



# REQUEST FOR PROPOSALS: HVAC Services

**Request for Proposals Issued: 07/21/2025**

**Deadline for Submittal of Proposals: 07/25/2025**

## Instructions

Perea Elementary School is seeking proposals from qualified and licensed **Contractors** to assist the School with **HVAC repairs**.

Interested firms are invited to submit digital copies in PDF format to Perea Elementary School via email. Proposals should be submitted no later than **July 23, 2025** to the following address: [Bradleys@schoolsofperea.org](mailto:Bradleys@schoolsofperea.org)

The Request for Proposal (RFP) does not commit to awarding a contract or paying any cost incurred in the preparation of a proposal responsive to this request. The school reserves the right to accept all or part of any proposal or to cancel this RFP in part or in its entirety. The school further reserves the right to accept the proposal it considers in the best interest of the school.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the school. Firms are responsible for periodically checking for any updates or revisions to the RFP.

IF there are any exclusions, please note them in a separate section under

## Requests for Information

Questions related to this RFP should be submitted via email to Shandra Bradley, Director of Operations and Finance, no later than **07/23/2025 at** the following address: [bradleys@schoolsofperea.org](mailto:bradleys@schoolsofperea.org)

### I. BACKGROUND

Perea Elementary is a public charter school in North Memphis. Opened in Fall 2018, our school brings a unique, nationally acclaimed elementary school model to Memphis. Perea Elementary School applies thoroughly researched practices to prepare our students academically, socially, and emotionally for success today and tomorrow. Our integrated approach to education prepares students for success beyond the classroom.

### II. SCOPE OF WORK

Perea Elementary School is seeking **contract vendors to repair and maintain HVAC equipment** and is looking for collaboration and assistance from qualified firms who can provide the following:

#### **Project Purpose(s)**

- Replace (2) 10-ton R-22 compressors (ordered).
- Fix leaks on coil.
- Rewire system and charge units.

### III. CONTENTS FOR PROPOSALS

For proposals to be considered, said proposal must be clear, concise, complete, well-organized, and demonstrate both the respondent's qualifications and its ability to follow instructions.

The proposal shall be organized in the format listed below (excluding attachments and appendices). Respondents should read each item carefully and answer each of the following items accurately to ensure compliance with School requirements. Failure to provide all requested information or deviation from the required format may result in disqualification. Restate each item prior to addressing said item.

## Instructions to Bidders

### 1. Submittal Letter

Include the RFP's title and submittal due date, the name, address, email address, and telephone number of the responding firm. Include contact person and corresponding email address. The letter states that the proposal should be valid for a period when the staff proposed is available to work on this project. The person authorized by the firm to negotiate a contract with the school shall sign the cover letter.

### 2. Description of Firm

This section should provide information about the size, location, nature of work performed, years in business, and the approach used in meeting the school's needs.

### 3. Organizational Structure

Describe your firm's organizational structure. Supply the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals.

### 4. References and Description of Experience

This section should identify similar projects that the firm has completed as outlined in the RFP. Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable the school to benefit from that expertise. Include the size of at least one (1) school with similar demographics and student performance, along with the name of an individual familiar with your work that can be contacted by School staff.

### 5. Project Overview

This section should convey the consultant's understanding of the work related to student academic and/or school operational performance and the general approach the consultant will use to complete the project. This section should include a discussion of the project's organization and a summary of the proposed approach.

### 6. Detailed Work Plan

This section of the RFP should include a full description of the steps your firm will follow in completing the project. The work description should be in enough detail to show a clear understanding of the work and the proposed approach. This section should also include a description of the format, content, and level of detail that can be expected for each delivery. A schedule

showing important milestones should also be included. Also, other repairs are needed.

7. **Cost Proposal**

This section provides a full description of the expected expenditure on the work described in this RFP. The cost proposal must include all costs. Additional costs that must be mentioned include, but are not limited to, consultancy fees, preparation of deliverables, travel expenses, printing, etc.

8. **Proof of insurance**

Upon approval of proposal, contractor must provide proof of \$1Million general liability insurance with Perea Elementary School added as an additional insured on a primary and non-contributory basis.

9. **Exclusions**

This section must provide a full description of any exclusions for the proposed bid

## Selection Criteria

**HVAC** firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the school. The selection criteria will include, but not be limited to, the items listed below:

- A. Demonstrated understanding and responsiveness to the RFP
- B. Proposals and experience of firm and personnel named in the proposal
- C. Experience in assisting schools or similar institutions with similar projects
- D. Project understanding and approach including an understanding of the school
- E. Satisfaction of previous clients
- F. Oral interview
- G. Completeness and quality of the proposal
- H. Cost proposal

## Process for Selecting Firm

Proposals will be ranked in the order of their qualifications. The firm deemed to be the most highly qualified to perform the required work will be selected.

The school may choose to interview any, all, or none of the respondents as may be in the best interest of the school. If interviews are held, the school will notify those companies selected as to the place, date, and time. The school will make investigations necessary regarding the financial stability of any or all respondents and may require review by the school's legal counsel. The names of all firms submitting proposals and the names, if any, selected for interviews shall be public information. After the award, final ranking, committee comments, and evaluation scores, the contents of all proposals become public information. Firms not selected shall be notified in writing via email after the selection process ends.

### Expected Timeline

- **07/22/2025** - Process RFP distributed to vendors
- **07/24/2025** - Deadline for RFP questions
- **07/25/2025** - Proposals due
- **07/25/2025** - School review completion
- **07/28/2025** - Contract fully executed
- **07/28/2025** - Anticipated earliest begin date

\*Late bids will be returned to the bidder unopened

## Award

### 1. Evaluation of Bid Proposals

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring [\\](#) costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this RFP, the delivery and implementation timeframe of the proposed solution, reputation of the vendor and products included in the proposed solution, and School experience with the vendor. The order of the criteria listed is of no consequence. The weight to which each criterion is

considered at the school's sole discretion will be based on Cost, Safety, Sustainability, Purchasing Power, and Technology.

2. **Award of Contract**

The award of the Contract will be made to the responsive firm whose bid conforms, as specified in this document, and that is most advantageous to the school, price, and other factors being considered. The school reserves the right to reject all bids or part thereof and waive any irregularities.

3. **Timeline to Start Work**

Start time to begin the work shall be determined after approval.