



Bob Bennett
Facilities Manager
942 NW 2nd Ave • Ontario, Oregon 97914
Phone 541.881.1274 • Fax 541.889.8553
Cell phone 541.235.4006
bbennett@ontario.k12.or.us

INVITATION TO BID for OMS DISCOVERY MUSIC HVAC UNIT REPLACEMENT

SUMMARY OVERVIEW:

The Ontario School District is accepting bids for the replacement of a split heating and cooling unit at the Ontario Middle School Discovery Building Music Department. Currently there is a heating unit with cooling coil in the ceiling crawl space and a twin condenser unit mounted on the roof.

Any questions or concerns you can contact Andrew Kressly, Maintenance Supervisor, at 541-709-6252 or Bob Bennett, Facilities Manager, at 541-235-4006.

BID SUBMISSION:

Bids will be received by the District until **December 5th at 1:00 p.m. MDT**. Bids received after this time and date will not be considered.

Bids may be submitted by U S Mail, addressed: Ontario School District 8C 195 SW 3rd Ave Ontario OR. 97914, attn.: Bob Bennett; bids may also be submitted via email: bbennett@ontario.k12.or.us or hand delivered to the Ontario School District Administration Building. Bids must be clearly labeled “OMS Discovery Music HVAC Project” and include submitter’s contact information. Submissions must include all required materials detailed herein.

AWARD:

Award of this Project will be based on lowest overall price, earliest date of completion, and local or in-state business. *(Contractor shall include in their submission a proposed timeline.)*

SCOPE OF WORK:

Contractor will provide a **10 ton unit** to condition the space inside the building with both heating and cooling which includes the entire music department (band room, choir room, practice spaces, storage room, and entry space. System will need to design so that the air flow is to be evenly dispersed between the rooms. Contractor to specify if this is another split system or if it is a roof top unit. New unit must provide outside air and meet the current requirements of indoor air quality for Oregon schools.

Pre Bid Walkthrough:

There will be a pre bid walkthrough on **November 25th, 2025 at 1:00 PM MDT** at the Ontario Middle School Discovery building, 573 SW 2nd Ave. Contractors are strongly encouraged to attend as there will be plans available for roof reinforcement which will be need to be put in place for the new unit per the school districts structural engineer.

Contractor will be responsible for:

- A. Contractor and electrician are responsible for verifying voltage and phasing of the electrical service provided to the existing unit and for the new unit.
- B. The removal and disposal of the existing unit.
- C. The removal and proper disposal of refrigerant.
- D. The removal of any other equipment not intended to be reused.
- E. Disconnecting duct work and re-using as much of the existing duct work as possible
- F. Cutting, removal, and patch back of the roof to a watertight condition. Roof work (demo or build back) will follow the requirements of the District provided Engineer and their recommendations. The contractor will be responsible for meeting engineer's recommendations whether it is in-house or sub-contractor.
- G. Installation of a new (10 ton) unit
- H. Scheduling of electrician and any other sub-contractors necessary to complete the project.
- I. Installation of natural gas connections and any required equipment or devices to code; regulators are to be watertight or installed so that no moisture can get inside of the regulator, shutoff valve to gas will be installed in a code compliant and safe location and gas line will have a drip leg installed in the code compliant location.
- J. Installation of a new programmable 7-day thermostat with an override button for operation during non-programmed times. If existing wire is not compatible to the new unit or thermostat, then contractor will provide new wire.
- K. Any roof work related to the installation of curbs or patch back after removal of the old unit. Roof work will come with a minimum of 1-year warranty against leaks.
- L. The purchase of Mechanical and/or Structural, Electrical, and Plumbing permits.
- M. Sub-contractors will be responsible for the purchase of permits for their work on this project.
- N. Contractor and sub-contractors will be responsible for scheduling inspections and notifying owner beforehand of inspection days and times.
- O. Scheduling and costs of lift equipment set up area prior to lift, scheduling of the lifts for removal and installation of new equipment. Lift times will only be scheduled during times when there are no students in the Discovery building and approved by the Maintenance Supervisor, Andrew Kressly.
- P. Start up and commissioning of the new unit.
- Q. Contractor to be responsible for contacting and scheduling other necessary trade's people. Sub-contractors can bill the District directly if this works better for hvac contractor.
- R. Ensure that all work by all trades is done and completed in a professional and workmanlike manner compliant with today's standard practices and codes.
- S. All costs associated with all background checks and finger printing for all employees on the project.

High and low, pressure safety controls are required on the new unit to prevent the burn up of compressor. New units must connect to existing ductwork. Contractor will be responsible for any damages occurring inside and outside of the building and will make any necessary repairs to bring the building back to its original condition prior to the start of the project.

Contractor will be responsible for following engineer's recommendations and working with the engineer or engineering firm.

Contractor to provide description of the unit clearly called out in the bid in reference to brand or manufacturer of equipment, model number, size (tonnage), weight of the unit, dimensions of the unit, voltage and phases.

Brand: _____ Voltage: _____
Model #: _____ Size (tonnage): _____ Phases: _____
Weight: _____ Dimensions: _____

PROJECT BID PRICING

Option A

Contractor providing all services

Equipment & materials	\$ _____
Crane or Lift Equipment	\$ _____
Labor	\$ _____
Electrician	\$ _____
Plumber	\$ _____
Other costs	\$ _____

Option A Project Total Cost \$ _____

Option B

Contractor providing equipment/materials, labor, and lift equipment only

Equipment & materials	\$ _____
Crane or Lift Equipment	\$ _____
Labor	\$ _____
Other costs	\$ _____

Total Contractor Costs \$ _____

Owner providing Electrician, Plumber

Electrician	\$ _____
Plumber	\$ _____

Total District Costs \$ _____

Option B Total Project Costs \$ _____

Total Contractor Costs + Total District Cost

If Contractor chooses option B for pricing, award of the project may be delayed until owner has time to collect pricing from Electricians and Plumbers.

OTHER REQUIREMENTS

Prevailing Wage – If the total cost of the project exceeds \$50,000.00 dollars (fifty-thousand) then prevailing wage laws must be followed and factored into the bid. This will be the responsibility of the contractor and sub-contractors. Documentation of all employees on the project receiving prevailing wages must be submitted to the District at the time of invoicing. This will include contractor and all sub-contractors.

Total cost of the project is defined as materials + equipment + labor + permits and fees + sub-contractors materials and labor + engineering + any other costs associated with the project.

Oregon CCB – The Contractor shall provide proof of Oregon CCB License, and provide current Oregon CCB number.

Insurance – The Contractor shall provide Proof of Liability Insurance and Worker's Compensation Insurance.

OSHA – The Contractor is responsible for following all OSHA guidelines relating to the work for the Project. *Students and staff may be present at the time of work for the Project; safe zones will need to be established in areas around and below the work site.*

Responsibility of the District – Responsibilities of the Ontario School District *must be clearly stated in the bid.*

Timeline – The Contractor shall provide a Project Timeline and a Date of Completion for the Project. *This is an **urgent** Project, and the Contractor's timeline will be considered in award of the Project.*

Vehicles and/or Lifting Equipment – If school is in session, Contractor vehicles and lifting equipment must be kept out of student loading/unloading zones. Cranes must be scheduled so that the work does not interfere with bus loading/unloading or parent drop off/pick up times.

Tobacco Use – Oregon schools are considered a tobacco free zone; any workers using tobacco products will have to leave school property while using tobacco products.

Background Checks – The District requires all individuals working on school grounds to complete a Background Check and Fingerprinting. See ***Attachment: Background Checks***.

If they have current or recent background checks they may not have to do this again. I believe Blanca has some information about this. Blanca Brandon can be reached at 541-889-5374 ext3237 or email at bbrandon@ontario.k12.or.us

ATTACHMENT: BACKGROUND CHECKS

The cost to complete the criminal history check is: **\$59.00 + \$12.50** (paid online upon registration by employee). Pricing should be verified by Contractor. Below is the Field print information needed to complete background checks.

FINGERPRINT INFORMATION

ONTARIO FIELDPRINT OFFICE

**Smith's Pack & Ship
251 W Idaho Avenue
Phone: 541-889-7690**

Cost: \$12.50 (due at the time appointment is scheduled)

Fee may be paid with credit card or electronic check by providing routing and account information. NOTE: If you do not show for your scheduled appointment, or you cancel or reschedule your appointment within 24 hours of the appointment, you will be charged another \$12.50.

To schedule a fingerprinting appointment, please follow these instructions:

1. Visit **www.FieldprintOregon.com**
2. Click on the "Schedule an Appointment" button.
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue."
4. Enter the Fieldprint Code: **FPOntarioSD8**
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. **Take the Confirmation Page and two forms of identification with you to your fingerprint appointment.**
7. If you have any questions or problems, you may contact the Fieldprint customer service team.

PHONE: 877-614-4364

EMAIL: customerservice@fieldprint.com