



Request for Quotes for HVAC System

ABOUT US

First 5 Madera County (F5MC), legally recognized as the Madera County Children and Families Commission, is a public agency created by Proposition 10 in 1998. Proposition 10, also known as the Children and Families First Act of 1998, added a 50-cent tax on tobacco products sold in California to fund programs and services expressly for children prenatally through age five (5) and their families.

Since its inception over 23 years ago, F5MC has become a valued collaborator and funder of local programs to support F5MC goals. In these roles, we offer the community expertise on the importance of early childhood development and the conditions children and families need to thrive

INTENT/SCOPE OF WORK

Through this Request for Quotations (RFQ), the Commission solicits competitive quotes to facilitate replacing the current Heating, Ventilation, and Air Conditioning (HVAC) system at the Madera site, located at 525 E. Yosemite Ave, Madera, CA 93638, with approximately 5985 SQ. FT. The project's overall goal is to install an HVAC system responsive to year-round temperature fluctuations within the workplace.

The current three (3) units HVAC system consists of two (2) 8-ton units of air handlers, approximately twenty years old, both located on the southwest and northwest of the building. And one (1) 6-ton unit on the northeast side of the building. All units are accessible by ladder from the interior of F5MC, and none of the units have VAV boxes or compressors for air handlers.

SUBMISSION REQUIREMENTS

Proposals will be accepted from companies with demonstrated experience, competency in the field, and capability of delivering the service in a highly professional, timely, and cost-conscious manner.

To participate in this RFQ, the vendor is required to submit a quote including the following:

1. Proof of insurance.
2. Demonstrate qualifications and experience.
3. Evidence of appropriate licensing.
4. Provide detailed cost analysis and breakdown of equipment and labor cost. Include warranties.
5. Provide at least three (3) references.
6. W-9 Form

SUBMITTAL INFORMATION

The quote packet must be clearly labeled and received by **Thursday, October 27, 2022**, no later than **noon**. The packet may be emailed to funding@first5madera.org; the applicant will receive an email confirming submission. Submission may be mailed or hand-delivered. If delivered in person, quotes will be considered late at 12:01 pm by the F5MC clock and will not be accepted.

Submission of a proposal constitutes a release of information and waiver of the agency's right to privacy regarding the information provided in response to the RFQ. Ideas and format presented will become the property of F5MC.

Attention: Operations Officer
funding@first5madera.org
525 East Yosemite Avenue
Madera, CA 93638
(559) 661-5155

WALK-THROUGHS OF THE FACILITY

In-person walk-through appointments will be available from September 6 through the 8 by calling 559-661-5155 or emailing funding@first5madera.org

EVALUATION CRITERIA

F5MC will be evaluating prospective proposals based on the following criteria.

- Qualifications and experience of the applicant, including appropriate licensing and suitable references.
- Applicant's ability to provide the requested services within the agreed-upon deadline.
- Level of Workplace Disruption – F5MC is open Monday-Friday from 8:00 am to 5:00 pm and offers many community services; management is very aware of the need to replace the units and would like to do so with as little disruption to employees and customers as possible. Management is open to varying proposals regarding the most effective way to facilitate the transition and use the available space.
- The total contract may not exceed 60,000.00.

REVIEW PROCESS

First 5 Staff will check each submitted RFQ for completeness. Following the Contracting and Procurement Policy and Procedure Manual, the review process described in this RFQ form the basis for proposal review and selection. Each proposal will be scored against the Review Criteria and judged competitively against other eligible submissions.

Review Criteria	Point Value
1. Experience, Qualifications and References	30
2. Service Description	40
3. Budget and Justification	30
TOTAL	100

A panel of reviewers will evaluate each proposal to formulate a recommendation for funding to first the Staffing and Operations Committee (SOC). Followed by the final recommendation to be presented for full Commission consideration and approval. **The Commission reserves the right to request additional information and negotiate.** Submittal of a proposal is not a guarantee of an award, and F5MC reserves the right to terminate the RFQ and not award a contract. There is no appeal to this process.

F5MC will not be liable for any cost incurred in preparing and producing a response to the RFQ. F5MC reserves the right to adjust the timeline as it deems necessary, and F5MC reserves the right to reject all bids.

TIMELINE

DATE	ACTIVITY	CONTACT INFORMATION
08/05/2022	Release of RFQ	www.first5madera.org
09/06/2022 - 09/08/2022	Walk-throughs of the Facility	Call 559-661-5155 to make an appointment
09/29/2022 end of day	Deadline for submitting questions or requests for clarification	funding@first5madera.org
10/05/2022 by noon	Posting responses to Electronic Questions	www.first5madera.org
10/27/2022 by noon	Proposals due	funding@first5madera.org
02/03/2023	Outcome notifications to applicants	Via email