

## **ON-CALL MECHANICAL CONTRACTOR SERVICES**

### **REQUEST FOR PROPOSAL**

**Background Information:** Girard College is an independent, college preparatory boarding school serving academically talented, financially underserved students 1<sup>st</sup> through 12<sup>th</sup> grade. Founded in 1848 by Philadelphia philanthropist and entrepreneur Stephen Girard, Girard College was opened to assist orphaned, white males. The school became integrated in 1965 and later began accepting female students in 1984. The school is operated by the Board of Directors of the City Trusts (BODCT), which consists of members appointed by the Mayor of Philadelphia. The school's campus is located on 43 acres in the Fairmount section of Philadelphia and is on the national register of historic places. Founder's Hall, one of four buildings original to the campus and designed by architect Thomas U. Walter, is a national historic landmark. Today, Girard College serves approximately 320 students from the Greater Philadelphia region, Delaware and New Jersey.

**Considerations:** Girard College seeks proposals from qualified mechanical contractors to provide on-call mechanical services. The successful contractor(s) will be responsible for installing, maintaining, and repairing mechanical systems and equipment, including pipe fitting and steam fitting repairs, as well as responding to emergency situations. The contractor must be equipped to handle a wide range of mechanical services as specified in the scope of work.

The successful contractor(s) will supply all labor, equipment, and materials necessary to complete the required services.

**Scope of Work:** The scope of work includes the following tasks:

1. Install, maintain, and repair heating, ventilation, and air conditioning (HVAC) systems air handlers, chillers, and boilers
2. Inspect, repair, and replace pumps, motors, fans, and compressors.
3. Pipe Fitting and Steam Fitting Repairs:
  - Install, maintain, and repair mechanical piping systems, including steam, chilled water, condenser water, and domestic water systems.
  - Repair, install, and replace steam piping, valves, and related components.

- Perform welding and soldering of pipe fittings as required for system installations and repairs.
  - Troubleshoot and repair steam traps, pressure-reducing valves, and condensate systems.
4. Adhere to established safety procedures and all applicable codes, including building, mechanical, and plumbing codes.
  5. Estimate, order, and transport necessary materials to complete work as requested.

**RFP Selection Timetable:**

- November 22, 2024—RFP posted
- December 11, 2024 –Responses to RFP Deadline
- December 18, 2024—Final selected company is notified

**Process:**

**Proposal Format and Requirements:** Please address the following topics in order in a written proposal. You may submit additional information on your company, but only the proposal itself will be submitted initially to the Selection Committee. Other material will be supplied at their request.

**Company Information:**

- Company name, address, and contact details.
- Brief company history and relevant experience in similar projects.
- Copies of licenses, certifications, and insurance.

**Contract Terms**

- The initial contract term will be for 1 year, with the option to renew for additional years based on satisfactory performance and mutual agreement.

### Cost Proposal

- Proposals must include a detailed cost structure for mechanical services, outlining hourly rates for various work shifts, emergency response, and other relevant details.

Cost Rate Structure: Please provide rates for the following:

Regular Business Hours:

- 8:00 AM – 5:00 PM, Monday through Friday

After-Hours:

- Provide hours, e.g., 5:00 PM – 8:00 AM, Monday through Friday

Second and Third Shift Rates:

- Specify hourly rates for work performed during second and third shifts.

Weekend Rates:

- Specify hourly rates for work performed on weekends (Saturday and Sunday).

Emergency Response Rates:

- If different from regular or after-hours rates, provide rates for emergency response services within 2 hours of the request.

### Evaluation Criteria:

- Contractor's experience and qualifications in mechanical systems, HVAC, pipe fitting, steam fitting, and related services.
- Competitive pricing and cost structure, including regular, after-hours, weekend, and emergency response rates.
- Quality and completeness of the proposal.
- Contractor's ability to meet response time requirements
- Contractor's safety record and adherence to safety protocols.
- Supplier Diversity and Inclusion Program

**Proposals are due no later than Wednesday, December 11, 2024 (Proposal window closed.)**

Proposals to be submitted electronically to: Sumi Blodgett, Director of Business Services  
[procurement@girardcollege.edu](mailto:procurement@girardcollege.edu).

All questions must be submitted by email to [rpavoni@girardcollege.edu](mailto:rpavoni@girardcollege.edu).