

# COBURG COMMUNITY CHARTER SCHOOL



## Request For Proposals/Quotes

### **CCCS HVAC PROJECT COMMERCIAL MINI-SPLIT AC & HEAT 10 CLASSROOMS & OFFICE**

Opening Date: 4/17/2024

Closing Date: 5/17/2024

Single Point of Contact: Dave Wallace – Executive Director

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**Introduction:**

Coburg Community Charter School is wanting to provide air conditioning and back up heating options for 10 classroom and the main office. We are accepting proposals for total project completion.

CCCS is a small charter school located in Coburg, OR. We lease our building and grounds from the Eugene 4J School District, and are responsible for all upkeep and improvements to the school other than roofing materials, exterior paint, and boiler system chemicals. We have preliminary approval for this project, with a requirement to get final approval from the District and the CCCS Board of Directors prior to commencing.

**Project Description:**

CCCS is looking for completed proposals to cover all aspects of the project or clearly define what is needed but not covered to complete the project, including but not limited to acquisition and installation of commercial grade mini split systems, pads for outdoor condensing units, controllers, piping, permits, electrical and asbestos abatement if needed.

For this project CCCS would like to specific and emphasize the requirement of at least 36,000 BTU mini split systems that are commercial grade quality and provide both cooling and heat.

As a public school facility we are required to pay *prevailing wage* as it applies, which should be included as part of any proposal.

**Timeline:**

CCCS is a traditional elementary school such that we have children and staff full time in the building from the last week in August through the second week in June, from 7:30 am to about 4:00 pm. There is a traditional 2 week winter break and 1 week spring break. Work that does not significantly disrupt the learning environment or present any safety risk could be completed during the school year, however break time would be preferred.

The approval process may take a month or so after a proposal is preliminarily accepted. Please include availability in the proposal. Ideally we would like to get this project completed as soon as feasible, and understand our limitations may delay the prospect of getting this completed before the 24/25 school year.

**Proposal Acceptance Procedure:**

Proposals will be accepted through May 17, 2024. Proposals will be evaluated based on a combination of methods including but not limited to total cost, timeline, references and recommendations, competitive range, discussions and revised proposals, and negotiations.

All quotes should be emailed to Dave Wallace at [director@coburgcharter.org](mailto:director@coburgcharter.org)

Email Dave and our office to schedule a pre-proposal walkthrough: [office@coburgcharter.org](mailto:office@coburgcharter.org)