Southern Boone County R-I School District

Planned Maintenance of the HVAC Systems

Southern Boone County R-1 School District

Request for Proposal (RFP)

November 10, 2026

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Notice to Bidders

The Southern Boone County R-I School District wishes to obtain bids from qualified contractors to perform Planned Maintenance to the HVAC Systems at Southern Boone County R-1 School District. Service locations 803 & 809 S. Henry Clay Blvd, 305 N. Main St., 14520 S. Crump Ln., 975 Perry Ave. Ashland, MO

The Southern Boone County R-I School District will receive **sealed bid proposals** from Bidders until **Thursday, December 10, 2026 at 1:00 pm** local time at the location provided below, at which time, the bids received will be opened and read aloud. The Southern Boone County R-I School District reserves the right to reject any or all bids and to waive informalities or irregularities in bids if deemed to be in the best interest of the District.

Each sealed bid shall contain completed Bid Proposal (page 13), E-Verify (page 14).

Bidders are invited to attend an **optional** pre-bid meeting and site visit on **Wednesday, December 2, 2026 at 11:00 am** at the Southern Boone Country R-I School District Central Office – Board of Education Room, 5275 West Red Tail Dr, Ashland, MO.

Bids shall be in sealed envelopes labeled:

Southern Boone County R-I School District

Kristen Colbert, Facilities Director

Southern Boone County R-I School District

Central Office

5275 West Red Tail Dr, Ashland, MO 65010

Bids received after the time and date above specified shall be returned, unopened, to the Bidder.

All questions regarding the RFP or bid documents must be submitted before Tuesday, December 8, 2026 to Kristen Colbert: kcolbert@sbschools.us or Tabitha Shutt: tshutt@sbschools.us

Regulatory Requirements: All Contractors and Subcontractors shall conform to the State of Missouri, Division of Labor Standards, Boone County Annual Wage Order No. 33, Section 010.

Project Schedule

11-18-2026	RFP published to Southern Boone R-I School District Website & Boone County Journal
12-2-2026	Optional Pre-Bid Meeting and Site Visit Southern Boone Country R-I School District Central Office Board of Education Room 11:00 am
12-10-2026	Sealed bids due: Southern Boone County R-I School District Central Office 1:00 pm
12-10-2026	Bid opening: Southern Boone County R-I School District Central Office Board of Education Room 1:00 pm
Week of 12-14-26	Board of Education Approval

PROJECT REQUIREMENTS

Liability Insurance

The Contractor shall provide Certificate of Liability Insurance.

Payments

Southern Boone County R-1 School District would like to pay monthly instead of Annually or Semi-Annually. Please send an invoice the first of each month to Southern Boone County 5275 W. Red Tail Dr. Ashland, MO 65010.

Addition Work

Any and all work outside of scope work must have approval before work can be completed.

Final Completion

Southern Boone County R-I School District contract from January 1, 2027 to December 31, 2027.

PROJECT SPECIFICATIONS

RTU, MUA, NAU, DOAS
(Primary, Elementary, Middle School, High School, and Ranken)

Spring Inspections-(April)

- 1. Start units
- 2. Check refrigerant and oil levels
- 3. Check electrical components for proper operation
- 4. Check amp draw on all motors
- 5. Visually inspect units for refrigerant leaks
- 6. Inspect evaporator coil
- 7. Log unit suction and discharge pressures
- 8. Wash condenser coils
- 9. Change unit air filters
- 10. Report any deficiencies immediately for disposition of repairs

Fall Inspection-(October)

- 1. Start units
- 2. Check heat operation
- 3. Check heat exchangers on gas units
- 4. Check all safeties for proper operation
- 5. Check motor amp draw
- 6. Change unit air filters
- 7. Wash condenser coils
- 8. Report any deficiencies immediately for disposition of repairs

Fluid Cooler

Primary & High School

Scope of Work

Fluid Cooler Maintenance (Spring)

- 1. Clean all debris from sump basin
- 2. Spray down tower fill
- 3. Grease tower shaft bearings
- 4. Replace belt
- 5. Fill and start system
- 6. Bleed air from system, as needed
- 7. Check basin heater
- 8. Check amp draw on pumps and motors
- 9. Check/ clean nozzles
- 10.Lubricate motors and pumps

Fluid Cooler Maintenance (Fall)

- 1.Grease tower shaft bearings
- 2.Check belt
- 3.Check amp draw on pumps and motors
- 4.Lubricate motors and pumps
- 5.Drain basin and feed lines
- 6.Clean basin and panels

Work Site- Primary



Work Site-Elementary



Work Site-Middle School



Work Site-High School



Work Site-Ranken



EXHIBIT A

BID PROPOSAL

Bid to:

Southern Boone Country R-I School District

Central Office

Attn: Dr. Tim Roth

5275 West Red Tail Dr

Ashland, MO 65010

Place of Bid Opening:

Southern Boone Country R-I School District

Central Office – Board of Education Room

5275 West Red Tail Dr

Ashland, MO 65010

Bid for:

Planned Maintenance of the HVAC

Date & Time for Receipt of Bids:

Thursday, December 10, 2026

1:00 pm (Local Time)

Ashland, MO 65010

Name of Bidder: _____

Address of Bidder: _____

_____

Telephone Number: _____

Fax Number: _____

Point of Contact: _____

Bid Amount: _____

Exhibit B

FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars ($5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (company name)