ROMEO COMMUNITY SCHOOLS

REQUEST FOR BIDS / PROPOSALS

WALK-IN COOLER IMPROVEMENTS – ROMEO MIDDLE SCHOOL

Bid Due Date/Time	November 20th, 1:00pm
Public Bid Opening	316 N. Main Street Romeo, MI 48065
Project Site	Romeo Middle School, 11091 W. 32 Mile Road, Romeo, MI 48065
District Contact	Beth Pereira, Executive Director of Business Services | Romeo Community Schools, 316 North Main Street, Romeo, MI 48065

1. PURPOSE AND PROJECT OVERVIEW

Romeo Community Schools (the "District") is requesting sealed competitive bids from qualified contractors for complete, turnkey projects of two (2) existing walk-in coolers serving Romeo Middle School. The projects include, one (1) replacement; removal and disposal of existing components; a new insulated walk-in cooler box, floor, door and ramp; new refrigeration equipment and piping; electrical and controls work; roof-mounted condensing-unit installation; startup, testing, commissioning, and cleanup, and one (1) rehabilitation; replace the existing evaporator coil, outdoor condensing unit, stainless-steel floor, and walk-in door, including all related refrigeration, electrical, startup, sealing, disposal, and incidental work required for a complete installation.

The successful bidder shall provide all labor, materials, equipment, supervision, delivery, rigging/crane service, permits and inspections when required, and incidental work necessary for a complete, safe, sanitary, code-compliant, and operational installation.

2. BASE SCOPE OF WORK

The following is the minimum required base scope. The bidder shall identify any exception or proposed substitution explicitly in its bid. No required work may be omitted from the base bid and shifted to an alternate unless this RFP expressly permits it.

2.1 General requirements (applies to both units)

- Provide all labor, materials, equipment, supervision, delivery, rigging/crane service, demolition, disposal, permits, inspections, and incidentals needed to complete the work for both unit 1 and unit 2.
- Visit the site and field-verify dimensions, door opening, ramp geometry, roof access, equipment location, electrical service, drain connections, piping routes, operating conditions, and other existing conditions before finalizing the bid and before ordering equipment.
- Coordinate work with the District to minimize disruption to school and food-service operations. Confirm schedule and any required shutdowns with the District before work begins.
- Protect existing building finishes, roof, adjacent equipment, and property. Repair damage caused by the contractor at no additional cost to the District.
- Comply with applicable codes, permits, safety requirements, refrigerant-handling rules, and equipment-manufacturer installation requirements.

Federal Davis-Bacon Act and Prevailing Wage Requirements

This project is subject to applicable federal Davis-Bacon and Related Acts prevailing wage requirements. The contractor and all subcontractors shall comply with applicable federal labor standards, including payment of required prevailing wages and fringe benefits, submission of certified payroll records, posting of required notices, and flow-down of applicable requirements to subcontractors.

The applicable U.S. Department of Labor wage determination and required federal labor-standards contract clauses must be included with the final bid documents and are incorporated into the resulting contract. Bidders shall review these documents and include all costs associated with compliance in their bid prices. The contractor shall comply with any applicable recordkeeping, reporting, worker classification, and site-posting requirements.

- Clearly identify all assumptions, exclusions, allowances, conditions that may affect price or completion.

2.2 Removal and disposal (applies to both units)

- Remove and properly dispose of any existing walk-in cooler box(es), wall and ceiling panels, floor assemblies, door/frame and trim, existing evaporator assemblies, existing condensing unit/compressor assemblies, line set and other components that will not be reused.
- Recover existing refrigerant in accordance with applicable regulations. Do not vent refrigerant.
- Include all demolition, disconnection, labor, rigging, crane service, mobilization, hauling, disposal fees, and cleanup in the base bid.

2.3 Branching Scope: New walk-in cooler box, floor, door and ramp

(Unit 1 - Full Replacement Box, Floor, Door, Ramp)

- Furnish and install one new commercial insulated walk-in cooler box, approximately 5 feet wide x 12 feet long x 8 feet high. All dimensions must be field-verified before fabrication.
- Provide insulated wall, ceiling, and floor panels suitable for commercial food-service cooler use. The existing RFP specifies 4-inch insulated box panels; identify panel construction, insulation type, thickness, and performance in the bid.
- Provide a reinforced insulated floor, approximately 4-1/4 inches thick as specified in the existing District bid form, suitable for routine food-service use and cart traffic. Clearly identify floor construction and load rating.
- Provide a new commercial insulated walk-in cooler door, approximately 32 inches wide x 78 inches high, subject to field verification. Include heavy-duty hinges, adjustable latch, interior safety release, magnetic perimeter gasket, bottom seal/sweep, threshold, trim, and closer where required.
- Provide an approximately 34-inch-wide interior ramp. Field-verify ramp length, rise, slope, landing conditions, and final width to fit the new floor elevation and door opening. Ramp and threshold transitions must be durable, sanitary, slip-resistant, and suitable for routine cleaning.
- Provide required cam-locks, closures, trim, sealants, vapor sealing, sanitary joints, and accessories. Seal joints, corners, penetrations, and floor transitions to provide a weather-tight, vapor-tight, sanitary installation.
- Identify any required repair or replacement of concealed substrate, framing, insulation, floor support, wall surface, or other building materials as a separately priced alternate as described in Section 7.

(Unit 2 - Rehabilitation Floor, Door)

- Furnish and install a new commercial-grade slip-resistant stainless-steel walk-in floor suitable for heavy food-service traffic, carts, and routine washdown/cleaning.
- Furnish and install a new commercial stainless-steel insulated walk-in cooler door sized to the existing opening. Provide heavy-duty hinges, adjustable latch hardware, interior safety release, magnetic perimeter gasket, bottom seal/sweep, threshold, and stainless trim. Provide a door closer if required for the application and verify smooth self-closing operation. Door assembly shall be suitable for commercial food-service use and the required box temperature.
- Provide required cam-locks, closures, trim, sealants, vapor sealing, sanitary joints, and accessories. Seal joints, corners, penetrations, and floor transitions to provide a weather-tight, vapor-tight, sanitary installation.
- Identify any required repair or replacement of concealed substrate, framing, insulation, floor support, wall surface, or other building materials as a separately priced alternate as described in Section 7.

2.4 Refrigeration system (applies to both units)

- Furnish and install two (2) new commercial-grade evaporator unit/coil, sized for the field-verified box dimensions, required operating temperature, product load, ambient conditions, and matched condensing unit. The District's existing bid form identifies a low-profile, 115-volt evaporator; bidder shall confirm suitability and identify any exception.
- Furnish and install two (2) new outdoor condensing units for rooftop installation. The District's existing bid form identifies a 3/4 HP outdoor condenser; bidder shall confirm sizing and identify manufacturer, model, horsepower/capacity, electrical requirements, and any exception.
- Include compressor, condenser coil, condenser fan/motor, receiver where required, service valves, filter-drier, sight glass/moisture indicator, pressure controls, crankcase heater and low-ambient/head-pressure controls where required, and all manufacturer-required accessories.
- Include required metering device/TXV, evaporator fans, drain pan accessories, supports, solenoid valve if required, defrost and operating controls, fittings, and all connections.
- Provide new copper suction and liquid refrigerant piping/line set routed through the cooler box and roof as required, including insulation, fittings, supports/hangers, sleeves, weatherproofing, service valves, and accessories. Identify any piping proposed for reuse as an exception; the base scope assumes replacement of the existing line set.
- Provide equipment supports, vibration isolation, mounting, service clearances, weather protection, roof penetrations, and roof/building weatherproofing required for a complete rooftop installation.

- Identify the proposed refrigerant and explain compatibility with the proposed equipment and applicable requirements. The prior District pricing form referenced R-404A; do not assume this refrigerant is mandatory. Any proposed refrigerant must be clearly identified in the bid.
- Pressure-test and leak-check the completed system, evacuate to manufacturer requirements, charge with the specified refrigerant, and adjust charge, superheat, subcooling, and pressure-control settings.

2.5 Electrical, controls and drainage (applies to both units)

- Verify existing voltage, phase, amperage, grounding, disconnects, overcurrent protection, and available electrical capacity before ordering equipment.
- Provide wiring, conduit, disconnects, control wiring, terminations, relays/contactors, and other electrical components required for the replacement refrigeration equipment, evaporator, cooler lighting, door components, and controls, as applicable.
- Provide or replace the temperature controller as required for compatibility with the new equipment, including sensors, defrost control, compressor/fan control, and anti-short-cycle protection as applicable.
- Reconnect or replace condensate drain piping as required; provide insulation, heat protection, and drain-line heat where required for the application.
- Set the cooler to the District's required operating temperature, to be confirmed with the District before startup. Identify any major feeder or service upgrade not reasonably inferable from existing conditions as a separately priced alternate.

2.6 Startup, testing and commissioning (applies to both units)

- Leak-test the entire refrigeration system and verify refrigerant charge.
- Record and provide suction/discharge pressures, superheat, subcooling, compressor amperage, fan operation, and control operation.
- Verify evaporator airflow, fan operation, condensate drainage, defrost operation, piping insulation, and sealed penetrations.
- Verify box-panel seals, door alignment, gasket contact, closure, latch, interior safety release, threshold, and ramp transitions.
- Operate the system under normal conditions and demonstrate to the District that the cooler reaches and maintains the agreed design temperature.
- Provide equipment manuals, warranty documents, model/serial numbers, and basic operating/maintenance information to the District at completion.

2.7 Cleanup and completion (applies to both units)

- Remove all demolished panels, refrigeration equipment, door/frame components, flooring materials, piping removed from service, packaging, and construction debris from the site.
- Leave the work area clean, sanitary, and ready for food-service use. Coordinate final turnover with the District.

3. MINIMUM EQUIPMENT SCHEDULE

Quantity	Item	Minimum requirement / bidder response
1	Walk-in cooler box	Approx. 5 ft W x 12 ft L x 8 ft H; 4-inch insulated panels, subject to field verification.
2	Insulated floor	Approx. 4-1/4-inch reinforced insulated floor; bidder to specify construction/load rating.
2	Evaporator	Low-profile, 115V as identified in prior District specification; bidder to verify and identify model/capacity.
2	Outdoor condensing unit	3/4 HP as identified in prior District specification; rooftop installation; bidder to verify sizing and identify model/capacity.
2	Door	Approx. 32 in. x 78 in. insulated commercial door with required safety hardware; field verify.
1	Ramp	Approx. 34-inch interior ramp; field verify dimensions and safe transition.
2	Refrigerant piping	New copper line set, insulation, supports, roof routing, weatherproofing and connections.
2	Refrigerant	Bidder to identify type and explain equipment compatibility; identify any exception.

2	Electrical/controls/drain	All work required for a complete operational installation, subject to separately priced alternates stated in Section 7.

4. SITE INSPECTION AND FIELD VERIFICATION

Bidders are responsible for inspecting the project site and verifying dimensions, equipment sizing, access, electrical characteristics, piping condition/routing, drainage, roof conditions and access, and all other existing conditions that may affect the work or price. Approximate dimensions and existing equipment descriptions define project intent and do not replace field measurements or proper equipment sizing. Any recommended changes must be clearly identified as an alternate or exception and must not be silently omitted from the base bid.

Pre-bid site visit: A site visit is scheduled for November 13th at 1:00PM at Romeo Middle School, 11091 W. 32 Mile Road, Romeo, MI 48065. Bidders are encouraged to attend to inspect the existing cooler and review access, dimensions, and project conditions. Any questions or clarifications that affect the bid will be issued to all prospective bidders in writing by addendum. Contact the District if you need to confirm site-visit arrangements.

5. BID SUBMITTAL REQUIREMENTS

- Complete and sign the Bid Proposal Form and Walk-In Cooler Pricing Form included in this package.
- Provide manufacturer, model number, capacity/size, voltage/phase, and other relevant specifications for the proposed evaporator and condensing unit, and identify proposed box, floor, and door construction.
- Identify the proposed refrigerant.
- Provide a lump-sum base bid for the complete work in Section 2 and separate pricing for each alternate in Section 7.
- Provide earliest equipment delivery date, anticipated lead time, estimated on-site duration, and total time from notice to proceed to completion.
- Provide manufacturer warranties and a minimum one-year labor/workmanship warranty unless the bidder offers a longer warranty. State coverage, conditions, exclusions, and claim process.
- Provide three references, preferably school districts or comparable institutional food-service facilities.
- Provide a list of all exceptions, substitutions, exclusions, assumptions, allowances, and conditions, referencing the applicable RFP section.
- Include all required affidavits and attachments listed in the Bid Proposal Form, including the Iran Economic Sanctions Act affidavit and Familial Relationship Disclosure Form.

6. PRICING REQUIREMENTS

The base bid shall be a lump-sum price for the complete scope in Section 2. Pricing must include all labor, materials, equipment, delivery/shipping, insurance, taxes, overhead, profit, crane service, rigging, demolition, removal/disposal, testing, permits/inspections when required, and incidental work. Do not exclude a required base-scope item. Show alternates separately and do not include them in the base-bid total.

If a bidder believes an item cannot be priced without an allowance, the bidder must clearly identify the allowance amount, what it covers, and the conditions for its use. Any exclusions or qualifications must be clearly stated; the District may determine that material exceptions make a bid nonresponsive.

7. REQUESTED ALTERNATES

Alternate 1 – Electrical service upgrade: Price any required major feeder, service, disconnect, breaker, or wiring upgrade beyond the base scope. Describe the work and basis for the price.

Alternate 2 – Concealed substrate/building repair: Unit price or lump-sum allowance to repair/replace concealed damaged substrate, framing, insulation, floor support, wall surface, or other building material discovered after removal. Identify the proposed allowance or unit rates.

Alternate 3 – Refrigeration piping replacement beyond base assumptions: The base scope assumes a new copper line set. If the bidder proposes any different piping approach, explain and price it separately; do not omit required new piping from the base bid.

Alternate 4 – Digital temperature controller/high-low temperature alarm: Provide separate pricing for a new digital temperature controller and/or high-low temperature alarm if not included in the base equipment package. State exactly what is included.

Alternate 5 – Other recommended work: Identify any additional recommended work as a separate, clearly described and priced alternate. Do not substitute it for required base-scope work.

8. DELIVERY, SCHEDULING AND DISTRICT COORDINATION

The bidder shall state the earliest available delivery date and anticipated installation duration on the pricing form. The successful contractor shall coordinate delivery, roof/crane operations, shutdowns, and installation with the District contact before mobilization. No work may begin until the District issues written authorization to proceed and any required approvals and permits have been obtained.

9. WARRANTY AND CLOSEOUT

Provide manufacturer warranties for all new equipment and a minimum one-year labor/workmanship warranty unless otherwise stated in the bid. At completion, provide manuals, equipment model and serial numbers, warranty contacts, startup/commissioning records, and any required inspection or permit closeout documentation.

10. BID DELIVERY, OPENING AND DISTRICT RIGHTS

Submit the completed bid package to the delivery location and by the deadline stated in the public advertisement and any addenda. Late bids will be handled in accordance with the advertised requirements and applicable law. Bids will be opened publicly at the time and place stated in the advertisement.

The District reserves the rights stated in its applicable bid documents and policies, including the right to reject bids as permitted by law, seek clarification, issue addenda, and make an award consistent with the solicitation and applicable requirements. Bidders may not rely on oral statements to change this RFP; changes must be issued in writing by the District.

For a project subject to Michigan school construction bidding requirements, the District will administer the solicitation, public opening, disclosures, bid security, and award process in accordance with applicable law, including MCL 380.1267 where applicable. Bidders shall submit all disclosures and bid security required by the solicitation.

11. INCORPORATED BID DOCUMENTS

The following documents are part of the bid package: this RFP; Bid Proposal Form; Walk-In Cooler Pricing Form; References; Iran Economic Sanctions Act Affidavit; Familial Relationship Disclosure Form; and any written addenda issued by the District.

BID PROPOSAL FORM

Bid Package: Walk-In Cooler Replacement – Romeo Middle School

Bid Due Date/Time: Friday, November 20th, 2026

Submit to: Romeo Community Schools, 316 North Main Street, Romeo, MI 48065, Attn: Beth Pereira, Executive Director of Business Services (or as otherwise stated in the public advertisement).

Bidder Information

Legal business name	
Business address	
Contact person/title	
Telephone	
Email	
State of organization	
Authorized signatory/title	

Bid Price

Base bid – complete scope of work: $_____

Alternate 1 – Electrical service upgrade: $_____

Alternate 2 – Concealed substrate/building repair: $_____

Alternate 3 – Refrigeration piping approach (if applicable): $_____

Alternate 4 – Digital controller/high-low temperature alarm: $_____

Alternate 5 – Other (describe): $_____

Delivery, Schedule and Warranty

Earliest equipment delivery date: _____

Estimated on-site work duration: _____

Estimated completion after notice to proceed: _____

Manufacturer equipment warranty: _____

Labor/workmanship warranty: _____

Proposed refrigerant: _____

Proposed evaporator manufacturer/model/capacity: _____

Proposed condensing unit manufacturer/model/capacity: _____

Exceptions, Alternates and Acknowledgements

Attach a detailed list of all exceptions, substitutions, exclusions, assumptions, allowances, and conditions, with references to the relevant RFP sections. If none, write “None.”

Addenda acknowledged (number/date): _____

The undersigned certifies that they are authorized to submit this bid; have reviewed the RFP and addenda; and, except for clearly identified written exceptions, agree to provide the required work for the prices stated. The bidder confirms it has or will obtain the licenses and qualifications required for the work.

Bidder name: _____ Authorized representative: _____

Signature: _____ Title: _____

Date: _____

WALK-IN COOLER PRICING FORM

Project site: Romeo Middle School, 11091 W. 32 Mile Road, Romeo, MI 48065

Instructions: Provide the base-bid lump sum and complete the breakdown below. Breakdown amounts must reconcile to the base bid. Include all required work; use the alternate section only for work identified as an alternate in the RFP.

Item	Included scope / pricing component	Bid amount
1	Removal, refrigerant recovery, demolition, rigging/crane, hauling and disposal	$
2	New insulated cooler box, panels, trim, sealing and accessories	$
3	Reinforced insulated floor and transitions	$
4	New insulated door, hardware, threshold and seals	$
5	Interior ramp and threshold transition	$
6	Evaporator unit/coil and installation	$
7	Outdoor condensing unit, rooftop mounting and installation	$
8	New copper refrigerant line set, insulation, supports and roof weatherproofing	$
9	Refrigerant, pressure testing, evacuation, charging and startup	$
10	Electrical, controls, disconnects, wiring and connections	$
11	Condensate drain piping and related work	$
12	Testing, commissioning, manuals and closeout documentation	$
13	Permits/inspections, if required	$
14	Other required base-scope work (describe)	$
	TOTAL BASE BID – complete Section 2 scope	$

Alternates (price separately; not included in base bid)

Alternate	Description	Price
Alternate 1 – Electrical service upgrade	Price any required major feeder, service, disconnect, breaker, or wiring upgrade beyond the base scope. Describe the work and basis for the price.	$
Alternate 2 – Concealed substrate/building repair	Unit price or lump-sum allowance to repair/replace concealed damaged substrate, framing, insulation, floor support, wall surface, or other building material discovered after removal. Identify the proposed allowance or unit rates.	$
Alternate 3 – Refrigeration piping replacement beyond base assumptions	The base scope assumes a new copper line set. If the bidder proposes any different piping approach, explain and price it separately; do not omit required new piping from the base bid.	$
Alternate 4 – Digital temperature controller/high-low temperature alarm	Provide separate pricing for a new digital temperature controller and/or high-low temperature alarm if not included in the base equipment package. State exactly what is included.	$
Alternate 5 – Other recommended work	Identify any additional recommended work as a separate, clearly described and priced alternate. Do not substitute it for required base-scope work.	$

Authorized bidder representative: _____ Date: _____

REFERENCES

Provide three references, preferably school districts or comparable institutional food-service facilities, for similar walk-in cooler/refrigeration projects.

Reference 1

Organization / school district: _____

Contact person and title: _____

Phone: _____

Email: _____

Project / equipment provided: _____

Approximate completion date: _____

Reference 2

Organization / school district: _____

Contact person and title: _____

Phone: _____

Email: _____

Project / equipment provided: _____

Approximate completion date: _____

Reference 3

Organization / school district: _____

Contact person and title: _____

Phone: _____

Email: _____

Project / equipment provided: _____

Approximate completion date: _____

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named Bidder, pursuant to the compliance certification requirement provided in Romeo Community Schools' Board of Education Policies, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded the Contract as a result of this solicitation, the Bidder will not become an "Iran Linked Business" at any time during performance of the Work or any service under the Contract.

The Bidder acknowledges that a person found to have submitted a false certification may be subject to the civil penalties and other consequences provided by the Act.

BIDDER: _____

By: _____ Its/Title: _____

STATE OF _____ COUNTY OF _____

This instrument was acknowledged before me on the _____ day of _____, 20____, by _____.

Notary Public: _____ County, Michigan

My Commission Expires: _____ Acting in the County of: _____

FAMILIAL RELATIONSHIP DISCLOSURE FORM

Affidavit of Bidder

The undersigned, the owner or authorized officer of the below-named Bidder, pursuant to the familial disclosure requirement provided in Romeo Community Schools' Board of Education Policies, certifies, represents, and warrants that, except as listed below, no familial relationships exist between the owner(s) or any employee of the Bidder and any member of the Romeo Community Schools Board of Education or the Superintendent of Romeo Community Schools.

List and describe any familial relationships, or write "None":

_____

_____

_____

BIDDER: _____

By: _____ Its/Title: _____

STATE OF _____ COUNTY OF _____

This instrument was acknowledged before me on the _____ day of _____, 20____, by _____.

Notary Public: _____ County, Michigan

My Commission Expires: _____ Acting in the County of: _____