

REQUEST FOR PROPOSALS
CCV HVAC/Plumbing Maintenance
Vermont State Colleges System d/b/a Community College of Vermont

ISSUED BY

Vermont State Colleges d/b/a Community College of Vermont

APPLICATION DEADLINE

April 18th at 2:00 pm Eastern Time

APPLICATION INSTRUCTIONS

Email PDF versions of all documents to Linda.Lawrence@ccv.edu by the deadline, using the following naming convention:

- **Email Subject Line:** CCV HVAC/Plumbing Maintenance Proposal
- **Organization and Personnel Qualifications:** Applicant_Name_RFP_CCV Maintenance Proposal.
- **References:** Applicant_Name_RFP_CCV Maintenance Proposal _ References.pdf
- **Fee Proposal:** Applicant_Name_RFP_CCV Maintenance Proposal _ Fees.pdf

QUESTIONS REGARDING THE RFP

Questions regarding this RFP may be directed to Linda Lawrence, Director of Operations at the Community College of Vermont: Linda.Lawrence@ccv.edu. For the fastest response please enter **CCV Maintenance RFP Question** in the subject line of your message. All questions must be submitted by April 4th 4:00pm ET. Answers will be provided by APRIL 9TH 2025, 3:00pm ET.

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VERMONT STATE COLLEGES SYSTEM OVERVIEW

The [Vermont State Colleges System](#) (VSCS) is comprised of Vermont State University (VTSU) and [Community College of Vermont](#) (CCV). CCV serves approximately 10,000 students across 12 physical locations and online. The VSCS owns three buildings operated by the Community College of Vermont; those buildings are located in Winooski, Montpelier, and White River Junction.

SCOPE OF WORK

The Community College of Vermont is interested in selecting a qualified Contractor (Vendor) that can provide the required services. The purpose of this RFP is to select qualified licensed contractors to furnish all materials, labor, supervision, transportation, inspections, permits, licenses, equipment, and any incidentals necessary to provide Heating, Ventilation, and Air Conditioning (HVAC), plumbing, and Preventative Maintenance, Repairs, and Services, including emergency repairs for the Winooski, Montpelier and Upper Valley facilities.

Comprehensive visits in the Spring and Fall

The contractor will provide and replace as needed all filters in each system 4 times per year. Replacement filters shall be pleated. All blower wheel belts must be checked annually for wear and alignment and grease bearings as necessary. Condenser coils chemically washed annually and replaced as needed. This service will also include checking the evaporator coils for dirt and debris, washed annually. In the Fall, boilers will be checked for proper operation through a series of tests.

Each bid should provide a schedule for preventative maintenance and items that are included, inspections that are done, and frequency along with both regular and overtime hourly rates.

Awarded vendor(s) shall provide products and perform covered services under the terms of the agreement. Vendors shall provide pricing based on a discount from a manufacturer's price list or catalog, or fixed price, or a combination of both with indefinite quantities. Additional pricing and/or discounts may be included. If the vendor has existing cooperative contracts in place, the vendor is requested to submit pricing equal to or better than those that are in place. A multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Only new and manufacturer-authorized replacement parts shall be used in the repair of all air conditioning systems. All parts, materials, and work furnished shall be of good quality and free from any defects. Upon completion of repairs, if in CCV's reasonable opinion, any part, or work fails to conform to specifications or is otherwise defective or unsatisfactory, the contractor shall promptly replace the same at the contractor's expense.

The acceptance of work or payment for services by CCV shall not constitute a waiver of the foregoing and nothing herein shall exclude or limit any warranties implied by law. The work performed shall also be in conformity with and meet all industry standards.

Each service proposed is to be priced separately with all ineligible items identified. CCV would like to have one vendor for all services, but services may be awarded to multiple vendors.

SUBCONTRACTING/ASSIGNMENT

No portion of this proposal may be subcontracted or assigned without the prior written approval by the Customer.

QUALIFICATIONS

Contractor minimum requirements

- The Contractor shall possess and maintain a current business license.
- The Contractor is required to have a minimum of five (5) years in business performing commercial HVAC/plumbing maintenance and repair.
- The Contractor must meet the insurance requirements listed below.

The successful Vendor shall submit to the Customer a valid Certificate of Insurance meeting the state minimum General Liability and Workers' Compensation requirements, to be in effect for the full period of performance of any resultant contract.

Vendor shall notify the Customer in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies.

Cancellation or modification of said policy or policies shall be considered just cause for the Customer to immediately cancel the contract and/or to halt work on the contract, and to withhold payment for any work performance on the contract.

EVALUATION

Method of Award

VSCS will base the evaluation of each proposal to this RFP on its demonstrated competence, compliance, format, cost, and enterprise applicability. This includes, but is not limited to, quality, prices, service availability, timing, and delivery. The purpose of this RFP is to identify those vendors having the interest, capability, and financial strength to provide HVAC Maintenance, plumbing and repairs for our Montpelier, Upper Valley and Winooski Centers. If the VSCS does not identify a suitable bidder within the RFP process, the VSCS is not obligated to award the project to any bidder.

The VSCS, in its best interests, reserves the option to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposal or items therein, and/or to negotiate with particular bidders following the evaluation of proposals without right of recourse by other bidders. A top proposal would be assessed in the judgment of VSCS as best complying with all considerations set forth in this RFP. When VSCS has tentatively selected a successful proposal, VSC may engage in discussions with the bidder to formulate plans in greater detail, to clarify unclear items for either party, and to otherwise complete negotiations prior to formal selection.

Fee proposal: Annual Contract Amount for HVAC Maintenance with an hourly rate for repairs.

GENERAL CONDITIONS

1. This RFP does not commit the Vermont State Colleges System to award a contract.

2. This RFP and the process it describes are proprietary to the VSCS and are for the sole and exclusive benefit of the corporation. No other party, including any Applicant, is granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the VSCS and may be subject to public disclosure as described in the Confidentiality section, below.
3. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Vermont State Colleges System and the chosen Vendor.
4. Responses shall be binding upon the chosen Vendor and irrevocable for up to 60 days following the close of applications.
5. From the release date of this request for proposal until award of the contract, no contact with Vermont State Colleges System personnel or board members related to this solicitation is permitted. Direct all communications to the designated contact on the first page of this request.
6. The Vermont State Colleges System reserves the right to:
 - a. Request clarification and additional information from any Vendor during the evaluation process
 - b. Negotiate with the chosen Vendor to include further services not identified in this RFP
 - c. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety
 - d. Issue subsequent RFPs based on refinement of concepts proposed in response to this request
 - e. Conduct investigations of the qualifications of the Applicant as deemed appropriate
 - f. Request the Applicant modify the submitted proposal to more fully meet the needs of the Vermont State Colleges System

CONFIDENTIALITY

The Vermont State Colleges System complies with the Vermont Public Records Act, 1 VSA § 315 *et seq.*, which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, applicants for this RFP are hereby advised that any communications, data or other information received by the Vermont State Colleges System during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317(c),

including, for example, those portions of a record that meet the statutory definition of a trade secret. **Accordingly, the consultant should submit a second copy of their proposal, from which any portion of the proposal that the consultant reasonably believes to be exempt from disclosure under the Public Records Act has been redacted. By submitting a proposal, you indicate that you understand the requirements of this section and the potential applicability of Vermont’s Public Records Act to your proposal.**

SUBMISSION REQUIREMENTS

All submissions are due no later than April 18th, 2025, 2:00 pm Eastern Time.

In three (3) separate documents, to be named as outlined on the Application Instructions page, please provide the following:

1. **Fee Proposal & Schedule:** Provide a fee proposal and schedule for completing the work.
2. **References:** Provide three references.
3. **Redacted Copy:** Provide a second copy of the proposal, redacting any portion of the proposal that is reasonably believed to be exempt from disclosure under the Vermont Public Records Act.

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