

EASTERN OREGON UNIVERSITY – REQUEST FOR PROPOSALS

RFP #2025-26-03

Elgin and La Grande Head Start Centers – HVAC and Exhaust Hood Projects

Issue Date: 10/13/2025

Clarifying Questions Due: 10/17/2025

Closing / Submission Date: 10/24/2025 (3pm PST)

ISSUING OFFICE / POINT OF CONTACT

Robert Kleng, Director

Eastern Oregon University Head Start – Office of Head Start

One University Blvd, La Grande, OR 97850

Email: rkleng@eou.edu | Phone: 541-786-9025

INTRODUCTION

Eastern Oregon University Head Start (EOUHS) is issuing this Request for Proposals (RFP) to contract with a qualified, licensed HVAC contractor to perform HVAC and ventilation improvements at two EOUHS locations: the Elgin Head Start Center and the La Grande Head Start Center.

The intent of this RFP is to solicit proposals for the removal and installation of BARD HVAC units and ventilation improvements at the Elgin Center, and for the installation of commercial exhaust hoods over the dishwasher and wall ovens at the La Grande Center. Contractors may submit proposals for the combined project scope.

SCOPE OF WORK

All work must be completed by June 30th, 2026.

The selected contractor will provide all labor, materials, equipment, and services necessary to complete the following scopes of work:

A. Elgin Head Start Center

1. Remove the existing BARD HVAC unit and dispose of it in accordance with all local, state, and federal regulations.
2. Install one (1) new 4-ton BARD unit compatible with existing electrical and duct systems.
3. Install a new programmable thermostat and wire to the appropriate location.
4. Obtain all required permits and inspections.
5. Start, test, and adjust the system for proper operation, verifying airflow and performance.
6. Provide a minimum one-year warranty on parts and labor.
7. Troubleshoot the existing North BARD unit if necessary and propose solutions to ensure seamless operation.

8. Provide a written report summarizing all work completed, test results, and any recommendations for further improvements.
9. If approved, carry out these improvements to the North Bard Unit not to exceed \$10,000.

B. La Grande Head Start Center

1. Provide and install commercial-grade stainless steel exhaust hoods above both the dishwasher and wall ovens.
2. Connect hoods to appropriate exhaust ductwork and ensure adequate airflow and exhaust capacity.
3. Obtain all required permits and inspections.
4. Ensure full compliance with Oregon Building Codes, mechanical codes, and all applicable safety and ventilation standards.
5. Test and balance airflow to verify performance and compliance.
6. Provide a minimum one-year warranty on parts and labor.

PROPOSAL REQUIREMENTS

Proposals must include:

- Company name, address, and contact information.
- Description of experience with HVAC and ventilation projects of similar size and scope.
- Project timeline and estimated completion date.
- Detailed cost proposal, including labor, materials, permits, and subcontracted services.
- Proof of current Oregon CCB license, bonding, and insurance (liability and workers' compensation)
- If work will be done while centers/classrooms are open:
 - Enrollment in the [Oregon Central Background Registry](#)
 - Use EOU Head Start **RA2184 as the** requesting agency

Completion of [Exhibit A](#)

EVALUATION AND SELECTION CRITERIA

Proposals will be evaluated based on the following weighted criteria (total possible: 100 points):

- Project Understanding – 15 points
- Experience and Qualifications – 20 points
- Technical Approach – 20 points
- Cost Proposal – 25 points
- Timeline and Availability – 10 points
- Warranty and Support – 10 points

PROPOSAL SCORING RUBRIC

Evaluation Category	Description	Point Range	Weight (%)
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Project Understanding	Demonstrates understanding of scope, objectives, and deliverables.	0-5	15
Experience and Qualifications	Relevant experience with HVAC and ventilation projects.	0-5	20
Technical Approach	Soundness of approach and plan to complete both projects.	0-5	20
Cost Proposal	Detailed and competitive cost structure.	0-5	25
Timeline and Availability	Ability to complete both projects within the proposed schedule.	0-5	10
Warranty and Support	Warranty terms and post-installation service plan.	0-5	10
Total Possible			100

Evaluator: _____ Date: _____

Total Score: _____ / 100

SOLICITATION PROCEDURES

General RFP provisions and EOU's General Terms and Conditions at Eastern Oregon University are available at <https://www.eou.edu/busserv/files/2025/02/EOU-Standard-Terms-and-Conditions-FIN-2024-12-09-v2.pdf> . It is the proposer's responsibility to review the provisions and terms & conditions before providing a response.

It will be the responsibility of potential proposers to refer daily to the Oregon Public Universities Shared Resources website (www.orpu.org) or the Oregon Buys website <https://oregonbuys.gov/bsa/> to check for any available addenda, response to clarifying

questions, cancellations or other information pertaining to this Request for Proposals ("RFP")

SUBMISSION DETAILS

All correspondence regarding proposals must be in writing to the contact person below, they are the sole point of contact regarding this RFP. Proposals must be submitted electronically by 10/21/2025 (3pm PST) to:

Robert Kleng, Director
Eastern Oregon University Head Start
Email: rkleng@eou.edu
Phone: 541-786-9025
Address: One University Blvd, La Grande, OR 97850

Late or incomplete proposals will not be considered.

EXHIBIT A

BIDDER/PROPOSOR TAX LAWS AND NON-DISCRIMINATION CERTIFICATION

I, the undersigned, have read all of the terms and conditions of this Request for Bid, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

Business Designation (check one):

- | | |
|--|--|
| ☐ Corporation | ☐ Partnership |
| ☐ Sole Proprietorship | ☐ Governmental/Non-Profit |
| ☐ Limited Partnership | ☐ Limited Liability Partnership |
| ☐ Limited Liability Company | |

MWESB Certification

For statistical purposes only, please indicate if your firm is certified in Oregon as one of the following:

- ☐ Emerging Small Business (ESB)
- ☐ Minority-owned Business Enterprise (MBE)
- ☐ Women-owned Business Enterprise (WBE)
- ☐ Service-Disabled Veteran-owned Small Business (SDV)
- ☐ Disadvantaged Business Enterprise (DBE or ACDBE)

Certificate of Compliance with Tax Laws

I, the undersigned, (check one)

- ☐ hereby certify under penalty of perjury that I am not in violation of any Oregon Tax laws,
- ☐ hereby certify under penalty of perjury that I am authorized to act on behalf of Contractor and, to the best of my knowledge, Contractor is not in violation of any Oregon tax laws.

For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620

Signature:	_____	Date:	_____
Name:	_____	Title:	_____
Firm:	_____ _____		
Address:	_____		
City/State/Zip:	_____	Phone:	() _____
Email:	_____	Fax:	_____