



CEDAR TREE ACADEMY PUBLIC CHARTER SCHOOL

REQUEST FOR PROPOSAL

TO PROVIDE COMPREHENSIVE

HEATING AND AIR CONDITIONING SERVICE

Proposal Due Date: May 31, 2024

Proposal Due Time: 4:00 PM

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701 Howard Road S.E, Washington, DC 20020



INFORMATION AND INSTRUCTIONS TO CONTRACTOR

Request for Proposal

1. Email a PDF copy of proposals for Heating and Air Services for Cedar Tree Academy Public Charter School (CTA) to Bidsubmission@Cedartree-dc.org Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to: Bidsubmission@Cedartree-dc.org
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

General Conditions

1. The purpose of these specifications is to provide Heating and Air Conditioning services for a contract period of **1 year**, with the ability to renew for **two** more consecutive years. If either party decides to break the contract, two weeks' notice must be given.
2. It is the intention of Cedar Tree Academy that no one shall be awarded this contract who does not have a satisfactory experience record in the performance of the work as described herein. Each bidder shall provide a "**Statement of Qualifications**" as part of the proposal, which describes the company, management, years in operation, similar contracts, Three (3) references, and training. Cedar Tree Academy reserves the right to investigate the financial responsibility and qualifications of any bidder to determine with reasonable assurance the ability of the bidder to furnish uninterrupted service and Multi-Media services for the duration of the contract.
3. CTA shares the District of Columbia's commitment to CBE certified companies and Companies with a commitment to local hires.
4. Proposals shall be firm and shall not be withdrawn for a period of thirty days after the opening of the bids.
5. Cedar Tree Academy Charter School will take action on the award of bids within thirty days after the date set for the opening thereof.

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Heating and Air Conditioning Scope of Work:

1. Service and maintain current roof top units
2. Mechanically and electrically isolate unit that need service
3. Recover the refrigerant from the circuit and store per EPA guidelines
4. Replace filters as needed
5. Monitor and maintain compressors and auxiliaries
6. Be able to work with existing Trane OEM compressor and replace as needed
7. Repair and evacuate the current circuits
8. Recharge and recover refrigerant as needed
9. Chemically clean condenser coils as needed
10. Monthly and annual maintain

Assignments

1. No assignment, delegation or subletting of the contract, nor any part of the work thereof to be performed there under, and no assignment of money due or to become due, shall be valid without first obtaining the written consent of Cedar Tree Academy Public Charter School

Method of Payment

The financial management for Contractor payment is the responsibility of the school. The Contractor agrees to invoice the school at the completion of services. Cedar Tree Academy agrees to pay Contractor within thirty (30) days of successful testing of equipment.

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