

**TEACHERS' RETIREMENT SYSTEM
OF THE STATE OF KENTUCKY**

479 Versailles Road
Frankfort, KY 40601

**REQUEST FOR PROPOSALS
HVAC EQUIPMENT AND SERVICES**

February 12, 2025

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF KENTUCKY

REQUEST FOR PROPOSALS

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TEACHERS' RETIREMENT SYSTEM OF THE STATE OF KENTUCKY
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information: The Teachers' Retirement System of the State of Kentucky (TRS or retirement system) is requesting proposals from qualified firms for Heating, Ventilation and Air Conditioning (HVAC) equipment and related services. The equipment and services will be provided according to a contract for the initial period from March 1, 2025, through June 30, 2025. If necessary, the contract may be renewed for an additional period beginning July 1, 2025.

TRS has no obligation to reimburse firms for any expenses in preparing proposals in response to this request.

It is the intention of TRS to contract with the firm determined to be the best qualified of all offerors based on the evaluation factors set forth in this request for proposals (RFP) and the negotiation of fair and reasonable compensation pursuant to the provisions of KRS 161.340(3).

Proposals shall not be subject to public inspection until negotiations between TRS and offerors have concluded and a contract is awarded to the offeror of the proposal determined in writing to be the most advantageous to TRS (considering the factors set forth in the RFP). An award of contract may be made upon the basis of the initial written proposals received without written or oral discussions. Contracts resulting from this RFP must be governed by, and in accordance with, the laws of the Commonwealth of Kentucky, including KRS 45A. TRS reserves the right to request proposal amendments or modifications after the proposal receiving date.

The contents of the successful proposal shall become part of any contract awarded. The submission of a proposal shall be considered evidence that the proposer has investigated all the ramifications related to the contract. If you need additional information, call Eric Wampler at 502-848-8505.

To be considered, six copies of a proposal must be received by Eric Wampler at 479 Versailles Road, Frankfort, KY 40601 by 4 p.m. ET on Feb. 24, 2025. TRS reserves the right to reject any or all proposals submitted.

It is anticipated the selection of a firm will be completed by Feb. 25, 2025. TRS expects a contract will be executed between both parties by March 1, 2025.

B. Term of Engagement: A contract will cover the period from March 1, 2025, through June 30, 2025. If additional time is required to complete the requirements of the RFP, a contract renewal beginning July 1, 2025, will be negotiated.

II. NATURE OF SERVICES REQUIRED

A. General: TRS is soliciting proposals from qualified firms to provide HVAC equipment and services. The equipment is to be delivered and installed at 477 Versailles Road, Frankfort, Kentucky 40601. The delivery and installation of equipment is to be completed in a workmanlike manner along with the firm obtaining all necessary permits, inspections, approvals and certificates. TRS is an agency of the Commonwealth of Kentucky, and an HVAC permit and inspection by Kentucky State Department of Buildings and Construction is required. The equipment must be installed and demonstrated to be in good working order prior to the release of the final payment on the contract.

B. Services and Equipment:

The proposal should include the minimum equipment and services required to furnish and install two 40-ton air-cooled chillers and must include:

- Removal and disposal of two existing York 40-ton air-cooled chillers;
- Furnishing and installing two 40-ton air-cooled chillers (Carrier, model 30RC-0405010-013 or comparable equipment);
- Connecting hydronic piping with jacketed insulation to existing hydronic piping;
- Connecting electrical service from disconnects to the new chillers; and
- Supplying a crane to remove existing chillers and replacing them with the new chillers.

Equipment and features beyond the minimum requirements may be listed and priced as “optional equipment” in the technical proposal and sealed dollar cost bid proposal.

III. DESCRIPTION OF TEACHERS’ RETIREMENT SYSTEM OF THE STATE OF KENTUCKY

A. Agency Contact: The firm’s principal contact with TRS will be Eric Wampler, deputy executive secretary, or designated representative, who will coordinate the assistance to be provided by the retirement system to the firm. TRS is located at 477 and 479 Versailles Road, Frankfort, Kentucky 40601.

B. Background Information: TRS is an agency of the Commonwealth of Kentucky.

IV. TIME REQUIREMENTS

A. Proposal Calendar: The following is a list of key dates up to and including the date proposals are due to be submitted:

RFP published	Feb. 12, 2025
File Notice of Intent to Bid at TRS	Feb. 17, 2025
Site visit (by appointment)	Feb. 17-19, 2025
Due date for proposals/bids	Feb. 24, 2025

B. Notification and Contract Dates:

Approval of proposal	Feb. 25, 2025
Contract filed with Legislative Research Commission	Feb. 28, 2025
Contract effective date	Mar. 1, 2025

C. Date Contract May Commence: Contract may begin on Mar. 1, 2025.

V. PROPOSAL REQUIREMENTS

A. General Requirements:

(1) Firms interested in submitting a proposal must file by Feb. 17, 2025, a notice of intent to bid at TRS. Failure to do so may disqualify firms from having their proposals considered.

(2) Firms may conduct a site visit by appointment Feb. 17-19, 2025. To make an appointment or for other inquiries concerning the RFP contact:

Eric Wampler
 Deputy Executive Secretary
 479 Versailles Road
 Frankfort, KY 40601
 502-848-8505 or eric.wampler@trs.ky.gov

(3) Contact with the TRS board or personnel other than Eric Wampler regarding this RFP may be grounds for elimination from the selection process.

(4) Submission of Proposals: The following material must be received by Feb. 24, 2025, for a proposing firm to be considered:

a. A master copy (so marked) of a technical proposal and five copies to include the following:

(i) Title Page: A title page identifying the TRS RFP; the firm’s name; the name, address and telephone number for a contact person; and the date of the proposal

(ii) Transmittal Letter: A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the specified time, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 60 days

(iii) Detailed Proposal: The detailed proposal shall include all equipment and services needed to complete the requested job. Equipment and features beyond the minimum requirements may be listed as “optional equipment.”

(v) Executed copies of proposer warranties attached to this RFP (Appendix A)

b. The proposer shall submit a master copy (so marked) and five copies of a dollar cost bid in a separate, sealed envelope. The dollar cost bid should include the total cost for equipment and services to meet the minimum requirements. Equipment and features beyond the minimum requirements may be priced as “optional equipment” in the dollar cost bid. The dollar cost bid shall be marked as follows:

SEALED DOLLAR COST BID PROPOSAL
FOR
TEACHERS’ RETIREMENT SYSTEM OF THE STATE OF KENTUCKY
FOR
HVAC EQUIPMENT AND SERVICES

c. Proposers should deliver the master copy and copies of the completed proposal in one envelope and the sealed dollar cost bid proposal in a separate envelope to the following address:

Eric Wampler
Deputy Executive Secretary
Teachers’ Retirement System of the State of Kentucky
479 Versailles Road
Frankfort, KY 40601

B. Technical Proposal

(1) General Requirements: The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms offering equipment and services to TRS in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the features of the equipment, services and qualifications of the firm for this engagement. It should also specify an approach that will meet the request for proposal requirements.

No dollar units or total costs should be included in the technical proposal document.

The technical proposal should address all the points outlined in the RFP (excluding any cost information, which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects (items 2 through 6) must be included. They represent the criteria by which the proposal will be evaluated.

(2) Independence: The firm should provide an affirmative statement that it is able to provide TRS independent services. The firm also should provide an affirmative statement that it is independent of the Commonwealth of Kentucky.

The firm also should list and describe any known or potential conflicts of interest (or circumstances that may be perceived as creating a conflict) with TRS. The firm also should list and describe all campaign contributions, gifts or gratuities made by the firm, its members or staff and their immediate family or controlled affiliates to any person seeking or holding statewide elective office in the Commonwealth of Kentucky within the last three years.

The firm also should list and describe all circumstances where the firm or anyone acting on its behalf, directly or indirectly, paid a placement or finders' fee or other consideration to any other party regarding obtaining government business within the past three years.

The firm should provide a detailed listing of all claims, lawsuits, investigations, government or regulatory agency enforcement or criminal actions, penalties or forfeitures, pay-to-play, kickbacks or improper payments to public officials or clients (or allegations thereof) and fraud or professional complaints or violations lodged against the firm (or a predecessor firm) or any firm employee in the past three years.

(3) Firm Qualifications and Experience: The proposal should state the size of the firm's staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff available to be engaged for work for TRS.

If the proposer is a joint venture or a consortium, the qualifications of each firm comprising the joint venture or consortium should be identified separately, and the firm that is to serve as the principal firm should be noted, if applicable.

The firm shall provide the circumstances and status of any disciplinary action taken or pending against it in the past three years by regulatory bodies or professional organizations.

(4) Professional Staff Qualifications and Experience: The firm should identify the staff who would be assigned to the engagement.

(5) Prior Engagements with the Commonwealth of Kentucky: The firm should list separately all engagements within the last three years including the scope of the work, dates, engagement professionals and the location of the firm's office from which the engagement was performed.

(6) Similar Engagements: For the firm's office that will be assigned responsibility for the services, list (up to three) the most significant engagements performed in the last three years that are most like the standards in this RFP. Indicate the scope of the work, date and the name and telephone number of the principal client contact.

C. Sealed Dollar Cost Bid:

(1) General Requirements: The purpose of the sealed dollar cost bid is for the firm to propose its best bid to provide equipment and services for the matters detailed in Section II above. The sealed dollar cost bid must include the name of the firm and a certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and

authorized to bind the firm by signing a contract with TRS.

(2) Manner of Payment: A contract will be executed for equipment and services. The schedule for payment of fees due under the contract will be negotiated based upon the proposal.

VI. EVALUATION PROCEDURES

A. RFP Review Committee: An RFP review committee, composed of staff members of TRS, will evaluate and score proposals received and select finalist firms.

B. Review of Proposals: The RFP review committee will use a point formula during the review process to score proposals. Each member of the committee first will score each technical proposal by each of the criteria described in VI, C below. The full committee then will review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed dollar bid will be opened, and additional points will be added to the technical score based on the price bid. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

TRS reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria: Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

(1) Mandatory Elements

- a. The firm is independent and qualified to do business in Kentucky.
- b. The firm has no conflict of interest associated with any other work performed by the firm for the Commonwealth of Kentucky.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

(2) Technical Qualifications (Maximum points – 70)

- a. HVAC Services and Equipment Approach (Maximum points – 40)
 - (i) Adequacy of proposed solution and staffing for the engagement

- (ii) Adequacy of firm resources
- b. Expertise and Experience (Maximum points – 30)
 - (i) The firm’s experience and performance on comparable engagements
 - (ii) The quality of the firm’s staff to be assigned to the engagement
- (3) Price (Maximum points – 30) Total fees and equipment price

D. Oral Presentations: During the evaluation process, the RFP review committee may, at its discretion, request one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the committee may have on a firm’s proposal. Not all firms may be asked to make such presentations.

E. Final Selection: TRS will approve a firm based on the recommendation of the RFP review committee.

It is anticipated that a firm will be selected by Feb. 25, 2025. Following notification of the firm selected, it is anticipated that a contract will be executed by both parties on or before Feb. 28, 2025, with an effective date of March 1, 2025.

F. Right to Reject Proposals: Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between TRS and the firm selected.

TRS reserves the right without prejudice to reject any or all proposals.

VII. PROPOSAL SUBMISSION PROCEDURES

A. Deadline: The deadline for proposal submission is 4 p.m. ET, Feb. 24, 2025. Six copies of the proposal must be submitted in a sealed package, clearly marked HVAC EQUIPMENT AND SERVICES PROPOSAL on the outside, and must be delivered no later than the stated deadline to:

Eric Wampler, Deputy Executive Secretary
Teachers’ Retirement System of the State of Kentucky
479 Versailles Road
Frankfort, KY 40601

B. Withdrawal: A proposal may be withdrawn any time prior to the deadline by written notification received no later than the deadline and signed by an authorized agent of the proposer. The proposal may be resubmitted with any modifications, but not after the deadline. Modifications offered in any other manner will not be considered.

C. Inquiries: Inquiries seeking clarification as to intent or content of the RFP should be emailed

to the attention of Eric Wampler at eric.wampler@trs.ky.gov no later than 4 p.m. ET on Feb. 20, 2025. Inquiries submitted and TRS's written responses will be posted on TRS's website by 5 p.m. ET, Feb. 21, 2025.

APPENDIX A

PROPOSER WARRANTIES

- A. Proposer warrants that it is qualified to do business in the Commonwealth of Kentucky and shall abide by applicable law.
- B. Proposer warrants that it is insured/bonded as necessary to perform the undertaking outlined in the RFP.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of Teachers' Retirement System of the State of Kentucky.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Principal: _____

Name (typed or printed): _____

Firm: _____

Date: _____