



Mecosta-Osceola Intermediate School

15760 190th Avenue, Big Rapids, Michigan 49307-9096

Phone: (231) 796-3543 Fax: (231) 796-3300

www.moisd.org

Accepting Bids for Educational Facility HVAC System Replacement

03/28/2025

SECTION 1: INTRODUCTION

The Mecosta-Osceola Intermediate School District (MOISD) invites qualified vendors to submit proposals for the replacement of a single Make-Up Air Unit (MUA) and associated HVAC system components at the Mecosta-Osceola Career Center (MOCC). The successful bidder must comply with all applicable Michigan laws, policies, and codes governing educational facility infrastructure improvements and procurement processes.

SECTION 2: GENERAL INFORMATION

2.1 Issuing Office:

Mecosta-Osceola Intermediate School District
Superintendent's Office
15760 190th Ave
Big Rapids, MI 49307

2.2 Key Dates:

- RFP Issue Date: March 27, 2025
- Mandatory Pre-bid Walk Through: April 7, 2025, at 10 a.m.
 - Pre-bid site location: 15830 190th Avenue, Big Rapids, MI 49307 (Maintenance Office)
- Proposal Submission Deadline: April 17, 2025, at 3 p.m.
- Bid Opening Date: April 17, 2025, at 3 p.m.
- Project Start Date: June 9, 2025
- Project Completion Deadline: July 18, 2025

**Late submissions will not be considered. If bidders have concerns regarding the project timeline, they may submit a statement of concern as an appendix to their proposal.*

SECTION 3: SCOPE OF WORK

MOISD seeks proposals for the replacement and installation of a single Make-Up Air Unit (MUA) at MOCC. The project includes the removal of the existing unit, installation of a new high-efficiency MUA, and integration with existing HVAC infrastructure.

3.1 DELIVERABLES:

- Minimum 18,000 CFM airflow capacity
- Minimum 2,134 MBH heating capacity
- Indirect-fired gas heating with stainless steel heat exchanger
- Variable frequency drive (VFD) controlled supply fan
- Fully modulating economizer
- MERV 8 air filtration
- Single-point power connection
- Structural steel support and roof curb
- All necessary mechanical, electrical, and gas piping work
- Crane and hoisting services



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- Certified air balancing and performance verification
- Local permits compliance
- One-year limited warranty on parts and labor

SECTION 4: BIDDER QUALIFICATIONS

- Licensed and registered in the State of Michigan
- Experience with K-12 educational HVAC systems
- Three (3) references required
- Compliance with all applicable federal, state, and local laws, including ADA requirements where applicable.
- Ability to provide a bid bond and performance bond.
- Valid licenses, certifications, and insurance coverage.

SECTION 5: PROPOSAL SUBMISSION REQUIREMENTS

- **Company Information:** Name, address, contact information, and relevant experience.
- **Project Understanding & Approach:** Description of the work plan, including methodology, timeline, and materials to be used.
- **Cost Proposal:** Itemized breakdown of costs for labor, materials, and any additional expenses.
- **Compliance Statement**
- **References:** Three (3) references from similar completed projects.
- **Timeline:** Estimated start and completion dates.
- **Insurance & Bonding Documentation**
- **Bid Bond:** A bid bond in the amount (5-10%) of the total bid price must be submitted as part of the proposal.
- **Performance Bond:** (100%) of the contract value.

SECTION 6: SELECTION CRITERIA

Proposals will be evaluated based on:

- Compliance with RFP requirements.
- Experience and qualifications.
- Cost competitiveness.
- Proposed timeline and project approach.
- References and past performance.
- Compliance with Legal Requirement.

SECTION 7: LEGAL REQUIREMENTS

- Michigan Revised School Code (MCL 380.1 – 380.1853)
- Public Act 451 of 1976
- Public Act 166 of 1965
- MIOSHA standards
- ADA Compliance

SECTION 8: CONTACT WARRANTY & MAINTENANCE

- The contractor must clearly outline the warranty period and provide detailed warranty guidelines.
- Maintenance obligations must be outlined, including any post inspections required by MOISD.

SECTION 9: CONTACT FOR INQUIRIES OR QUESTIONS



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- **Inquiries or questions regarding the bid will be accepted until April 11, 2025, please contact:** Steve Fitzgerald, Lead Operation and Maintenance
Phone: (231) 598-2829 or email sfztgerald@moisd.org

SECTION 10: APPENDICES

1. Appendix A – Proposal Submission Form
2. Appendix B – Pricing Template
3. Appendix C – Reference Check Form
4. Appendix D – Bidder Timeline Concern Statement (if applicable)
5. Appendix E - Affidavit of Familial Relationships
6. Appendix F - Affidavit of Compliance With School Safety Initiative Legislation
7. Appendix G -Affidavit of Compliance - Iran Economic Sanctions Act

SECTION 11: DEADLINE AND BID SUBMISSION REQUIREMENTS

- ***All bids must be submitted in sealed envelopes clearly marked on the outside of the envelope "HVAC".***
- ***Sealed bids will be accepted until 3 p.m. on April 17, 2025, and should be addressed to:***
Mecosta-Osceola ISD
Superintendent's Office
"HVAC Bid"
15760 190th Avenue
Big Rapids, MI 49307
- **Bid Opening Date: April 17, 2025 at 3 p.m.**
 - Bid opening location: MOISD Board of Education Office, 15760 190th Ave, Big Rapids, 49307

SECTION 12: RESERVATION OF RIGHTS

MOISD reserves the right to:

- Accept or reject any or all bids, in whole or in part, waive informalities, and negotiate with selected contractors.
- Modify or cancel the RFP.
- Accept the bid that best serves the interests of the district.
- Request additional information.



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APPENDIX A – PROPOSAL SUBMISSION FORM

Vendor Information:

- Company Name: _____

- Address: _____

- Contact Person: _____

- Phone: _____

- Email: _____

Acknowledgment of RFP Requirements:

By signing below, the bidder acknowledges that they have read and understood all the requirements of the RFP and agree to comply with all stated terms and conditions.

Authorized Representative Name: _____

Title: _____

Signature: _____ Date: _____

APPENDIX B – PRICING TEMPLATE

Description	Quantity	Unit Price	Total Price
Make-Up Air Unit (MUA) Replacement	-	\$_____	\$_____
Installation & Labor	-	\$_____	\$_____
Electrical & Gas Connections	-	\$_____	\$_____
Crane & Hoisting Services	-	\$_____	\$_____
Certified Air Balancing	-	\$_____	\$_____
Local Permits & Compliance	-	\$_____	\$_____
Other Costs (Specify)	-	\$_____	\$_____

Total Cost: \$_____



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APPENDIX C – REFERENCE CHECK FORM

Vendor Information:

- Company Name: _____

- Contact Person: _____

- Phone: _____

- Email: _____

Reference #1:

- Organization Name: _____

- Contact Person: _____

- Phone: _____

- Email: _____

- Project Description: _____

- Completion Date: _____

Reference #2:

- Organization Name: _____

- Contact Person: _____

- Phone: _____

- Email: _____

- Project Description: _____

- Completion Date: _____

Reference #3:

- Organization Name: _____

- Contact Person: _____

- Phone: _____

- Email: _____

- Project Description: _____

- Completion Date: _____



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APPENDIX D – BIDDER TIMELINE CONCERN STATEMENT

If the bidder has concerns regarding the project timeline outlined in the RFP, they may provide a statement below explaining their concerns and proposing alternative scheduling considerations.

Statement of Concern:

Proposed Alternative Schedule (if applicable):

Authorized Representative Name: _____

Title: _____

Signature: _____ Date: _____



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APPENDIX D- Affidavit of Bidder – Familial Relationships Form

The undersigned, the owner or authorized officer of (the “Bidder”), pursuant to the familial disclosure requirement provided in the Mecosta-Osceola Intermediate School District’s (the “MOISD”) RFP, hereby represent and warrant, except as provided below, that no familial relationships exist between the Bidder or any employee of the above mentioned MOISD, and any member of the Boards of Education of the District or the Superintendents of the MOISD.

List any Familial Relationships:

BIDDER: _____

By: _____

Its: _____

STATE OF _____)

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____ 20__, by

_____.

_____, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of: _____



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APPENDIX E - Affidavit of Bidder - Compliance with School Safety Initiative Legislation

The undersigned, the owner or authorized officer of (the "Bidder"), certifies to Mecosta-Osceola Intermediate School District (the "MOISD"), that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any MOISD property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any "listed offenses".¹ The Bidder further warrants and represents that all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any MOISD property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g. In this regard, Bidder agrees, without limitation, to report within three (3) business days to the MOISD when any such person is charged with a crime listed in Section 1535a(1) of the Revised School Code² or a substantially similar law, and to immediately report to the MOISD if that person is subsequently convicted, pled guilty or pled no contest to that crime.

BIDDER: _____

By: _____

Its: _____

STATE OF _____)

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____ 20 __, by

_____.

_____, Notary Public

_____ County, _____



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1The term listed offenses means those defined in section 2 of the Sex Offenders Registration Act (SORA), MCL 28.722 2MCL.380.1535a(1). 50

APPENDIX F - AFFIDAVIT OF COMPLIANCE - IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of (the "Bidder"), certifies to Mecosta- Osceola Intermediate School District (the "MOISD"), that any and all persons who will work directly or indirectly for the Bidder, is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned Request for Proposal, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the MOISD's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on an Invitation To Bid for three (3) years from the date that it is determined that the person has submitted the false certification.

BIDDER: _____

By: _____

Its: _____

STATE OF _____)

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____ 20____, by

_____.

_____, Notary Public

_____ County, _____

My Commission Expires: _____



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