



**Office of Business Affairs and Finance**

1621 Fifth Avenue, North  
Bessemer, AL 35020  
Phone: 205.432.3029 Fax: 205.432.3085  
Email: [pstewart@bessk12.org](mailto:pstewart@bessk12.org)

**BCS-2024-312 (REPOST)  
Commercial HVAC Duct Cleaning**

Bessemer City Schools (BCS) are soliciting requests for proposals (RFP) from qualified Vendors who specialize in **Commercial HVAC Duct Cleaning Services**, to furnish all professional services, equipment, labor and materials necessary to provide HVAC duct system cleaning services for all school locations and Board of Education buildings. A copy of the RFP can be obtained by visiting [www.bessk12.org](http://www.bessk12.org).

A site visit/Q&A session will be held at the Board of Education on Thursday, May 9<sup>th</sup>, 2024, at 9:00 a.m. Vendors are required to visit the work site to familiarize themselves with all existing conditions that may affect the work involved.

RFP Issued	April 5, 2024
<b>*Mandatory Site Visit/Q&amp;A 9:00 a.m.</b>	May 9, 2024
Deadlines for Inquiries	May 14, 2024
<b>Proposals Due by 4:00 p.m.</b>	<b>May 15, 2024</b>
Board Meeting/Bid Opening	May 16, 2024
Commencement of Services (projected)	TBA

*\*All bidders must attend the mandatory site visit/Q&A session on **May 9<sup>th</sup>, 2024**. You will meet an employee from the Maintenance and Facilities Department at 9:00 a.m. at the Board of Education, located at 1621 5<sup>th</sup> Avenue North, Bessemer, Alabama 35020. **Please ensure that you have signed in, if you do not sign in, your proposal will not be considered.***

Questions regarding this RFP must be labeled **Commercial HVAC Duct Cleaning** and directed to Reginald Mitchell:

**Reginald Mitchell**  
Director of Maintenance and Facilities  
Bessemer Board of Education  
1621 Fifth Avenue North  
Post Office Box 1230  
Bessemer, Alabama 35021  
205.432.3900 Cell: 205.438.1664  
Fax: 205.432.3903  
Email: rmitchell@bessk12.org

Proposal Due Date

Three (3) originals of the proposal must be delivered (in-person/via mail service) on/before **May 15<sup>th</sup>, 2024, at 4:00 P.M. CST** addresses to:

**BCS-2024-312 (REPOST)**  
Commercial HVAC Duct Cleaning  
Bessemer Board of Education  
Finance Department  
ATTN: Patricia Stewart, CSFO  
1621 5<sup>th</sup> Avenue North  
Bessemer, AL 35020

Late proposals will be kept by Bessemer City Schools (BCS), but will not be considered for award. BCS will not consider for award any proposals submitted via facsimile, email, or other forms of electronic submission.

Solicitation Protest

A proposer may protest or request a change of a solicitation provision, evaluation criterion, scope of work, specification, or contract term no later than seven (7) calendar days prior to the proposal due date. No protest of or request to change a solicitation provision, evaluation criterion, scope of work, specification, or a contract term, or a protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification, or contract term will be considered after such time. The protest or request for change shall include the reason for the protest or change, any proposed language, and why the proposed language would benefit BCS. BCS shall consider the protest or request for change and may reject the protest or request for change, issue an addendum, or cancel the RFP. The protest must be submitted to BCS at the following address:

**Patricia Stewart**  
Chief School Financial Officer  
Bessemer Board of Education  
Office of Business Affairs and Finance  
1621 Fifth Avenue North  
Post Office Box 1230  
Bessemer, Alabama 35021

### Addenda

BCS may modify the RFP at any time prior to the RFP due date, by issuance of a written addendum to all proposers who are participating in the process at the time the addendum is issued and posted on the BCS website ([www.bessk12.org](http://www.bessk12.org)) on the front page under the "Bids" tab in the "Business and Accounting" section. Addenda will be numbered consecutively. Only through a written addendum may BCS modify the RFP. Any other modifications (verbal or otherwise) to the RFP specifications shall not be binding upon BCS. It is the sole responsibility of proposers to check the BCS website for any addenda BCS may issue.

### Cancellation, Delay, Suspension of Solicitation; or Rejection of Proposals

BCS may delay, or suspend this solicitation if doing so is in the best interest of BCS as determined by BCS. BCS may reject any or all proposals (in whole or in part), if doing so is in the best interest of BCS as determined by BCS.

### Irregularities

BCS reserves the right to waive any non-material irregularities or information in the RFP or in any proposal.

### Selection Process Generally

This RFP is not an offer to contract, but seeks the submission of proposals from qualified, professional respondents that may form the basis for negotiation of a contract or agreement. *Bessemer City Schools reserves the right to reject any or all proposals and solicit additional proposals if that is determined to be in the best interest of Bessemer City Schools.*

### Incurred Costs

BCS is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

### Ownership of Documents

Any material submitted by a proposer shall become the property of BCS. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

### Confidentiality of Information

All information and data furnished to the Proposer by BCS and all other documents to which the proposer's employees have access during the preparation and submission of the proposal shall be treated as confidential to BCS. Any oral or written disclosure to unauthorized individuals is prohibited.

### Public Record

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

### Equal Opportunity Policy for Vendors

Bessemer City Schools requires all proposers to comply with equal opportunity policies. Bessemer City Schools' programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

### Scope of Work

#### **HVAC System Cleaning Specification and Requirements**

The Vendor shall be responsible for the removal of visible surface contaminants and deposits from within the HVAC system in strict accordance with these specifications. Vendor shall exercise special care to prevent any damage to the equipment, electrical motors of systems, ceiling tiles and to the building from water and/or chemicals resulting from the cleaning process.

#### **HVAC System Inspections and Site Preparations**

Prior to the commencement of any cleaning work, the HVAC system cleaning Vendor shall perform a visual inspection of the HVAC system to determine appropriate methods, tools, and equipment required to satisfactorily complete this project. Damaged system components found during the inspection shall be documented and brought to the attention of BCS. Vendor shall ensure that all dampers are marked to identify the original position before commencing work. All components will be returned to their original setting upon completion of the cleaning process. Damper repair or replacement is not a part of this contract.

#### **Site Evaluation and Preparations**

Vendor shall conduct a site evaluation and establish a specific, coordinated plan which details how each area of the building will be protected during the various phases of the project.

## Duct System Cleaning

1. Vendors shall clean all components of the air conveyance system includes all interior surfaces of the facility's air distribution system that service conditioned spaces and/occupied zones. This includes the entire heating, air-conditioning and ventilation system from the points where air enters the system, to the final point of discharge prior to entering the conditioned environment. The return air grilles, return air ducts to the AHU, the interior surfaces of the AHU, mixing boxes, coil compartment, condensate drain pans, supply air ducts, fans, fan housings, fan blades, turning vanes, filters, filter housings, reheat coils, cooling coils, flexible ductwork and supply diffusers are all considered part of the HVAC system. To properly remove lint, hair, fungi, dirt and other foreign materials and residues from the HVAC system.
2. The cleaning procedures shall be accompanied using specialized equipment, (i.e., high efficiency vacuum system utilizing HEPA filters, high pressure washers, duct brushes, etc.), as required. Special attention shall be taken while cleaning to prevent high levels microbial contaminants from becoming airborne and disseminated into occupied areas. All effluent shall be removed and disposed of by Vendor. HEPA filtration with 99.97% collection efficiency for 0.3-micron size (or greater) particles shall be used. When the collection equipment is exhausting outside the building, mechanical cleaning operations shall be undertaken only with particulate collection equipment in place, including adequate filtration to contain debris removed from the HVAC system. When the particulate collection equipment is exhausting outside the building, precautions shall be taken to locate the equipment down wind and away from all air intakes and other points of entry into the building. All interior equipment, furniture, files and material shall be adequately covered and protected as necessary to prevent damage. Any damaged fixtures, equipment or systems shall be repaired, if possible, or replaced with equal equipment at no cost to BCS.
3. Vendor shall use materials, chemicals and equipment which are in their original containers. No open or used containers will be allowed.
4. Vendor shall during decontamination, maintain certified respirators, safety glasses and clothing according to the OSHA respiratory protection standards.
5. Vendor shall be responsible for unclogging and thoroughly cleaning HVAC duct system components including reheat coils, supply registers, dampers, VAV boxes, turning vanes, etc., fouled by dust and other contaminants.
6. Vendor shall insure that all damper and splitter-dampers are marked to identify the original position before commencing work. All components shall be returned to their original setting upon completion of the cleaning process.
7. Manually operated dampers shall be firmly reset in their original position after cleaning.
8. Dampers requiring repair or replacement shall be brought to the attention of BCS. Damper repair or replacement is not a part of this contract.

9. Return air ducts are to be cleaned and decontaminated if ducted returns are used in the HVAC systems. Open plenums with above ceilings vents and utility chases used for return air purposes shall also be cleaned and decontaminated.
10. Vendor will treat exterior surfaces of grilles and diffusers with a non-toxic, disinfecting solution. Vendor must have applicable MSDS readily available for all chemicals that will be used during the project.
11. Grilles and diffusers shall be treated with an antimicrobial sanitizer.
12. Vendor will ensure that the supply and return fans/blowers relating to air handler zones of influence are thoroughly cleaned. Areas to be cleaned shall include blowers, fan housing, blades, vanes, shafts, baffles, and drive assemblies. All mechanical or machined components shall be maintained for corrosion by removing looser rust and scale. Protection of all HVAC parts and material shall be considered prior to applying any antimicrobial treatment.
13. All visual surface contamination deposits shall be removed according to NADCA standards.
14. Vendor shall, during cleaning, maintain certified respirators, safety glasses and clothing according to the OSHA respiratory protection standards.
15. Debris removed during cleaning shall be collected and precautions must be taken to ensure that debris is not otherwise dispersed outside the HVAC system during the cleaning process.
16. All reasonable measures shall be taken to control offensive odors and/or mist vapors during the cleaning operations.

## **PROPOSALS**

### Proposal Submittal

- i. Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.
- ii. All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the Proposal Content list below.

### Proposal Content

#### **The proposal must provide the following information in the following sequence:**

1. Title Page (p. 11)
2. Letter of Transmittal
3. A completed Certification Statement (Exhibit V-1) with proposal (p. 12)

4. Executive Summary highlighting the firm's proposal. The complete name of the firm or person(s) submitting the proposal, the main office address, the primary and secondary contact person(s) and their respective telephone numbers and email addresses
5. Company Background including:
  - a. How long the person or company has been in business
  - b. A brief description of the company's size and organization
  - c. Number of support personnel. **Vendor must be in compliance with E-verify requirements.** Documents must be signed and returned with bid package.
  - d. A list of any sub-proposers the firm proposes to use
6. A letter on company letterhead authorizing an official of the firm to negotiate a transaction with BCS.
7. Certificate of Insurance and Certificate of Licensure
  - a. **Evidence of liability and worker's compensation insurance** shall be provided. Bessemer City Schools must be listed as an "Additional Insured" upon contract signing. Following is a list of insurance requirements that must be met, or the bid will be considered incomplete and therefore rejected:
    - i. Commercial General Liability in an amount of \$1,000,000 per occurrence with \$2,000,000 aggregate.
    - ii. Worker's Compensation and Employer's Liability Insurance.
      - 1) Worker's Compensation to meet statutory State of Alabama requirements. Policy shall include a waiver of subrogation if favor of Bessemer City Public School District.
      - 2) Employer's Liability Insurance in an amount of \$100,000 each accident; \$500,000 disease policy limit; \$100,000 disease per employee.

Bessemer City School District must be named as an additional insured on the General Liability policy and the Automobile policy. Proof of coverage must be placed on file with the District by Contractor and kept current throughout the term of the Contract.
  - b. All bidders must be licensed to do business in the City of Bessemer and shall provide a copy of your **City of Bessemer business license, or apply for one prior to beginning the job.**
8. List of four (4) references including: name, phone number, address, and email address. The proposer shall include a complete list of commercial account references that the proposer has been providing services to for a minimum of two years. (p. 13)

9. Verification of Attendance (p. 14)

10. Proposal Agreement (p. 15)

## **EVALUATION/SELECTION OF PROPOSALS**

### Evaluation Criteria

BCS will evaluate vendors on their ability to provide the services including the overall cost for said services. All proposal prices are to be firm for ninety (90) days. BCS reserves the right to contact references other than and/or in addition to those furnished by a vendor.

The BCS will convene a three (3) member evaluation committee to evaluate the bid which is most advantageous to BCS. Each person will evaluate the information provided by the bidders and other information available to BCS. Using a total 100-point scale, each evaluator will rate and grade the bidders on the following factors:

1. Quality of Products and Equipment – Maximum 20 points. When scoring this factor, the evaluators may consider the quality of products used, including, but not limited to factors such as the ability to combat Covid-19 issues, aroma, environmental impact, durability, etc.
2. Quality of Service – Maximum 25 points. When scoring this factor, the evaluators will consider the quality of service given to all school boards, including the quality of previous service rendered to BCS if any of the bidders have previously served BCS.
3. Ability to Supply – Maximum 25 points. Here the bidders are graded on their resources and ability they have to supply BCS with appropriate coverage for provision of janitorial services. The evaluators will provide higher scoring for those bidders that can demonstrate that they already have the necessary resources to provide the services requested as opposed to those that would need to seek hires not already employed.
4. Price – Maximum 30 points. The lowest bidder will receive 30 points for the price factor, unless it is determined that the low bid is unreasonably low or that the bidder could not provide the requested services for the price quoted. In the event that any bid is determined to be unreasonably low by two of the three evaluators, then that bid would be deemed rejected and the 30-point score would be given to the next lowest bidder. The other bidders would be scored in relation to the percentage that their respective bid exceeds the lowest bid, and deductions from the Maximum 30 points would be made as to each of them based on that percentage. For example, if the second lowest bidder's bid is 10% more than the lowest bid, the score of the second lowest bidder would be reduced from 30 by 10% (i.e. Maximum 30 points -3 points = 27 points).
5. Recent Positive Service- BONUS 5 points. A bonus 5 points will be awarded to any bidder that has rendered satisfactory service in the bid area within the last three (3) years.

### Selection Process

- i. At its discretion, Bessemer City Schools may require proposers to provide a demonstration of products and equipment used. These demonstrations provide an opportunity for the proposers to clarify their proposal for BCS. All such



demonstrations will be scheduled by BCS. Representatives of BCS may choose to visit client references to observe the work of the vendor.

- ii. The award/recognition sequence will be based on a selection of the most advantageous regarding price; quality of services; the vendors' qualifications, experience, and capabilities to provide the specified service; equipment; references; and other factors which Bessemer City Schools may consider.

Each proposal will be evaluated by the appropriate assigned staff. If necessary, three (3) vendors will be placed on a "short list" and may be asked to come in for an interview. The vendors that are selected to come in for an interview may be asked to submit additional information. BCS reserves the right to ask for clarification on additional information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If three (3) or fewer proposals are received, BCS

- iii. Reserves the right to terminate this process and begin again or to choose from the admissions.
- iv. It is the full intent (assuming that satisfactory proposals are received) to award a contract.

#### Clarifications

BCS reserves the right to seek clarification of each proposal submitted. BCS also reserves the right to require additional evidence of technical, managerial, financial, or other abilities prior to selection.

#### Award

- i. Once the proposals are opened, Bessemer City Schools will evaluate each proposal, taking into consideration the criteria and methodology stipulated in this RFP. BCS will be the sole judge in evaluation considerations and may make an award to vendor(s) who submit the proposal judged by BCS to be the most advantageous. A recommendation as to which system best meets the interests of BCS (as determined by the Superintendent) will be presented to the Bessemer City School Board. The award will only be to the responsible proposer(s) qualified by experience to perform the services specified herein and in consideration of the best interests of BCS.
- ii. BCS reserves the right to reject any or all proposals in whole or in part and is not necessarily bound to accept the lowest price, but instead will accept and award to the proposal that is most responsible and best suits BCS. BCS reserves the right to waive minor irregularities. A proposal may be rejected if it is in any way incomplete or irregular, and preference will be given to local vendors.

*All proposals submitted shall be valid for a period of ninety (90) calendar days from the date of the proposal opening.*

#### Notice of Intent to Award, Term and Renewal, and Basis of Payment

- i. Upon completion of the evaluation process, the Superintendent, or her designee will advise the proposers of the number one selection of BCS.

- ii. The initial term of a contract awarded as a result of this RFP shall be until the job is completed. If, at any time, BCS determines it is in its best interest to discontinue use of these services, BCS reserves the right to cancel the contract by written notice.
  
- iii. Invoices are to be furnished no later than the fifth (5<sup>th</sup>) working day of the following month. The cutoff on the invoice must be made to include the week ending closest to the end of the month. Payment will be made to the Contractor within thirty (30) days upon receiving the contractor's monthly invoice and after approval by the School Board. The invoice shall state the date the service was performed and the amount for the building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

**BESSEMER CITY BOARD OF EDUCATION**

REQUEST FOR PROPOSAL (RFP)

**TITLE PAGE**

**Commercial HVAC Duct Cleaning  
BCS-2024-312 (REPOST)**

## CERTIFICATION STATEMENT

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule.

Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.

Proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with BCS.

Proposal provides a bid of \$\_\_\_\_\_ for Commercial HVAC Duct Cleaning (including personnel and the cost per unit provided.) Note if you are including a minimum amount of supplies by attaching an addendum A: "Bid Cost Explanation" with up to a certain amount included and the rest at cost.

Proposer's Federal Taxpayer Identification number: \_\_\_\_\_

The proposer certifies that this proposal has been arrived at independently, and has been submitted without collusion designed to limit independent bidding to competition.

The proposer certifies that it has received any addenda BCS may have issued and has accounted for such addenda in its proposal.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

***This certification statement must be signed and submitted with the proposal.***

## REFERENCES OF CURRENT CUSTOMERS

1. Customer \_\_\_\_\_  
Contact Name and Number \_\_\_\_\_
  
2. Customer \_\_\_\_\_  
Contact Name and Number \_\_\_\_\_
  
3. Customer \_\_\_\_\_  
Contact Name and Number \_\_\_\_\_
  
4. Customer \_\_\_\_\_  
Contact Name and Number \_\_\_\_\_

### Proposer's Information:

Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Do you accept payment by credit card?      Yes      No

By signing this document, you are confirming that you meet all the requirements listed and will provide the services/supplies as shown in your proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**VERIFICATION OF ATTENDANCE AT MANDATORY SITE VISIT**

Proposer's Information:

Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

This document verifies that the proposer has met the requirement of attending the mandatory site visit.

\_\_\_\_\_  
BCS Representative's Signature Date

\_\_\_\_\_  
Printed Name

**PROPOSAL AGREEMENT**  
Commercial HVAC Duct Cleaning

I/We have examined the conditions/specifications outlined in your Request for Proposal (RFP) and agree to provide the services according to your conditions/specifications and instructions at the indicated prices. I/We, the undersigned understand and accept the instructions and conditions under which this bid/proposal is being submitted.

This bid/proposal consists of a Proposal, Conditions/Specifications, Certification Statement, References, Mandatory Site Visit Verification Form, Bid/Proposal Summary Sheets, Insurance Documentation, Business License, and any other required documentation to present a complete proposal. I/We understand that a company officer's signature is required on each form and unless this has been done, our bid/proposal may be considered incomplete, and therefore rejected.

Grand Total \$ \_\_\_\_\_ for completion of the project.

This price is based on \$ \_\_\_\_\_ per square foot

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Proposer's Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email Address

*Please note: The bids/proposals will be evaluated based on the price, equipment, capacity, and references of the proposer. One vendor will be awarded the entire bid.*