

# Request for Proposal

Propeller HVAC Improvements  
Propeller  
PROPOSALS DUE BY: 10/15/20

## Company Background

Propeller is a non-profit organization focused on supporting and growing entrepreneurs to tackle social and environmental disparities. In conjunction, we also operate a 10,000 sq/ft coworking space out of a renovated auto body repair shop.

## Project Overview

This project will include the installation of an air sanitation system to treat mold, viruses, and bacteria. We will be looking for the system that is most compatible with our current 10,000 sq/ft commercial HVAC system with five (5) rooftop units.

## Project Goals

Our goal is to create a more sanitary experience in our coworking facility by adding a purification system to our HVAC system.

The goals of this project include:

- i. Installing a system that is most compatible with our current system.
- ii. Treat mold, viruses, and bacteria that enter our HVAC system
- iii. Prevent the spread of viruses, mold, and bacteria from our HVAC system

To reach these goals, Propeller is now accepting bids in response to this Request for Proposal.

## Target Deliverable Schedule

**Final Project Due:** 12/31/20

The expected project completion date is 12/31/20. If this date needs to be adjusted, please include your readjusted proposed date, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

## Existing Roadblocks or Technical Issues

There is no interior access to the roof. Contractors will need to provide their own ladder or ladders to reach the top of a 24 foot building.

## Budget Constraints

We have a budget ceiling of \$9,000.

## Evaluation Metrics

Propeller will evaluate bidders and proposals based on the following criteria:

- Previous experience/past performance history.
- Samples and/or case studies from previous projects.
- Projected costs.
- Experience and technical expertise.
- Responsiveness and answers to questions in the next section.

## Questions Bidders Must Answer to Be Considered

I. Is your company a registered woman-, diverse- or disabled veteran-owned company?

ii. Does you own and service the products/equipment it sells, or is it a third-party broker?

iii. Why should our company choose your business over other competitors?

iv. Can you provide a detailed implementation plan, including a timeline, for the startup and transition process?

## Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- Only bidders who meet all 5 metrics in the evaluation section should submit a proposal.
- Proposals must be sent in by 10/15/20. Bidders who are interested in submitting a proposal should inform Sean Kline at [skline@gopropeller.org](mailto:skline@gopropeller.org) no later than 10/15/20.
- Include samples and references with your proposal.
- A proposed schedule must also be included and clearly expressed.

## Contact Information

For questions or concerns connected to this RFP, we can be reached at:

Sean Kline  
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504-338-8688