

RFQ 12-1 COA-III 053012
COURT OF APPEALS DIVISION III- REQUEST FOR QUOTES (RFQ)
HVAC SYSTEM REPLACEMENT AND BOILER UPGRADE

May 30, 2012

The Washington State Court of Appeals, Division III (COA - III) is soliciting quotes for the purchase and installation of an HVAC system with six units in all and a boiler upgrade. Specifications are identified below. The *equipment* must meet the requirements identified in Vendor Response Form.

In addition the COA-III has six RTUs, which will need to be de-installed and removed. This de-installation should be factored in when providing quote.

The *equipment* must be delivered and installed by June 29, 2012.

COA will evaluate the responses based upon price. The RESOLUTION OF COMPLAINTS AND PROTESTS procedures that are attached will be followed for this procurement.

The COA-III reserves the right without penalty and at its sole discretion to:

- a. Reissue this solicitation with any changes the COA-III deems appropriate; or
- b. Take no further action under this solicitation.

Please fill out the attached Response Form or a reasonable facsimile and return by mail, fax, hand delivery, or email to:

Ms. Sam Dressler
Court of Appeals, Division III
500 N Cedar ST
Spokane, WA 99201-1905
509-456-3082
FAX #509-456-4288
Email: Sam.Dressler@courts.wa.gov

Your response must contain only the Vendor Response Form. No other cover page (other than a fax cover page) or material should be returned. All responses must be received by June 6, 2012 12:00 PM (noon) pacific time.

If you have any questions about this solicitation, please contact the person referenced above.

Vendor Response Form

Vendor Information:

Vendor Name:	
Contact Name:	
Street Address:	
City, State, Zip:	
Telephone No.:	
Fax No.:	
Email Address:	

Please provide equipment, installation and removal Cost for equipment that meets these specifications:

1. Two separate HVAC systems which include the following

Westside Replacement:

- Removal of three RTUs
- Replaced with new Carrier Model numbers 48TCDA05, 48TCED08, and 48TCEA04
- Install new economizers
- New disconnects
- Add power exhaust

Eastside Replacement:

- Removal of three RTUs
- Replaced with new Carrier Model numbers 48TCEA07, 48TCDA06, and 48TCDA05
- Install new economizers
- New disconnects
- Add power exhaust

2. A Boiler upgrade, which includes:

- Removal of old system
- Install two Lochinvar KBN211 Knight condensing boiler, 210,000 Btu input, 5:1 turndown or comparable units with similar capacity
- All piping for complete system

Start-up Services including the following:

- Start-Up 7x24

Shipping and delivery must be included.

Total Cost:	\$
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RESOLUTION OF COMPLAINTS AND PROTESTS

COMPLAINTS

Vendors must raise all relevant concerns regarding specifications or RFQ requirements before the proposal due date. Failure to do so will preclude a Vendor from filing subsequent protest based upon those aforementioned issues.

NOTIFICATION TO UNSUCCESSFUL PROPOSERS

Firms whose proposals have not been selected for further negotiation or award will be notified via email at the email address given in the Vendor Response Form.

DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Firms which submitted a proposal that was not selected will be given the opportunity for a debriefing conference. The request for a debriefing conference must be received by the RFQ Coordinator within twenty-four hours after the notification of the successful firm is emailed to the Firm. The debriefing will be held within three business days of the request.

Discussion will be limited to a critique of the requesting Firm's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

PROTEST PROCEDURE

This procedure is available to Firms who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Firm is allowed three days to file a protest of the acquisition with the RFQ Coordinator.

Firms protesting this procurement shall follow the procedures described herein. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Firms under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFQ Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or COA-III policy.

Upon receipt of a protest, a protest review will be held by the COA-III. All available facts will be considered and a decision will be issued by the COA-III within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the COA-III's action; or
- Find only technical or harmless errors in the COA-III's acquisition process and determine the COA-III to be in substantially compliance and reject the protest; or

- Find merit in the protest and provide the COA-III options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.