Request for Proposal (RFP)

Unit Ventilator Controls Upgrade – Classroom Systems

Cheboygan, Michigan

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1. Introduction

NEMCSA is requesting proposals from qualified and experienced mechanical and controls contractors to perform upgrades to existing unit ventilator systems located within classroom spaces in conjunction with its boiler system.

Project Location: Cheboygan Early Childhood Services Center

512 Pine Street

Cheboygan, Michigan

Project Contacts: Please include **both** individuals on all communications regarding this bid opportunity:

Kelsey Myczkowiak MyczkowiakK@nemcsa.org

Tyler Thormeier ThormeierT@nemcsa.org

This RFP is issued in accordance with NEMCSA procurement policies and applicable federal regulations governing nonprofit grantees, including **2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**.

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2. Project Overview

The purpose of this project is to modernize and improve the performance, reliability, and control of existing classroom unit ventilators through the replacement and integration of updated control components and system programming.

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3. Scope of Work

The contractor shall provide all labor, materials, equipment, programming, and supervision necessary to complete the work described below.

3.1 Scope #1 – Unit Ventilator Controls Upgrade

Equipment and Component Upgrades

- Replace nine (9) existing unit ventilator controllers with new compatible control units
- Provide and install nine (9) wall-mounted temperature sensors
- Provide and install discharge air temperature sensors for each unit
- Provide and install freeze protection thermostats (freeze stats)
- Provide and install seventeen (17) electronic control valves
- Provide and install damper actuators, replacing or upgrading all existing devices as required

System Integration and Controls

- Integrate all new components with the existing Building Automation System (BAS) or equivalent system
- Perform all required system programming, configuration, and point mapping
- Provide graphical interface implementation for system monitoring, alarm management, and control

Startup and Commissioning

- Perform system startup, testing, and checkout of all installed equipment
- Verify proper operation and communication of all devices
- Calibrate and balance systems as required to ensure proper performance

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3.2 Scope #2 – Boiler Room Controller Replacement

The contractor shall replace the existing outdated boiler room controller and associated sensors.

- Replace existing JCI boiler room controller with a new compatible controller system
- Provide and install new outside air temperature sensor
- Provide and install supply and return temperature sensors
- Provide all required installation labor and materials

System Integration and Controls

- Perform all required system programming and configuration
- Provide graphical interface implementation for monitoring and control

Startup and Commissioning

- Perform system startup, testing, and checkout
- Verify proper operation of all installed components

3.3 Scope #3 – Building-Wide HVAC Controls Upgrade

The contractor shall update controls across remaining HVAC systems within the facility.

Equipment Included

- Two (2) Air Handling Units (AHUs)
- Eight (8) Fin Tube Zones
- Eight (8) Cabinet Unit Heaters
- Two (2) Convectors

Equipment and Component Upgrades

- Provide and install new controllers for each HVAC unit listed above
- Provide and install new wall-mounted sensors for all applicable spaces
- Provide and install discharge air temperature sensors for all applicable systems
- Provide and install freeze protection thermostats (freeze stats)
- Provide and install new control valves for all applicable systems
- Provide and install damper actuators where required
- Provide all installation labor and materials

System Integration and Controls

- Perform all required system programming and configuration
- Provide graphical interface implementation for system monitoring and control
- Ensure full integration with the existing Building Automation System (BAS)

Startup and Commissioning

- Perform system startup, testing, and checkout
- Verify communication and operation of all systems and components
- Calibrate systems as required for proper functionality

3.4 General Requirements

Contractors shall comply with all applicable provisions of the Davis-Bacon Act, including payment of prevailing wages, submission of certified payrolls weekly**, and adherence to all federal labor standards requirements**

- Contractor shall provide all labor, materials, tools, and equipment necessary to complete the work
- Contractor is responsible for field verification of all quantities, system compatibility, and existing conditions prior to submission of proposal
- All work must comply with applicable local, state, and national codes and regulations
- Required wage reporting formats are attached at the foot of this document

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3.5 Building Automation System Requirement

- The building automation system (BAS) provided under this project shall utilize a **Niagara Framework-based front end** and **Distech Controls** field devices and controllers
- All controllers, sensors, actuators, programming, graphics, and integration work shall be fully compatible with and licensed for use within the Niagara platform
- No substitutions for the specified Niagara Framework and Distech Controls products will be accepted without prior written approval from NEMCSA
- Contractors submitting proposals shall be an authorized installer and service provider for the proposed Niagara and Distech control systems
- The contractor shall maintain a service office located **within 90 miles/minutes (1.5 hours driving time)** of the project site located at **512 Pine Street, Cheboygan, MI**
- The contractor shall provide **24 hours per day, 7 days per week, 365 days per year emergency service support** for the installed control system and HVAC equipment
- Proposal submissions shall include the contractor's primary service office location, emergency service contact information, and a description of emergency response procedures

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4. Proposal Requirements

Proposals must include the following:

- Detailed cost breakdown (labor, materials, equipment, and programming)
- Bid each Project Scope (1-3) separately, noting whether price varies if 1, 2 or all three are selected. Include the same in regard to the project timeline.
- Project schedule with estimated start and completion dates
- Description of technical approach and methodology
- Experience with similar projects and at least three (3) references
- Proof of applicable licensing and insurance
- Warranty details (parts and labor)
- Identification of any exclusions, assumptions, or system limitations
- Documentation demonstrating authorization to install and service Niagara Framework and Distech Controls systems
- Verification of local service office location and availability of 24/7/365 emergency service support

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5. Timeline

- **RFP Issued:** November 2nd, 2026
- **Proposal Due:** November 20th, 2026

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Cost competitiveness and value
- Relevant experience and qualifications
- Proposed project timeline
- Technical approach and completeness of proposal
- References and past performance

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7. Terms and Conditions

- NEMCSA reserves the right to accept or reject any or all proposals
- Contractors are responsible for verifying site conditions prior to bidding

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8. Warranty Requirements

- Minimum one (1) year warranty on all parts and equipment
- Minimum five (5) year warranty on installation workmanship

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9. Submission Instructions

Submit proposals electronically to contacts listed on face page.

Submission Deadline: November 20th, 2026, 4:30 pm.

Late submissions may not be considered. NEMCSA reserves the right to reject any and all proposals.

- All costs incurred in preparing a proposal are the sole responsibility of the applicant.
- NEMCSA reserves the right to negotiate scope and budget with the selected contractor.
- The selected contractor will be required to enter into a written agreement with NEMCSA.
- Contractors must maintain appropriate insurance coverage as required by NEMCSA.
- Contractor must comply with all applicable provisions of 2 CFR 200, Subpart D (Procurement Standards).
- Contractors must provide signed certifications of debarment/suspension status prior to contract execution.

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10. Additional Notes

- Contractors are encouraged to conduct a site visit prior to submitting proposals. Site visits are available during business hours 8:30a – 4:30p Friday, November 13th and OR Friday, November 20th and must be pre-arranged through the contacts listed on the face sheet.
- Any questions regarding this RFP must be submitted in writing electronically via the contacts on the face sheet.

Instructions For Completing Davis-Bacon and Related Acts Weekly Certified Payroll Form, WH-347 | U.S. Department of Labor

SAM.gov

Proposal Cover Sheet

1. Contractor/Organization Name:

2. Mailing Address:

3. Primary Contact Person:

Name: _____

Title: _____

Phone: _____

Email: _____

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Northeast Michigan Community Service Agency, Inc. (NEMCSA)
Debarment and Suspension Certification
(Required by 2 CFR Part 200, Appendix II, and 2 CFR Part 180)

As a prospective contractor for NEMCSA, I hereby certify that:

1. Neither I, nor any principal, affiliate, or employee of my organization is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal contracts or programs.
2. I further certify that no federal, state, or local government entity has, within the past three (3) years, instituted legal or administrative proceedings that resulted in my organization being found in violation of public contract laws or regulations.
3. I agree to notify NEMCSA immediately if my organization or any principal becomes debarred, suspended, or otherwise declared ineligible during the term of any contract awarded.

4. Federal Tax Identification Number (TIN or EIN): _____

5. Type of Organization (check one):
☐ Corporation
☐ Partnership
☐ Sole Proprietorship
☐ Nonprofit Organization
☐ Other (please specify): _____

6. Certification
The undersigned certifies that:

- The information provided in this proposal is true and correct to the best of my knowledge.
- The organization agrees to comply with all terms, conditions, and requirements set forth in the RFP.
- The organization has completed and attached the required **Debarment/Suspension Certification**.
- The signatory is authorized to submit this proposal on behalf of the organization.

Authorized Representative (Print): _____

Title: _____

Signature: _____

Date: _____