

# Trinidad Union School District REQUEST FOR QUOTES

**Project Name:** CalSHAPE Program Carbon Dioxide Monitor Installation

**Project Description:** Provide and install Carbon Dioxide (CO2) monitors in sixteen (16) classrooms at Trinidad Elementary School

**Contacts:** Patricia Terry, Project Manager                      Alyse Nichols, Superintendent  
pterry@redwoodenergy.org                                      anichols@trinidadusd.net  
(707) 382-2098    (707) 677-3631

**Schedule:**                      **Issue Date:** January 25, 2023  
   **Optional site visit:** Schedule with the District  
   **Quotes Due:** **By 3:30 pm February 16, 2023**  
   **Anticipated Award Date:** Contingent on funding  
   **Installation start:** Schedule with the District  
   **Installation Complete:** By August 25, 2023

**Quotes should be submitted by email to:**

Patricia Terry, Project Manager  
Redwood Coast Energy Authority  
pterry@redwoodenergy.org

Your quote **must be received by 3:30 p.m. on February 16, 2023**. Submittals received after this date and time will not be accepted by the District. **Submitted quotes must use the attached Contractor’s Estimate Form.** Please submit your completed quote to ptery@redwoodenergy.org. Electronic submissions are requested, and it is recommended that your submission be sent in advance of the deadline in case of server delays.

With the expected project cost below \$15,000, vendor selection for this project will be based on “best value.” The Best Value selection criteria include completeness and adherence to the requirements of this Request for Quotes, contractor qualifications and past similar experience, proposed product quality and features, and price proposal.

Minority, women, and disabled veteran contractors are encouraged to submit quotes. This project is not subject to Disabled Veteran Business Enterprise requirements. If work is scheduled during a school break, contractor fingerprint certification is not required.

A copy of the contract is available upon request. Contractors and subcontractors performing work on District public works contracts shall pay prevailing wages as determined by the Department of Industrial Relations (DIR) and must be registered with the DIR to perform Public Works.

The District reserves the right to postpone selection for its own convenience, to withdraw this Request for Quotes at any time, and to reject any and all submittals without indicating any reason for such rejection. Submitted quotes become the property of the District.

**Insurance Requirements (summary only - see contract for full requirements):**

General Liability: \$1 million combined single limit personal injury and property damage for each occurrence and \$2 million annual aggregate; or \$2 million annual combined single limit

Builders Risk: Not required

Automotive: Covering bodily injury and property damage in an amount no less than \$1 million combined single limit for each occurrence.

Certificates for the insurance policies must be provided naming the District as additional insured. See contract for details.

Proof of Workers' Compensation insurance and employer's liability of at least \$1 million is required.

**Bond Requirements:** With the expected contract value less than \$15,000, there is no requirement for performance and payment bonds.

**Bid Security:** With a contract value less than \$15,000, only informal quotes are being requested; therefore, no bid security (e.g., 10% cashier's check or bid bond) is required.

**Quote Submittals:** Quotes should be good for at least 30 days from the date of submittal. Prices must be quoted F.O.B. Trinidad Union School District.

After a contractor is selected by the District and the Notice of Award is issued, failure to deliver the executed contract along with the required bonds and certificates of insurance (subject to review by the District's Risk Manager) in a timely manner (e.g., 10 days) may result in cancellation of the award of contract and selection of another contractor to perform the work.

**Skilled and Trained Workforce Requirement:** All repair, upgrade, replacement, or other technical work completed must be performed by a Skilled and Trained Workforce, which has the same meaning as in Section 2601 of the Public Contract Code.

## SCOPE OF WORK

Trinidad Union School District ("District") is soliciting bids from licensed and qualified contractors for the following scope of work at Trinidad School in Trinidad, CA.

**The selected contractor will:**

Provide all equipment, labor, and material for a complete project. Include all site work, disposal, and applicable fees and taxes.

1. Install carbon dioxide monitors or thermostats with integrated carbon dioxide monitors to meet the requirements of the California Schools Healthy Air, Plumbing and Efficiency ("CalSHAPE") Ventilation program grant:
  - a. The monitor is hard-wired or plugged-in and mounted to the wall between three and six feet above the floor and at least five feet away from the door and operable windows. Hard-wired monitors or monitors that are integrated into the Energy Management Control System are preferred as the DSA states in BU-21-01: "the plug-in variety of CO2 monitors in new construction or alterations may not meet compliance with regulatory requirements in future editions of the CALGreen Code and Energy Code."

- b. The monitor displays the carbon dioxide readings to the teacher through a display on the device or other means such as a web-based application or cellular phone application.
  - c. The monitor provides a notification through a visual indicator on the monitor, such as an indicator light or other alert system, such as an electronic mail, text, or cellular telephone application, when the carbon dioxide levels in the classroom have exceeded 1,100 ppm.
  - d. The monitor maintains a record of previous data that includes at least the maximum carbon dioxide concentration measured.
  - e. The monitor has a range of 400 ppm to 2,000 ppm or greater.
  - f. The monitor is certified by the manufacturer to be accurate within 75 ppm at 1,000 ppm carbon dioxide concentration and is certified by the manufacturer to require calibration no more frequently than once every five years.
2. Verify operations of carbon dioxide monitors, including Wi-Fi enabled notifications and controls.
  3. Provide staff training on CO2 monitor operations.

## **GRANT BUDGET**

This quote is intended for completion of work under the CalSHAPE Ventilations program. The Maximum Award amount for material and installation labor for carbon dioxide monitors is \$600 per monitor. The grant budget for the school in this RFQ is \$9,600.

## CONTRACTOR ESTIMATE

The contractor, doing business under the name of \_\_\_\_\_  
 having carefully examined the proposed scope of services and all other Contract Documents for the proposed  
 CalSHAPE HVAC Assessment and Maintenance Services, proposes to perform all work and activities in  
 accordance with the Contract Documents, as follows:

BASE BID: Carbon Dioxide Monitor Installation in (16) Classrooms:

Manufacturer:

Brand Name:

Model:

For the sum of \_\_\_\_\_ (\$\_\_\_\_\_).

Task	CO2 Monitors	Materials per unit	Materials Total	Labor Rate	Labor Hours	Total Labor Cost	Rebate	Total
Install CO <sub>2</sub> Monitors at Trinidad Elementary School	16						\$0	

The contractor has checked carefully all the above figures and understands that the District is not responsible for any errors or omissions on the part of the undersigned in making this bid.

Contractor agrees to commence the work within the time specified in the Notice to Proceed. It is understood that this bid is based upon completing the work within the number of calendar days specified in the Contract Documents.

I certify under penalty of perjury that the foregoing is true and correct. Executed at \_\_\_\_\_, California, on \_\_\_\_\_, 2023.

Signature of Bidder \_\_\_\_\_

Name (*print*) \_\_\_\_\_