



CHILD & FAMILY CENTER REQUEST FOR QUOTE

A Request for Quotes (RFQ) is a competitive bid document used to invite suppliers or contractors to submit a price bid for products or services where the requirements are standardized, have definitive specifications, or are produced in repetitive quantities.

REQUIREMENTS FOR REQUEST FOR QUOTES

Method of Evaluation and Review Process: A minimum of three (3) competitive RFQs will be solicited. A cost analysis and comparative evaluation of the RFQs will be completed using submission requirements defined below for all RFQs, as applicable.

Submission Requirements – Bidder shall provide in a separate document with the following information:

- Indicate if the bidder is a minority or women-owned business enterprise.
- The bidder’s understanding of the stated needs.
- Reasonableness and feasibility of the bidder’s approach.
- Bidder’s organizational structure, financial solvency, resources, and experience.
- Qualifications of the bidder’s personnel committed to the contract.
- Total proposed cost.
- Timeframe for completion.
- The warranty, product life expectancy, and/or the ability of the bidder to provide future maintenance and service of the item being procured.
- Quality of goods or services.
- Other important information (such as terms of delivery of goods/services).

Decision Timeline: A final decision regarding bidder selection will be made within thirty (30) days of receipt of the end of the bidder solicitation process.

DESCRIPTION OF AGENCY NEEDS

Definition of the products or services required with detailed specifications/technical requirements:

Environmental review for Rehabilitation Project. Project details available for reference on page 2.

Delivery Requirements: Following The National Environmental Policy Act (NEPA) and U.S. Department of Housing and Urban Development’s (HUD) Environmental Review Regulations for Community Project Funding grants (24 CFR Part 58).

Contract Terms: None specified

Payment Terms: None specified

Acceptable Price Range (if known):

Target Completion Date: April 30, 2025

Bidder Solicitation Due Date: December 16, 2024

Submit RFQ by due date to procurement@childfamilycenter.org

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Rehabilitation Project:

- Replace 24,500 square feet of roof with GTA Coolstar energy-reflecting roof surface (includes removal and disposal of current roof)
- Replace 28 HVAC units with high-efficiency energy rated units (includes removal and disposal of current 28 units)
- Install 215 kW photovoltaic solar system (includes construction and installation).