

## Fox C-6 School District Request for Proposal (RFP)

### HVAC COIL CLEANING/ PM X2 Annually

Acknowledgment: Please acknowledge receipt and interest in this Request for Proposal (RFP) by completing the information requested below and faxing it to (636) 282-5170

Acknowledgement due date is \_\_\_\_\_

Provider Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address (include City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Dates:		Fox C-6 School District Contact Information  To: Kevin Piel Director of Facilities <a href="mailto:Pielk@foxc6.org">Pielk@foxc6.org</a> 314-568-5491
Issued	07/14/2025	
Site Walk if needed	7/23/2025	
Deadline for Questions	7/30/2025	
Responses to the Questions	7/31/2025	
Proposal Due Date	08/05/2025	
Award of Contract	08/12/2025	
Board Meeting: All vendors who respond to the RFP will receive a notification letter by email within one week after the Board meeting.	08/12/2025	

#### Terms:

- All proposals must be mailed or hand delivered in a **sealed, HVAC COIL CLEANING X2** envelope with company name and proposal description and marked **SEALED PROPOSAL and "HVAC COIL CLEANING X2"**.
- All proposals must be signed by an authorized representative of the company.
- The District reserves the right to reject all proposals.
- Fox C-6 School District is tax-exempt.
- Do not include a copy of this entire RFP document with your response. Only include this page and the associated responses.
- Budgets must be clearly subtotaled and totaled, with one "bottom line dollar amount."
- The District has the right to accept or deny any proposal considered to be incomplete during the assessment of bidders.
- All questions must be sent through email to the assigned contact person.

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<b>Deliver Sealed Proposals to:</b>  Fox C-6 Administration Building, Arnold,  745 Jeffco Blvd Arnold Mo. 63010	<b>Contact:</b> Kevin Piel Director of Facilities <a href="mailto:Pielk@foxc6.org">Pielk@foxc6.org</a> 314-568-5491
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### I. Introduction

The Fox C-6 School District is seeking proposals from qualified firms to submit a bid for HVAC COIL CLEANING X2 to be performed District wide. This purchase is to be tax exempt and is to be paid after receipt net 90 days.

### II. Background

The District is a diverse, public school district located in Jefferson County in Missouri. The District covers approximately 75 square miles, serves approximately 10,500 students and employs approximately 1,200 staff. The District has 23 school facilities, including 11 elementary schools, 4 middle schools, 2 high schools and 1 specialty campus.

### III. Scope of Service and Performance Requirements

The purpose of this Request for Proposal is to obtain proposals for “**HVAC COIL CLEANING X2**” as specified herein to complete a scope of work to include:

- 1) Two hard copies of the proposal are required. Proposals will be delivered in a sealed envelope to the attention of Kevin Piel as indicated above posted as attention **HVAC COIL CLEANING**. Responses will not be permitted in an electronic format.
- 2) Only the brand and specifications noted as following will be permitted. No items will be permitted as substitutions.
- 3) Bid prices should include delivery of material to Fox C6 District

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- 4) Please provide an estimated start date.
- 5) Bid prices shall remain in effect for 90 days following the due date of the bids. Installation will not be included in the request unless subject to voiding of warranty.

### **IV. Specification**

1. **Contractor to clean coils on all HVAC units District wide, 2 times in a calendar year. 1 in the early spring and 1 late summer, before classes start the 2025-26 School year.**
2. **Contractor responsible for all water hoses, ladders, tools, and cleaning supplies.**
3. **Contractor responsible for start up, after units are cleaned**
4. **Contractor responsible for cleaning all trash, or left over material from rooftops.**
5. **Contractor responsible for changing all filters ( supplied by district)**
6. **Contractor responsible for changing all bets ( supplied by district)**
7. **Contractor responsible for information on coil condition, and relaying to my Office**

**The list of units and locations are attached to this Doc.**

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### V. Key Dates

Activity	Date
Solicitation is publicly advertised	7/14/2025
Site walk if needed	7/23/2025
Written questions due	7/30/2025
Responses to questions	7/31/2025
Proposal submission at 2:00 PM	8/05/2025
Analysis of Proposals at 2:00 PM Central Office	8/05/2025
Anticipated approval by the District Board of Education	08/125/2025

### VI. Policy and Instructions

Procurement of goods and services shall be made by the method that provides the best value for the District. This competitive solicitation **Request for Proposals (RFP)** advertised under Fox C-6 School District policies:

DJF	Purchasing
DJFA	Federal Programs and Projects

Individuals or entities considering whether to submit a bid or proposal are encouraged to review the entirety of these policies before submitting a bid or proposal. All can be accessed on the District's website [foxc6.org](http://foxc6.org) in the Board Docs box and then Policies. Selected portions are restated here for emphasis.

#### **Purchasing**

The District will select the lowest or best bid. The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

#### **Debarred or Suspended Providers**

The District will not do business with providers who have been suspended or debarred on a state or federal level unless the superintendent authorizes the transaction and

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provides the board with written justification. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

### **Confidentiality**

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

### **VI. Policy and Instructions (concluded)**

Bid openings and the receipt of proposals will be held at the offices of:

**Fox C-6 School District  
Maintenance Department  
745 Jeffco Blvd  
Arnold, MO 63010**

Bids and proposals are due no later than 2:00 PM on the date indicated in the RFP.

The public and all bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bid received after the specified time shall not be considered.

Proposals shall be opened at the time specified, and the public and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

### **Instructions**

1. Read the entire contents of the solicitation and respond with a complete and accurate bid or proposal (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the RFP must be included.
2. Bidders may make written inquiries concerning this solicitation to obtain clarification of the requirements. Inquiries shall be submitted no later than the time and date specified on the cover page.

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Submit inquiries via email (EMAIL) to the contact person listed on the cover page. In the subject line of the email, type **HVAC COIL CLEANING/ PM X2 Annually**

3. **Submit ORIGINAL plus (1) COPY** in a sealed, plainly marked envelope.
4. Bid Proposals must be fixed and firm to the extent required.
5. Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes.
6. Employees of a selected bidder may be required to submit to a background check.

### **Required Forms**

Bidders shall execute the following forms and return the signed original with their proposal.

Contractors must pay prevailing wages if the bid exceeds \$75,000.

**Annual Wage Order No. 31**

### **Bid Certification**

Bidder certifies that they have not offered any pecuniary benefit or thing of value to gain advantage or influence a decision in this matter.

### **Notification of Criminal History of Contractor**

A person or business entity that enters into a contract with a school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony.

### **Debarment, Suspension and Ineligibility Certification**

Contractors and all sub-recipients must certify that their organization and its principal owners are not suspended or debarred by a federal agency through the sam.gov system.

### **W-9**

## Fox C-6 School District Request for Proposal (RFP)

Form W-9 is the IRS form used by the District to request your taxpayer identification number. You may get a blank Form W-9 to fill out if you or your business is hired to provide goods or services. Filling out a W-9 is straightforward. Just provide your name and Social Security Number, or the name and Employer Identification Number of your business. By submitting a W-9, you are certifying that the tax id number you are providing is correct and accurate.

[TO VIEW A FULL LIST OF MECHANICAL EQUIPMENT RELATED TO  
THIS RFP, PLEASE CLICK HERE](#)