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## REQUEST FOR BID Boilers

The St. Francis de Sales School for the Deaf in Brooklyn is issuing this Request for Proposals (RFP) to invite Contractors to provide a written quotation for Energy-Efficient boilers for a Capital Grant.

### **Site Background**

Founded in 1960, St. Francis de Sales School for the Deaf in Brooklyn (SFDS), located at 260 Eastern Parkway, Brooklyn, NY 11225 is a privately owned, state supported school for Deaf students from birth through 8th grade located in the Prospect Heights section of Brooklyn. SFDS offers a Parent Infant Program (Ages 0-3), an Early Childhood Program (Ages 3-5) and a School Age Program (Grades K-8). Students attending SFDS are Deaf, Deafblind, Functionally Deaf and Deaf with Additional/Multiple Disabilities including Deaf with Autism and Deaf with Intellectual Disabilities. The school's mission is to educate the whole child utilizing best practices through a multimodal – multilingual communication approach in an inclusive, barrier-free environment so that each student develops academically, linguistically, physically, socially, and emotionally. We focus on students' strengths and support them achieving their goals as independent readers, writers, and communicators.

SFDS is a charter member of the 4201 School's Association (e.g., New York State-supported schools for children who are Deaf, Blind and Physically Disabled).

SFDS is listed in the Official Catholic Directory and is exempt under a group exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code (the "Code"). The latest group ruling letter from the Internal Revenue Service recognizes that SFDS is not a private foundation under Section 509(a) of the Code. SFDS qualifies for the maximum charitable deductions for donors. Due to its tax-exempt status, the SFDS is exempt from filing federal and state information and tax returns.

### **Purpose**

SFDS is inviting qualified contractors to submit proposals for the design, engineering, construction, and implementation of services to adequately define the project scope and execute the work. It is understood that SFDS is only providing a list of anticipated work to be completed and Contractors are required to define this scope in its entirety to present to SFDS for review and notice to proceed.

## **Anticipated Work/Project Background**

Currently, the heating plant consists of three identical dual-fuel steam boilers, each rated for 5,000 MBH and believed to be between 50 – 100 years old. One is decommissioned, and a second has cracks in the tubes. The school is currently operating with only one fully operational boiler, and the second is an emergency backup. Fuel oil is stored in an adjacent above-ground storage tank that has surpassed its expected useful life. There is also a multi-pump condensate receiver tank and two boiler feedwater tanks with a feedwater pump. The heating plant has exceeded its expected service life and cannot be relied on for continuous reliable operation. The boiler plant supplies steam to multiple fan coil units, hanging unit heaters, and original steam radiators throughout the building. Many control valves have been removed from the steam radiators, creating comfort complaints and energy waste due to overheating. Some steam traps have also been removed from the steam distribution system, creating further operational issues. The steam heating equipment is well past its expected life and is due for replacement.

Energy-efficient boilers and condensing boilers achieve higher efficiencies than conventional boilers. Recommendation of designated commercial boilers to find the most energy-efficient options. Removal three (3) existing boilers, pumps & furnish, abate pipes, and install new high efficiency boilers. Due to age, the boiler plant, fuel storage tank, and associated heating plant equipment need to be replaced.

### **Scope of Work Requested:**

- Each Contractor is required to visit the project site and evaluate the existing infrastructure prior to submitting their proposal
- Evaluation of the existing boiler plant will include but not limited to the evaluation of all piping, valves, instruments, controls, and other elements related to a complete boiler distribution system.
- Identification of all required equipment to be replaced, upgrades, and scope of work required to obtain a complete, functional, reliable, and efficient heating system.
- It is understood that SFDS has NOT completed final design or engineering services for this work and that the Contractor is responsible for providing a complete system design.

### **Timeline**

The project consists of:

- Bids to be received by 3PM on June 30, 2022
- Contract Award: Anticipated August 2022
- Begin Construction: Anticipated March 2023

### **Pricing**

Contractor shall provide a fixed fee price for the design and development of the construction documents for this project. Contractor shall provide a budgetary construction estimate for the scope of work referenced above.

### **Qualifications**

- Contractor must provide all design, engineering, and construction services to adequately define the project and execute the work.

### **Receipt of Proposals**

Proposals should be e-mailed to Saint Francis de Sales School for the Deaf at [BIDS@sfdesales.org](mailto:BIDS@sfdesales.org). The subject line must read “SFDS Boiler Project Bid.” The Contractor’s proposal shall clearly identify any deviations from the specifications listed in the RFP.

- Federal, state, and local taxes are not applicable to SFDS and must be excluded from the bid cost.
- During the term of the agreement, and for a period of 12 months after the termination of this agreement, the Contractor’s shall make available for the inspection, examination, and audit by SFDS of the records of all costs and disbursements related to the project and all books, account, memoranda, and any and all other documents of the Contractor’s or any affiliated organization, indicating or substantiating the cost of any and all expenditures to assure compliance with this specification. Access shall be granted upon reasonable notice from SFDS.
- **SMOKING:** SFDS is a smoke-free campus. Smoking is not permitted on school property at any time.

Receipt of Proposals unless extended by an amendment to the RFP, the due date and time for receipt of proposals is on or before 3:00 p.m. on June 30, 2022, to the e-mail address indicated above. Firms are strongly encouraged to submit any questions, comments or exceptions to the RFP materials including the anticipated basis of the agreement as described above in writing to the [bids@sfdesales.org](mailto:bids@sfdesales.org) address.

We appreciate your consideration, and we look forward to receiving a proposal from your company.

## **Instructions and Conditions**

### **Definitions**

- a. As used herein; “RFP” means this Request for Proposal.
- b. As used herein; “SFDS” means the St. Francis de Sales School for the Deaf in Brooklyn.
- c. As used herein; “Contractor” means the Firm or Consultant submitting a Proposal.
- d. As used herein; “Offer” means the Proposal.
- e. As used herein; “Contract” means an associated Agreement with SFDS.

### **Preparation of Proposals**

#### **Contents of Proposal**

Contractor’s must submit a proposal by electronic mail to BIDS@sfdesales.org. All proposals shall address the following items in the order listed below. The proposal is to demonstrate the qualifications, competence, and capacity of the Contractor

**Description of the Company** – This section should provide a brief description of the company and statement of interest and qualifications for providing the requested services. Include information regarding the size, location, nature of work performed, and years in business. The company should list and describe any professional relationships involving SFDS over the last five years, together with a statement explaining why such a relationship does not constitute a conflict of interest relative to the RFP.

**Contractor’s Personnel** – An affirmative statement should be included that the company and all assigned key professional staff are currently and properly certified or licensed to perform the services.

**Capacity and Methodology** – Use this section to address the ability of the company to undertake and accomplish the required scope of services for which you are requesting consideration.

**Past Performance** – Description of past performances of similar service and related experience. Include links to samples of prior work if possible. In addition, the company shall provide information on the circumstances and status of any disciplinary action taken or pending against the company during the past three years with state regulatory bodies or professional organizations.

**Cost of Deliverables or Rate/Fee Schedule** - Include cost of deliverables. The proposal must bear the signature of a person duly authorized to sign the proposal on behalf of the Contractor and reference this RFP and accept its terms and conditions or clearly and conspicuously indicate any exceptions.

**Contractor’s/Proposal Offer** One electronic copy (pdf format) of the proposal shall be submitted by electronic transfer as indicated above. It is the sole responsibility of the company submitting the proposal to ensure that it is actually received by SFDS prior to the deadline time and due date and at the proper location. Unless this RFP is extended by written or electronic amendment, proposals received after 3:00 p.m. on the due date will not be considered. Proposals

shall be complete in all respects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A proposal will be rejected if, in the opinion of SFDS, the information contained therein was intended to mislead SFDS in its evaluation of the proposal. The proposal submitted must not contain erasure, strike-outs, interlineations, or other corrections unless each correction is clearly and conspicuously authenticated by signing in the margin immediately opposite the correction or the name of the person signing the proposal. The Contractor will be bound by the terms and conditions of the proposal, notwithstanding the fact that errors may be or are contained therein. However, if material errors are actually discovered in a proposal, SFDS will notify the Contractor that the proposal, as submitted, appears to contain errors and require the Contractor to correct the errors. SFDS reserves the right to award the agreement as a result of the initial proposals received, or it may elect to conduct negotiations with those Contractors as determined by SFDS, to be within an acceptable competitive range, or to negotiate separately with a Contractor when it is determined to be in the best interest of SFDS. In addition, SFDS may request that Contractor provide a best and final offer. SFDS may request a meeting with the Contractor's representative to request answers and clarifications or it may request that the Contractor answer specific questions in writing, or to make a presentation to the SFDS Board of Directors prior to any Agreement award. SFDS may reject any or all proposals and may waive informalities and minor irregularities in proposals received. All proposals and materials submitted in response to this RFP shall become the property of SFDS. After SFDS's acceptance of the proposal, an agreement between the successful firm and will be executed.

1. Explanations to Offerors: If a Contractor desires an explanation or clarification of any kind regarding this RFP, the Contractor must submit it in writing to SFDS via e-mail at BIDS@sfdesales.org or at St. Francis de Sales School for the Deaf, Business Manager, 260 Eastern Parkway, Brooklyn, NY 11225 and responses will be directed to all Contractors via e-mail.
2. Amendments Consultants are advised that SFDS reserves the right to amend the RFP at any time. Amendments will be done formally by providing written amendments to all known Contractors. If, in the sole and absolute discretion of SFDS, the change will change the due date deadline, SFDS will notify all known Contractors via e-mail of the revised deadline due date. Contractors must acknowledge receipt of any and all RFP amendments. This shall be done by any one of the following means:
  - In the cover letter or proposal, or
  - By signing and returning a copy of the amendment,
  - NOT by telephone.

Regardless of the delivery method employed by the Contractors, acknowledgement of receipt of amendments must be actually received by SFDS prior to the specified deadline. Failure to acknowledge in writing the receipt of any amendments may result in proposal rejection.

1. Validity of Firm Proposal/Offer: Each proposal/offer must be a firm irrevocable offer and remain open and valid for SFDS's acceptance through August 31, 2022.

2. Submitting Proposals: Proposals must be submitted via e-mail in pdf format. Facsimile or paper copies and modifications will not be considered.
3. Modification or Withdrawal of Proposal: A contractor may modify or withdraw a proposal after submission by written or electronic notice of withdrawal and resubmission provided that the proposal withdrawal is prior to the due date deadline specified for submission of proposals.
4. Late Proposals: No proposal or proposal modification received after the due date will be considered.

### **Proposal Evaluations**

It is anticipated that a contract will be made with the Contractor whose proposal is determined to be in the overall best interest of SFDS by applying the evaluation criteria established in this RFP. During the evaluation, SFDS may request proposal clarifications, explanations, and answers from the Contractor. SFDS may request a contractor presentation and interview.

### **Evaluation Criteria**

Contractors are advised that all proposals will be evaluated to determine which proposal is in the overall best interest of SFDS. Accordingly, evaluation will include but not be limited to the following criteria:

- Qualification: To be considered, each of the following (3) items is required: (1) the company is independent and located in the greater NYC area; (2) the company has no conflict of interest regarding any other work performed by the firm for SFDS; and (3) the company has a record of quality work.
- Professional qualifications and specialized experience of the proposed staff including the quality of the company's personnel to be assigned to the engagements and the quality of the company's management support personnel to be available for consultation.
- References and experience for similar projects.
- Completeness and clarity of the proposal content.
- Fees and overall cost to SFDS.
- Local office in greater NYC area.
- W/MBE Status

SFDS may require an interview to aid in the evaluation process.

### **Agreement Requirements**

The company selected will be required to enter into an agreement with SFDS. Attention should be paid to the following:

- Compensation and Payment - The Contractor will be paid for work satisfactorily performed. All invoices must be fully supported and detailed, reference the Agreement, and reflect actual time spent and units of work provided/completed as applicable. Contractor must be willing to provide any additional details as required by the NYS DOE.