

# Marin County Office of Education

## Request for Proposals / Qualifications

### HVAC Service and Repair

- **Proposals Due: 5:00 PM, March 28, 2025**
- **Mandatory Job Walk: February 28, 2025 (Approximately 10:00 am – 2:00 pm, see below)**
- **Contract Start Date: July 1, 2025 through June 30, 2030 (five year term).** The Marin County Office of Education is seeking proposals for regular service and repair of HVAC systems at four campuses, and main administrative office and data center starting July 1, 2025 through June 30, 2030. Addresses and descriptions of HVAC systems, and anticipated services at each of the five sites are included below.
- Note: Proposals can include projections on anticipated annual reasonable adjustments based on increases in prevailing wage rates and other costs.

Proposals shall be submitted to the Marin County Office of Education, Attention: Mike Grant via email to [mgrant@marinschools.org](mailto:mgrant@marinschools.org), or hard copies (4 copies) may be dropped off at Marin County Office of Education, 1111 Las Gallinas Avenue, San Rafael, CA..

#### **General Scope of Work (see details included for each site below):**

- HVAC Maintenance at the listed locations and provision of services to HVAC equipment adhering to the Manufacturer's Specifications and Designs.
- Regularly scheduled maintenance of HVAC equipment at each location.
- Each scheduled inspection shall cover a thorough check of each piece of equipment and will provide a written report on any findings, recommendations for repairs or reconditioning work, together with a list of parts and accessories, as well as a list of completed tasks.
- Any recommendations would include a list of itemized proposals covering material, parts, and labor costs.

**Mandatory Job Walk:** An approximate timeline of walkthrough of the project is scheduled for **February 28, 2025, 10:00 am – 2:00 pm**, as follows:

- 10:00 am – 10:30 am – MCOE Administrative Office / Data Center (1111 Las Gallinas Avenue, San Rafael)
- 10:30 am – 11:00 am – Marin's Community School (1111 Las Gallinas Avenue, San Rafael)
- 11:00 am – 11:15 am – drive to Magnolia Park School (20 Jeanette Prandi Way, San Rafael)
- 11:15 am – 11:45 am – Magnolia Park School
- 11:45 am – 12:00 pm – drive to Marindale School (850 Del Ganado Road, San Rafael)
- 12:00 pm – 12:30 pm – Marindale School
- 12:30 pm – 1:00 pm – drive to Grant Grover School (730 College Avenue, Kentfield)
- 1:00 pm – 1:30 pm – Grant Grover School

**Prevailing Wage DIR Job:** Prevailing wages for the applicable trade and appropriate rate are required for all services performed under this RFP/Q. Department of Industrial Relations registration is also required pursuant to California Labor Code sections 1725.5 and 1770 *et seq.*

For further information please contact Julian Jeffries at [jjeffries@marinschools.org](mailto:jjeffries@marinschools.org) (415) 317-5823.

**All Proposals will include the following which will be considered in the selection process:**

- A breakdown of estimated cost by site/service including hourly wage rate breakdown
- Description of company including years in service and proximity to sites
- Information on the qualifications of your personnel, including any factory certification for technicians if applicable
- Information on License(s)
- Bond rates if applicable
- Department of Industrial Relations registration
- Three references (current or former clients)
- Understanding and agreement to sign MCOE Contract (attached)

To view the document in its entirety, please check the Marin County Office of Education website – <https://www.marinschools.org/> (Services → Business Services → County Office Business Services → Requests for Proposals) or follow these URLs:

<https://www.marinschools.org/programs-services/services/business-services/county-office-business-services/requests-for-proposals>

<https://resources.finalsite.net/images/v1741045125/marinschoolsorg/igepienzbpt7ucny1hs/RFPforMCOEHVACServices3325Update.pdf>