals must list equipment costs.

Project Description

Rappahannock County Public Schools (RCPS) seeks a qualified mechanical contractor to install approximately fifty (50) linear feet of underground 4-inch carbon steel hydronic piping connected to the existing boiler system at Rappahannock County High School.

This project is to replace a segment, not a full system replacement.

Underground Hydronic Boiler Piping Installation Between Buildings

The Contractor shall furnish all labor, materials, equipment, supervision, permits, and incidentals necessary to install a new underground hydronic supply and return piping system between two wings of the building. The underground run shall consist of approximately 50 linear feet (to be field verified) of 4-inch hydronic

supply.

System Requirements

- Closed-loop hot water hydronic system
- Design supply temperature: 180°F (verify field conditions)
- Operating pressure: 12–30 PSI typical
- Continuous heating service rated

Pipe & Insulation Requirements (Factory Pre-Insulated Required)

- 4" Schedule 40 carbon steel (ASTM A53 or A106)
- Polyurethane foam insulation
- HDPE outer jacket suitable for direct burial
- Rated for 180°F continuous service
- Waterproof sealed system
- Minimum 25-year service life

Burial & Trenching Requirements

- Minimum burial depth: 30" or local frost depth (whichever is greater)
- 6" sand bedding minimum
- 12 AWG tracer wire full length
- OSHA trench safety compliance

Thermal Expansion & Anchoring

- Engineered expansion allowances
- Anchor points at building penetrations
- Foundation sleeve penetrations with mechanical seals

The objective is to restore full system integrity, eliminate leaks, and ensure long-term reliability of the underground hydronic loop.

- Tie-in points
- Depth of existing piping
- Connection method (welded or flanged)

No change orders will be granted for failure to verify field conditions prior to bid submission.

Work Included

The Contractor shall provide:

- Installation of approximately 50 LF of new 4" steel piping.
- Connection to existing piping on both ends.
- Insulation and corrosion protection suitable for underground service.
- Hydrostatic testing prior to backfill.
- Backfill and full surface restoration.
- System refill, purge, and operational verification.

Pipe Requirements

- 4" Schedule 40 carbon steel
- ASTM A53 Grade B or ASTM A106 Grade B
- Butt-weld fittings (ASTM A234 WPB)
- Welded connections by AWS-certified welders
- Isolation valves installed if none currently exist at repair limits

Insulation & Protective Requirements

Factory pre-insulated steel system:

- Polyurethane insulation
- HDPE outer casing
- Direct burial rated
- Rated for 180°F continuous service

Alternate (If Approved):

- Closed-cell insulation rated for underground hydronic use
- Minimum thickness suitable for 180°F
- Waterproof vapor barrier
- External corrosion-resistant coating
- Waterproof protective wrap

Fiberglass-only insulation systems are not acceptable.

Corrosion Protection

- External epoxy coating system or approved equal
- Tracer wire (12 AWG solid copper, direct burial rated)
- Underground warning tape 12" above piping
- Protective measures to prevent galvanic corrosion at tie-in

Excavation Requirements

- Contact Virginia 811 prior to excavation.
- Comply with OSHA trench safety requirements.
- Provide minimum 6" sand bedding or pea gravel.
- Protect adjacent utilities and structures.
- Dewatering if necessary.

Tie-In and Downtime Coordination

Because this is a repair of an active heating loop:

- Contractor shall coordinate shutdown with RCPS Facilities.
- System downtime shall be minimized.
- Tie-in work shall be scheduled during approved time window.

Testing and Commissioning

Prior to backfill:

- Hydrostatic pressure test at 1.5 times operating pressure.
- Minimum 2-hour test duration.
- Written documentation of test results required.

After completion:

- Confirm leak-free operation.

Surface Restoration

Contractor shall restore all disturbed areas to original condition, including:

- Asphalt or concrete surfaces
- Lawn or landscaped areas
- Compaction to prevent settlement

Submittals

Prior to work:

- Pipe material certifications
- Insulation system data
- Coating specifications
- Welder certifications
- Work schedule

At closeout:

- Pressure test report
- As-built sketch of repair location and depth
- Warranty documentation

Warranty

- Minimum one (1) year workmanship warranty.

- Manufacturer's warranty for piping and insulation.
- Contractor responsible for leaks, insulation failure, or settlement during warranty period

Design element guidelines & specifications

Suppliers should base their designs on meeting all applicable building codes and standards as well as the guidelines & specifications listed in this RFP. Quality of equipment components, quality of design, cost, and appropriateness to location and target demographic must be taken into consideration in the design of these systems.

QUALITY ASSURANCE:

All materials shall be new and shall conform to applicable standards as specified herein.

All work shall be executed by workmen skilled in the craft that they are assigned and have previous experience in the design and installation of underground .

Qualification Data:

Systems Provider Qualification Data:

- a. Resume of project manager assigned to Project.
- b. Resumes of installation and programming technicians assigned to Project.
- c. Resumes of service technicians assigned to Project.
- d. Brief description of past project including physical address, floor area, number of floors, building system cooling and heating capacity, and building's primary function.
- e. Description of past project system, noting similarities to Project scope and complexity indicated.
- f. Names of staff assigned to past projects that will also be assigned to execute the work of this project.
- g. Owner contact information for past project including name, phone number, and e-mail address.
- h. Contractor contact information for past projects including name, phone number, and e-mail address.

SCHEDULE

It is the intention of the Rappahannock County Public Schools to have the VFR system operational on or before 10/1/26.

COORDINATION

All work shall be coordinated through the Executive Director of Administrative Services. An outage plan must be submitted prior to beginning and work with a schedule of milestone completions for review and approval.

WARRANTY

Contractor shall provide documentation for factory warranty of major components with a list of covered items and materials.

EVALUATION AND SELECTION PROCEDURES:

The award will be made to the qualified contractor whose proposal is deemed most advantageous to Rappahannock County Public Schools, all factors considered. Unsuccessful Suppliers will be notified in writing as soon as possible. Rappahannock County Public Schools shall be exempt for any liability for costs incurred by unsuccessful Suppliers in preparation of the proposals.

Proposals will be evaluated by a selection committee based on the following criteria:

Category	Maximum Points
Cost Proposal	40
Technical Approach	25
Experience & Qualifications	20
Warranty & Long-Term Reliability	5
References & Past Performance	10
TOTAL SCORE	100

Bid Sheet

RFP #275
Rappahannock County Public Schools

Request for Proposal for Underground Hydronic Boiler Piping Installation Between Buildings, Rappahannock County Public Schools

RCPS Underground Hydronic Boiler Piping Installation Between Buildings	
Vendor Name:	
Address:	
Contact Person:	
Phone:	
Email:	
Item Description	COST
Mobilization & Site Preparation	
Excavation & Trenching (LF)	
4" Schedule 40 Steel Pipe (LF)	
Insulation & Corrosion Protection (LF)	
Welding & Tie-In to Existing System	
Hydrostatic Testing & Commissioning	
Surface Restoration	

Bidders failing to provide pricing will be considered non-responsive

Attachment 1

A. Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.

B. Small, Women-owned, Minority-owned (SWAM), and Rappahannock County Business Specify whether the firm is a SWAM or located within the Rappahannock County boundaries. Firms can only be considered a Small, Women-owned or a Minority-owned Business, if certified by the Commonwealth of Virginia's Department of Minority Business Enterprise (DMBE). All certified SWAM firms will be assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm. The Commonwealth's definitions are:

- Minority-owned Business Enterprise means a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity Rappahannock County School Boardship interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.
- Minority Individual means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
 - "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marianas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
 - "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
 - "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.
 - "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.
 - "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

- Small Business Enterprise means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Nothing in this provision prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or a federal guideline to be in compliance with a federal grant or program.
- Woman-owned Business Enterprise means a business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity Rappahannock County School Boardship interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals. If the firm is not a SWAM firm, describe the firm's partnering relationships with SWAM firms and how it plans to support the School System's goal to increase business annually by 5% with these firms.
- Rappahannock County Business means any private business enterprise, located within the jurisdictional boundaries of the County of Rappahannock

C. Proposal Deadline

All proposals must be received at the Rappahannock County Public School System School Board Office, 6 School House Rd, Washington, VA by 3:00 p.m. on February 22, 2020. Three copies of each proposal must be provided. Any questions concerning this RFP will be directed to Robin Bolt and not to any other person at the School System. The School System will determine whether any addenda should be issued as a result of any questions raised or other matters raised.

Robin Bolt
Exec Director of Administrative Services
Rappahannock County Public Schools
6 Schoolhouse Rd Washington, VA 22747
540-227-0023
rbolt@rappahannoickschools.us

Attachment 2

Mandatory Contractual Provisions

A. Nondiscrimination

During the performance of this Agreement, the Selected Firm will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the School System does not discriminate against faith-based organizations.

B. Conflict of Interests

The Selected Firm represents to the School System that it's entering into this Agreement with the School System and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 *et seq*), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 *et seq*) or any other applicable law or regulation.

C. Assignment

Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. Amendments

No amendment of this Agreement will be effective unless it is reduced to writing and executed by the School System's Superintendent and by the individual signing the Selected Firm's proposal or by other individuals named by either party as specified in Section E, Notices below. If the Selected Firm deviates from the terms of this Agreement without a written amendment, it does so at its own risk.

E. Notices

All notices will be given in writing and deemed given when delivered to, or deposited in the U.S. Postal Service mail, certified mail return receipt requested, and addressed to the other party as shown below. If to the School System:

Robin Bolt
Exec Director of Administrative Services
Rappahannock County Public Schools
6 Schoolhouse Rd. Washington, VA 22747
540-227-0023
rbolt@rappahannockschools.us

F: If to the Selected Firm:

The person signing the Selected Firm's proposal in response to the School System's RFP, at the Selected Firm's address indicated in such proposal; or to such other person or address as either may designate for itself in writing and provide to the other.

Attachment 2

All procurements made by the school division are in accordance with the Virginia Public Procurement Act.

Certification Regarding Sex Offenses

As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board requires the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to the school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

Unauthorized Aliens

The School Board provides in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Discrimination by Contractor Prohibited

The School Board includes the following provisions in every contract of more than \$10,000:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

VENDOR RELATIONS

Access to School Premises

No vendor agent, or sales representative enters the schools to advertise or sell goods or services to employees or students except as provided herein. Anyone found soliciting goods or services to students or employees in the schools or on school property during school hours without authorization is subject to legal action.

Vendors are not permitted to make appointments with individual School Board employees without the permission of the principal, the superintendent or the superintendent's designee. No vendor is permitted to sell, arrange demonstrations of products or services or take orders for goods or services without prior authorization from the principal, or superintendent or the superintendent's designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school division from having access to the schools in the course of their routine business duties.

Prohibition on Solicitation or Acceptance of Gifts

No employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offeror, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value is exchanged.

Disclosure of Subsequent Employment

No employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the end of employment by the school division unless the employee or former employee provides written notification to the division prior to commencement of employment by that bidder, offeror or contractor.

