



Request for Proposal (RFP)

Boiler Replacement Project at Stellar Elementary

I. Introduction and Background

Stellar Elementary, part of Carmen Schools of Science & Technology, is a public charter serving elementary school-age children (K5 through 5th grade) committed to providing a safe, energy-efficient, and comfortable learning environment. Our current boiler system has exceeded its operational lifespan and requires replacement to ensure continued reliability and energy efficiency. This RFP invites qualified vendors to submit proposals for the removal and replacement of the boiler system at Stellar Elementary, located at 2431 S 10th St, Milwaukee, WI 53215.

II. Project Scope and Objectives

Scope of Work:

- 1. Removal of Existing Boiler System:**
 - Safely disconnect and remove the current boiler system, ensuring compliance with all local, state, and federal regulations.
 - Properly dispose of the old boiler and associated components.
- 2. Installation of New Boiler System:**
 - Procure and install a new, energy-efficient boiler system capable of meeting the heating needs of the building.
 - Ensure the new system complies with relevant federal, state, and local codes/standards.
- 3. Integration and Testing:**
 - Integrate the new boiler system with the existing infrastructure.
 - Conduct thorough testing to ensure full functionality and efficiency
- 4. Training and Documentation:**
 - Provide training for on-site staff on the operation and maintenance of the new boiler system.
 - Deliver comprehensive documentation, including manuals, warranties, and a maintenance schedule.

Objectives:

- Improve energy efficiency.
 - Reduce maintenance and operational costs.
 - Ensure uninterrupted heating for the school building.
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III. Proposal Requirements

Vendors must include the following information in their proposals:

1. **Company Information:**
 - Name, address, and contact information.
 - Overview of the company's experience and qualifications.
 2. **Technical Proposal:**
 - Detailed work plan and timeline for completing the project.
 - Description of the proposed boiler system, including specifications and energy efficiency ratings.
 - Safety measures and compliance with regulations.
 3. **Cost Proposal:**
 - Itemized breakdown of all costs, including equipment, labor, permits, and other expenses.
 - Any applicable warranties or guarantees.
 4. **References:**
 - At least three references from similar projects completed in the past five years.
 5. **Additional Documentation:**
 - Proof of licensure and insurance.
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IV. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Technical Expertise (30%):** Relevant experience, qualifications, and compliance with technical requirements.
 2. **Cost Effectiveness (30%):** Competitiveness and transparency of pricing.
 3. **Project Timeline (20%):** Ability to meet or exceed the proposed timeline.
 4. **References and Past Performance (20%):** Quality of references and history of successful project delivery.
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V. Submission Instructions

Deadline: Proposals must be submitted by **Friday, March 7, 2025**. Late submissions will not be considered.



Submission Method: Proposals should be sent to Bobby Coburn, Managing Director of Operations

Contact:

coburnb@carmenhighschool.org
1501 South Layton Boulevard, Milwaukee WI 53215

Format: Proposals must be submitted as a PDF file.

Questions: Questions regarding this RFP must be submitted by **Friday, February 28, 2025** to Bobby Coburn (contact information above). Answers will be shared with all vendors.

VI. Timeline

- **RFP Release Date:** Friday, February 14, 2025
 - **Question Submission Deadline:** Friday, February 28, 2025
 - **Proposal Submission Deadline:** Friday, March 7, 2025
 - **Anticipated Award Date:** Friday, March 28, 2025
 - **Project Completion Deadline:** *TBD*
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VII. Terms and Conditions

1. Carmen Schools of Science & Technology reserves the right to reject any or all proposals and to waive any irregularities or informalities in the bidding process.
 2. All proposals become the property of Carmen Schools of Science & Technology and are subject to public disclosure.
 3. Vendors are responsible for all costs associated with the preparation and submission of their proposals.
 4. The selected vendor will be required to sign a contract outlining the terms of the project.
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VIII. Appendices

- **Appendix A:** Floor plan and specifications for Stellar Elementary (*available upon request*)
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