

MULVANE SCHOOL DISTRICT

USD # 263



To whom it may concern,

USD 263 Mulvane (OWNER) is seeking a qualified contractor for an HVAC project for 2 meeting rooms at our central office building. **RFP must be submitted to Mulvane USD 263, PO Box 130, Mulvane, KS 67110** or hand delivered to **628 E. Mulvane St., Mulvane, KS**. RFP must be submitted in a sealed envelope marked **“USD 263 HVAC RFP 2022”**. **Contractor to enclose with the RFP a copy of current liability insurance.** Contractor will be required to sign a waiver of lien and verification that subcontractors and suppliers have been paid.

If you have any questions, please call Richard Hampton (316) 777-0442

The scope of work is as follows and items that are required but omitted are the responsibility of the GC to bring to our attention.

Our goal is to replace the current unit ventilators on a 2 pipe system with roof top units (heating and cooling). While completing the HVAC portion of the project we want a new drop ceiling and lighting installed as part of the project.

Scope of work:

1. Seek required permits
2. Correctly size HVAC units for size and room use.
3. Demo and removal of current units (if needed)
4. Hire and coordinate with subcontractors for all phases of the project.
 - a. Roofing
 - b. Electrical
 - c. Plumbing
 - d. HVAC, units must work with our buildings and controls system
 - e. Crane
 - f. Acoustical ceiling

Richard Hampton • Food Services Director

628 E. Mulvane • Mulvane, KS 67110
Office (316) 777-0442 • Email rhampton@usd263.org

Notice of Non-Discrimination

USD #263 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments of 2008 prohibit discrimination against persons with a disability in any program receiving federal financial assistance. USD #263 acknowledges its responsibilities under Section 504/ADA and its amendments to avoid discrimination in policies and practices regarding its personnel, students and patrons. No discrimination against any person with a disability shall knowingly be permitted in any program or practice within USD #263. Any person having inquiries concerning USD #263's compliance with regulations implementing Title II, Title VI, Title IX, Section 504 or the Age Discrimination Act is directed to contact the Superintendent of Schools for USD #263 at 628 E. Mulvane Street, P.O. Box 130, Mulvane, KS 67110. Telephone number: (316) 777-1102.

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5. **Waste Disposal:** Bid will include removal and disposal of all existing material; removal and disposal of debris generated during the installation of new materials. USD 263 Dumpsters may not be used for project disposal. Job site will be left free of all scraps or trash generated during the process of installation.
6. **Square Footage:** The vendor assumes responsibility for accurate square footage of all areas listed in within this RFP. It is suggested that all vendors conduct site visits and take accurate measurements.
7. **Site Visit Information:** Interested contractors are encouraged to visit and inspect the school site prior to submitting a proposal in order to familiarize themselves with the work requirements. Additional information, if required, can be obtained from Richard Hampton, 316-777-0442. Richard Hampton will assist in all site visits. Failure to visit the school prior to submitting a proposal will not relieve the Contractor of any obligation to confirm their ability to perform the work indicated in the Scope of Work.
8. **Location(s): 628 E Mulvane St, Mulvane KS 67110 (Rooms 310 & 322)**
9. **DATE RFP DUE: 07/25/2022, by 10am to the central office.**

Thank you,

Richard Hampton
Food Services Director
Mulvane USD 263

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628 E. Mulvane • Mulvane, KS 67110
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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provide

Richard Hampton • Food Services Director

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