**INVITATION TO BID**

**Replacement of HVAC Units**

The Franklin County Extension District Board, located at 101 Lakeview Court, Frankfort, Kentucky, is soliciting competitive proposals in order to facilitate the replacement of the current Heating, Ventilation, and Air Conditioning (HVAC) system in operation in its building.

**Background**

Kentucky’s two land-grant universities, the [**University of Kentucky**](http://www.uky.edu/) and [**Kentucky State University**](http://www.kysu.edu/landgrant), serve as partners in conducting educational programs through Cooperative Extension. The program delivery process involves Extension faculty, county agents, advisory council members, volunteer leaders and the general public. Kentucky Cooperative Extension is the educational resource for all Kentuckians that serves as a catalyst to build better communities and improve quality of life.

**Project Goal & Scope of Services**

In an effort to improve the operating efficiency and comfort of employees and customers, The Franklin County Extension District Board is seeking a qualified HVAC contractor to facilitate the replacement of the current HVAC system and any components needed. The overall goal of the project is to install an HVAC system that is as efficient as possible (90%-95%) and responsive to year-round temperature fluctuations within the workplace. An overview of the system currently in place is provided below. The current HVAC system consists of several outdated units that are no longer efficient, and some are non-operational. Through a third-party review of the air handlers in operation it has been determined that replacement is required due to the units being well past the estimated useful life of fifteen-years, in addition to performance issues experienced recently.

**Overview of the systems**

* Unit #2
	+ 2-ton gas heating and cooling system, install date 1993
* Unit #5
	+ 5-ton gas heating and cooling system, install date 1997
* Unit #6
	+ 5-ton gas heating and cooling system, install date 1997

**Evaluation Criteria**

The Franklin County Extension District Board will be evaluating prospective proposals based upon the following criteria:

 • Qualifications and experience of the applicant, including appropriate licensing and suitable references.

• Level of Workplace Disruption – The Franklin County Extension Office is open Monday-Friday from 8:00 a.m. to 4:30 p.m. Management is very cognizant of the need to replace the units, but also to do so with as little disruption to employees and customers as possible.

• Cost –. The Franklin County Extension District Board operates under a budget that is approved annually in June and is committed to remaining within budget parameters and is seeking competitive bids for the project.

**Minimum Requirements**

 To be considered, the company must meet the following minimum requirements:

* Proof of sufficient insurance must be provided.
* Suitable qualifications and experience, including appropriate licensing and suitable references.
* Local to Frankfort, Kentucky or within a 40-mile radius

**Award Process**

Please email or postmark your proposal no later than 5 p.m. on March 12th, 2024, to Joshua Alcorn at Joshua.Alcorn@uky.edu or:

Joshua Alcorn-Facilities Manager

Franklin County Extension Office

101 Lakeview Ct, Frankfort, Kentucky, 40601

The RFP will be posted on <https://franklincounty.ky.gov> and can be downloaded directly from there. Please contact Josh at (502) 682-7835 or via the email above with any questions related to this request for services or to schedule a walk-through of the facility.

**The Franklin County Extension District Board** will not be liable for any costs incurred in the preparation and production of a response to this RFP.

**The Franklin County Extension District Board** reserves the right to adjust the timetable as necessary.

**Revision of Request for Proposal**: The Franklin County Extension District Board alone may elect to amend this RFP prior to the proposal due date. If it is necessary to revise any part of this RFP, an amendment will be provided to all vendors of record and posted online. Acknowledgement of the receipt of all issued amendments is required in all proposals. In no case will the RFP be amended within seven (7) days of the proposal due date, unless the amendment includes an extension of time to allow seven days between the amendment and the proposal due date. The Franklin County Extension District Board will not be responsible for any additional costs incurred as a result of said changes in the RFP.

**Disclosure of Data:** According to law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal and the proposal(s) not selected and includes information in those proposals which a bidder may consider to be proprietary in nature. Therefore, The Franklin County Extension District Board makes no representation that it can or will maintain in confidentiality such information. The Franklin County Extension District Board reserves the right to reject any and all bids.