

GREEN DOT PUBLIC SCHOOLS
RFP TITLE: GREEN DOT PUBLIC SCHOOLS HEATING, VENTILATION & AIR CONDITIONING (HVAC)
SERVICES
RFP#: FY27-003
DATE OF ISSUANCE: FRIDAY MARCH 27, 2026

Please submit all proposals and questions electronically as follows:

TO: purchasing@greendot.org

CC: CA-Facilities@greendot.org

Subject: "Proposal Heating, Ventilation, and Air Conditioning (HVAC) Services – RFP#: FY27-003"

Bid Due Date: Friday, May 08, 2026, at 5:00 PM PST

Mandatory site tours: Thursday, April 16, 2026, 7:00 AM - 10.00 AM

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1. Introduction and Purpose

Introduction: GREEN DOT PUBLIC SCHOOLS (“GDPS”) is a California nonprofit public benefit organization based in Los Angeles, CA operating a total of 18 public middle schools and high schools in California. GDPS’s mission is to help transform public education so ALL students graduate prepared for college, leadership and life.

CHART A: Schools

<i>School</i>	<i>Address</i>
<i>Animo James B Taylor CMS</i>	<i>820 E. 111th Pl., Los Angeles, CA 90059</i>
<i>Animo Jefferson CMS</i>	<i>1655 E. 27th St., Los Angeles, CA 90011</i>
<i>Animo Ralph Bunche CHS</i>	<i>1655 E. 27th St., Los Angeles, CA 90011</i>
<i>Animo Mae Jemison CMS</i>	<i>12700 S. Avalon Blvd., Los Angeles, CA 90061</i>
<i>Animo Legacy CMS - Not part of this RFP. There may be future possibilities for some work</i>	<i>12226 S. Western Ave., Los Angeles, CA 90047</i>
<i>Animo Inglewood CHS</i>	<i>3425 W. Manchester Blvd., Inglewood, CA 90305</i>
<i>Animo Jackie Robinson CHS - Not part of this RFP. There may be future possibilities for some work</i>	<i>3500 S. Hill St., Los Angeles, CA 90007</i>
<i>Animo Leadership CHS</i>	<i>11044 S. Freeman Ave., Inglewood, CA 90304</i>
<i>Oscar de la Hoya Animo CHS</i>	<i>1114 S. Lorena St., Los Angeles, CA 90023</i>
<i>Animo Pat Brown CHS</i>	<i>8205 Beach St., Los Angeles, CA 90001</i>
<i>Animo South Los Angeles CHS</i>	<i>11130 Western Ave., Los Angeles, CA 90047</i>
<i>Animo Venice CHS</i>	<i>820 Broadway St., Venice, CA 90291</i>
<i>Animo Watts College Prep Academy</i>	<i>12628 S. Avalon Blvd., Los Angeles, CA 90061</i>
<i>Animo Compton Charter School - Not part of this RFP. There may be future possibilities for some work</i>	<i>13305 S. San Pedro St., Los Angeles, CA 90061</i>
<i>Animo Florence-Firestone CMS</i>	<i>8255 Beach St., Los Angeles, CA 90001</i>
<i>Animo Ellen Ochoa CMS</i>	<i>4360 Dozier St., Los Angeles, CA 90022</i>
<i>Animo City of Champions CHS - New location (Equipment list not available)</i>	<i>3401 W Imperial Highway, Inglewood, CA 90303</i>
<i>Alain Leroy Locke College Prep Academy</i>	<i>325 E 111th St., Los Angeles, CA 90061</i>

Purpose: GDPS seeks proposals from qualified respondents to provide **Heating, Ventilation, and Air Conditioning (HVAC) services**, including preventive maintenance, repairs, and emergency response across all GDPS school sites.

GDPS will require the selected vendor(s) to provide comprehensive services, workforce, supervision, tools, and materials necessary to maintain HVAC systems. The selected vendor will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, maintenance, and insurance necessary to deliver the proposed services. All of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, is to provide references, and is to have sound business practices that show fiscal responsibility.

Contract Period: This RFP covers the contract period July 1, 2026, through June 30, 2027, with up to two (2) 1-year extensions. Any contract rate increases for Years 2 and 3 must be mutually agreed upon and documented in each subsequent year's amendment. The contract period shall not exceed three years.

Proposer acknowledges that their proposal and any related records may be subject to disclosure under the California Public Records Act. Nothing in this RFP (or otherwise) shall be construed to limit or prevent compliance with the Public Records Act or any other applicable law requiring disclosure of public records.

2. Proposal Authorities, Restrictions, and Clauses

GDPS Authorities and Options

- GDPS reserves the right to reject any and all proposals for any reason.
- GDPS reserves the right to negotiate any and all proposals for any reason.
- GDPS has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from GDPS.
- Subsequent to GDPS's acceptance of a submitted proposal, final terms and conditions will be negotiated, and finalized via a formal contract, between the Proposer and GDPS.

RFP Timeline

- Release date: Friday, March 27, 2026
- Mandatory in-person site tours: **Thursday, April 16, 2026, 7:00 AM - 10:00 AM**
 - **RSVP for site tours.** The list of participants must be submitted **by April 15, 2026.**
- Questions from Proposer due: Monday, April 20, 2026
- Questions Answered by: Friday, April 24, 2026
- RFP Closing date: **Friday, May 08, 2026, at 5:00 PM PST**
- Anticipated evaluation period: May 11–May 22, 2026
- Interviews (If decided by the reviewing panel): Week of May 26th
- Anticipated award: Mid-June 2026

GDPS will hold a Mandatory in-person tour of the GDPS facilities listed below. Attendance at both tours is required. **Failure to attend the mandatory site tours may result in disqualification. Vendors must RSVP no later than 4/15/26 to secure a spot. Please provide the names of all attendees, and company affiliation by 4/15.**

Thursday, April 16, 2026, 7:00 am

Location 1: Animo City of Champions CHS
3401 W Imperial Highway, Inglewood, CA 90303

Thursday, April 16, 2026, 8:30 am

Location 2: Animo South Los Angeles CHS
11130 Western Ave., Los Angeles, CA 90047

3. Proposer Requirements/Scope of Services

The purpose of this specification is to define the **Heating, Ventilation, and Air Conditioning (HVAC) service requirements** for various schools operated by GREEN DOT PUBLIC SCHOOLS ("GDPS"). The work covered in these specifications includes furnishing all labor, equipment, materials, supplies, and supervision necessary to perform HVAC preventive maintenance, repairs, and emergency services. It shall be understood that, in addition to the services specifically identified herein, all work incidental to HVAC operations and not explicitly stated, but necessary for the proper performance of services in accordance with industry standards, shall be included. GDPS will consider innovative solutions and alternatives that best achieve the desired outcomes.

The Proposer shall perform all services in a manner consistent with generally accepted standards for commercial HVAC services and to the satisfaction of GDPS. All Proposer personnel providing services to GDPS shall be under the supervision of qualified and experienced HVAC supervisory staff. All personnel shall be properly trained, certified, and qualified to perform HVAC work. All work shall be performed with due regard for the safety of students, staff, parents, visitors, and Proposer personnel. The description of services is intended to serve as a general guideline and does not attempt to define every detail of the services or systems to be maintained.

The intent of this specification is to establish the general HVAC service requirements. Services shall be provided on a scheduled and as-needed basis, including monthly, quarterly, annual, and on-demand services, as required to maintain a comprehensive, reliable, and high-quality HVAC program.

Services shall include, but not be limited to, the following:

I) Objective: The Contractor shall provide **comprehensive HVAC preventive maintenance (PM), corrective repairs, emergency response, and compliance-related services** across assigned GDPS campuses to ensure **safe, reliable, and efficient operation of HVAC** and related mechanical systems, supporting uninterrupted school operations.

Objectives include:

- Maximize system uptime and classroom comfort
- Maintain indoor air quality (IAQ) and ventilation
- Ensure compliance with applicable codes and regulations
- Provide clear reporting and cost control

II) Contract Overview and Service Model

The selected vendor will provide a **full-service maintenance and management program**, including **inspection, preventive maintenance, repair, programming/controls support (as applicable), and other tasks necessary to maintain safe, well-performing HVAC systems.**

Green Dot anticipates one of the following models (define in RFP pricing section):

- **PM-inclusive contract** with separate T&M for repairs, or
- **All-inclusive service plan (PM + repairs)** with defined exclusions and not-to-exceed thresholds.

III) Sites and Coverage

Services will be required at **multiple Green Dot campuses and facilities** (appendix will include site list/addresses and equipment inventory, if available). Vendor must be able to support a **multi-site school environment with scheduling that minimizes disruption to instruction.**

Work hours and scheduling

- Routine PM and non-urgent repairs should be scheduled **outside instructional time when feasible** (before/after school, weekends, breaks).
- Vendor must coordinate all visits through Green Dot Facilities and follow site access protocols.

IV) Systems and Equipment Covered

The scope includes, but is not limited to, inspection/maintenance/repair of the following systems and components:

- Rooftop units (RTUs)
- Boilers, furnaces, heat exchangers
- Chillers and cooling towers (where applicable)
- Split systems, heat pumps, mini-splits
- Air handling units (AHUs), unit ventilators

- Exhaust/supply fans, economizers, dampers, diffusers, ductwork components
- VFDs, pumps, motors, belts, bearings
- Thermostats, sensors, and associated controls
- BAS interfaces/coordination (if Green Dot uses a BAS; vendor coordinates with Green Dot-approved BAS providers)

V) Preventive Maintenance Program (Required)

Vendor shall **develop and implement a routine maintenance program** for all assigned equipment, including scheduled inspections and proactive servicing to reduce downtime and extend asset life.

Minimum PM requirements

- Create a **PM schedule** (monthly/quarterly/semiannual/annual) based on manufacturer requirements, equipment type, duty cycle, and campus usage.
- Provide **seasonal readiness** checks (cooling and heating seasons).
- Perform and document, as applicable:
 - Filter changes (including proper fit/ratings per equipment)
 - Coil inspection/cleaning as needed
 - Belt condition/tension, lubrication where applicable
 - Electrical component inspection (contactors, relays, wiring integrity)
 - Condensate line/pan inspection/cleaning
 - Refrigerant circuit checks (pressures/temperatures; leak indicators)
 - Economizer and ventilation checks (dampers, actuators, outside air)
 - Thermostat/sensor calibration checks
 - Combustion safety checks for gas-fired equipment (where applicable)
 - Verify safe operation and note any code/safety concerns

PM deliverables

- PM checklists per asset, date-stamped and technician-signed
- Campus-level PM logs and summary reporting

VI) Corrective Maintenance and Repairs (On-Demand)

Vendor shall provide on-demand repair services to address mechanical failures, comfort complaints, and safety issues.

Repairs include:

- Diagnosis and troubleshooting
- Repair or replacement of failed components
- Minor piping/electrical/control repairs directly related to HVAC operation
- Refrigerant handling and leak repair (EPA-certified technicians)

- Transparent recommendations and options (repair vs replace)
- Coordination/approval for repairs exceeding Green Dot's established cost threshold(s)

Repair expectations

- Clear communication of the issue, root cause, and recommended solution
- Transparent labor/material pricing
- Priority given to repairs impacting:
 - Health and safety
 - Instructional continuity
 - Regulatory compliance

VII) Emergency Response and Service Levels

Vendor shall provide **24/7 emergency HVAC response.**

Minimum service levels

- **Immediate dispatch** for life-safety or potential building-closure issues
- **Same-day response** for critical failures impacting classrooms or large building areas (when reported during business hours)
- Provide escalation protocols and emergency contact list

VIII) Controls / BAS Coordination (If Applicable)

If sites have Building Automation Systems (BAS) or controls platforms, vendor shall:

- Coordinate with Green Dot and any approved BAS provider(s) for troubleshooting and implementation
- Support basic controls-related diagnostics related to HVAC operation (sensors, thermostats, actuators, VFD interfaces)
- Document setpoint changes and provide as-built or point lists when changed (*Major BAS programming/upgrades should be treated as an exclusion unless explicitly included.*)

IX) Compliance, Safety, and Standards

Vendor must comply with all applicable federal, state, and local codes/regulations and safety requirements, including:

- OSHA safety standards
- EPA refrigerant handling requirements and appropriate technician certifications
- School-site safety protocols (background checks/site rules if required by Green Dot)

Vendor is responsible for providing appropriate staffing, tools, vehicles, supervision, materials, and proper disposal of used materials.

X) Documentation, Reporting, and Communication

Vendor must provide the following for all work performed:

- Service tickets/work orders for every visit (PM and repairs)
- PM logs by campus/asset
- Repair documentation including notes and photos when applicable
- Recommended corrective actions list (open items) and risk/urgency rating
- Annual summary report supporting maintenance and capital planning

Minimum reporting elements

- Asset serviced (ID/location), problem description, diagnostics performed
- Parts used (part #, qty), labor hours by role, refrigerant added/removed (if any)
- Start/finish time, before/after readings where applicable
- Notes on safety/code issues observed
- **Asset Performance Tracking and Repeat Failure Identification**
The Contractor shall identify and flag HVAC assets exhibiting repeated failures or recurring repair patterns. This includes, but is not limited to, equipment requiring **three (3) or more similar repairs within a six (6) to twelve (12) month period.**

Such assets shall be clearly documented in service reports and included in annual summary reports, along with:

- Description of recurring issue(s)
- Frequency and type of repairs performed
- Root cause analysis (if identifiable)
- Recommended corrective actions, including repair vs. replacement considerations

The intent of this requirement is to support proactive maintenance, improve system reliability, and inform capital planning decisions.

XI) Materials, Parts, and Cost Controls

- Vendor shall **use new, code-compliant parts** unless otherwise approved.
- Provide **transparent labor categories** and rates (regular/after-hours/weekend/emergency) and disclose any service call/diagnostic fees.
- Vendor must obtain written approval for repairs exceeding **not-to-exceed (NTE)** thresholds, except emergency stabilization needed to protect life safety/buildings (with follow-up authorization).

XII) Exclusions (Unless Specifically Included)

Unless explicitly included in the proposal pricing, the following are excluded and require separate approval/contracting:

- Capital replacements (e.g., full RTU replacement, major chiller replacement)
- Major system upgrades/retrofits and construction unrelated to HVAC operations
- Major BAS programming or controls modernization beyond coordination/troubleshooting
- Renovation/remodeling scope not directly tied to HVAC maintenance/repair

XIII) Optional Add-Alternates (Recommended to Include in RFP)

To make proposals comparable, consider requesting pricing for add-alternates such as:

- Annual coil-cleaning program (per unit or per campus)
- IAQ/ventilation verification testing support (outside air, economizers)
- Deep cleaning for neglected equipment / initial “baseline” condition assessment
- Energy optimization review (scheduling, setpoints, economizer tuning)
- Multi-year discount pricing option (if you allow renewals)

4. Minimum Qualifications (Pass/Fail Screening)

1. HVAC Licensing

The Respondent must hold a valid and active California C-20 (Warm-Air Heating, Ventilating and Air-Conditioning Contractor) license.

Yes No

2. Relevant Experience

The Respondent must have a minimum of three (3) years of experience providing HVAC preventive maintenance, repair, and emergency services.

Yes No

3. K–12 / Multi-Site Experience

The Respondent must demonstrate experience servicing:

- K–12 schools, OR
- Multi-site commercial/institutional facilities of similar size and complexity

Yes No

4. Capacity to Serve GDPS Network

The Respondent must have the operational capacity to service all GDPS school sites (18 campuses), including:

- Preventive maintenance
- On-demand repairs
- Emergency services

Yes No

5. 24/7 Emergency Response Capability

The Respondent must provide 24/7 emergency HVAC services, including:

- Immediate response for life-safety issues
- Same-day response for critical system failures

Yes No

6. Certified and Qualified Personnel

The Respondent must employ qualified technicians, including:

- EPA-certified technicians for refrigerant handling
- Properly trained HVAC technicians and/or controls specialists

Yes No

7. Insurance Requirements

The Respondent must maintain the following minimum insurance coverage:

- Workers' Compensation: \$1,000,000
- General Liability: \$1,000,000 per occurrence / \$3,000,000 aggregate
- Automobile Liability: \$5,000,000 combined single limit

Coverage must include additional insured endorsement naming GDPS.

Yes No

8. Compliance with Laws and Regulations

The Respondent must comply with all applicable:

- Federal, state, and local laws
- OSHA safety standards
- EPA refrigerant handling requirements
- Applicable AHJ (Authority Having Jurisdiction) requirements

Yes No

9. Safety Program

The Respondent must have an established safety program, including:

- OSHA compliance
- Lockout/Tagout procedures
- Incident reporting protocols

Yes No

10. Financial Stability

The Respondent must demonstrate financial capacity to sustain operations, including:

- Ability to support payroll and operations
- No recent bankruptcy (within last 5 years)

Yes No

11. References

The Respondent must provide a minimum of three (3) client references demonstrating successful delivery of similar HVAC services.

Yes No

12. Background Check Compliance (If Applicable)

If vendor staff will be on school campuses during operational hours, the Respondent must comply with GDPS requirements for:

- Background checks (if required)
- Site access protocols

Yes No

Failure to meet any of the above minimum qualifications may result in the proposal being deemed non-responsive and removed from further evaluation.

5. Proposer and Proposal submission Requirements

Staffing: The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification. The Proposer will ensure that all employees involved in their services receive Department of Justice and Tuberculosis clearance prior to commencing with providing services to GDPS. The successful Proposer will provide to GDPS: GDPS's Criminal Background Check and Tuberculosis Vendor Certification Form, which will list each employee verifying that they have Department of Justice clearance and list their Tuberculosis expiration date, at the Proposer's expense. The Proposer will, at the request of the Chief Executive Officer, Chief Business Officer, and/or Facilities Director, immediately remove from providing services to GDPS any person who, in the opinion of GDPS, has engaged in improper conduct. The Proposer will not permit a person so removed to return to any GDPS location unless prior written consent is provided by GDPS.

Assignments: The Proposer will not make any assignments or subcontract for the work without prior written permission from GDPS.

Legal: The Proposer must fulfill all obligations in compliance with all applicable federal, state, and local laws and regulations or other legislative bodies of appropriate jurisdiction. The Proposer must promptly notify GDPS concerning any litigation or claims filed with any federal or California State agency involving the Proposer or its parent or subsidiary companies.

Proposer acknowledges that their proposal and any related records may be subject to disclosure under the California Public Records Act. Nothing in this RFP (or otherwise) shall be construed to limit or prevent compliance with the Public Records Act or any other applicable law requiring disclosure of public records.

Insurance: Proposer must indemnify and provide insurance coverage that will minimize GDPS's exposure:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Automobile Liability and Physical Damage insurance for an amount of not less than \$5,000,000 minimum for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- Proposer must name GREEN DOT PUBLIC SCHOOLS ("GDPS") as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing GDPS as "additional insured" must be provided to GDPS prior to commencement of services and kept up-to-date.

Pricing: All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. **Attachment A** must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with **N/A**.

Invoices and Payments: GDPS's standard payment terms are **net 30** days after receipt of an accurate invoice. Invoices may be sent no more frequently than once per month. Invoices shall be submitted to GDPS within the first seven days of each month. Separate invoices shall be generated for each school.

In the event the Proposer presents GDPS with invoices, statements, reports, etc. that are incomplete, or inaccurate, GDPS may be required to perform substantial research which could result in delay of payment. GDPS will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices or statements by the Proposer.

Contract Type: The preferred contract type to be awarded is a hybrid contract consisting of a fixed fee for preventive maintenance services and a time-and-materials (T&M) structure for on-demand repair and emergency services.

The preventive maintenance (PM) portion shall be priced as a fixed annual or monthly fee per site or asset, covering all routine inspections, scheduled maintenance, and reporting requirements as defined in the Scope of Services.

All non-routine services, including corrective maintenance, repairs, emergency services, and replacement of parts or equipment, shall be performed on a time-and-materials basis, in accordance with the labor rates, material markups, and service call fees provided in the Proposer's pricing submission.

The Contractor shall obtain prior written approval from GDPS for any work exceeding established not-to-exceed (NTE) thresholds, except in emergency situations necessary to protect life safety or prevent significant property damage.

GDPS reserves the right to negotiate alternative pricing structures, including fully bundled service models, where appropriate. GDPS does not guarantee any minimum volume of work under this contract.

Award Standard:

Award will be made to the responsible and responsive Proposer(s) whose proposal(s) are determined to be most advantageous to GREEN DOT PUBLIC SCHOOLS (“GDPS”) based on the evaluation criteria listed above.

GREEN DOT PUBLIC SCHOOLS (“GDPS”) reserves the right to **award contracts to multiple vendors** who are deemed qualified and capable of providing the required services. The intent is to establish a pool of pre-qualified vendors to ensure adequate coverage, service reliability, and operational flexibility across all school sites.

Selection of multiple vendors does not guarantee a minimum volume of work. Work assignments may be distributed at the discretion of GREEN DOT PUBLIC SCHOOLS (“GDPS”) based on performance, availability, and operational needs.

Proposal Submission Requirements

Carefully read all instructions, requirements, and specifications. Fill out all sections completely. Proposals must be organized **exactly in the order listed below**. Failure to follow the required format may result in reduced scoring or disqualification.

Please submit the following documents as part of your proposal:

I. Executive Summary (Not Scored Separately)

- Maximum two (2) pages
- Overview of firm, qualifications, and service approach
- Summary of key differentiators

II. Pricing & Cost Structure (10 Points)

(Aligns with Evaluation Category: Pricing & Cost Structure)

Submit:

- Completed **Attachment B – HVAC Pricing Proposal Form**
- Description of pricing model (PM + T&M or bundled)
- Labor rate structure (regular, overtime, emergency)

- Material and equipment markup percentages
- Service call and emergency fees
- Cost control measures and NTE approach
- Any additional fees or exclusions

III. Preventive Maintenance (PM) Program (20 Points)

(Aligns with Evaluation Category: Preventive Maintenance Program)

Provide a detailed PM program including:

- Sample PM schedule (monthly, quarterly, annual)
- Seasonal startup procedures
- Sample PM checklist (by asset type)
- Approach to:
 - Filters, coils, belts, electrical, refrigerant
 - Economizers and ventilation systems
- Quality assurance / inspection process
- Approach to minimizing downtime

IV. Technical Expertise & Staffing (15 Points)

(Aligns with Evaluation Category: Technical Expertise & Staffing)

Include:

- Technician qualifications and certifications (EPA, licenses)
- Organization chart and staffing model
- Years of experience of key personnel
- In-house vs subcontracted work
- Experience with:
 - RTUs, chillers, boilers, controls, BAS

V. Service Model & Response Times (15 Points)

(Aligns with Evaluation Category: Service Response & Reliability)

Provide:

- Emergency response procedures (24/7 support)
- Guaranteed response times (SLA)
- Same-day service capabilities
- Escalation procedures
- Sample workflow from service request → completion
- Historical response metrics (if available)

VI. Organizational Experience & References (10 Points)

(Aligns with Evaluation Category: Organizational Experience)

Include:

- Years in operation
- Experience with K–12 schools or similar facilities
- Multi-site service capability
- Client list
- Minimum of three (3) references (include contact info)

VII. Compliance, Safety & QA/QC (10 Points)

(Aligns with Evaluation Category: Compliance & Safety)

Provide:

- Safety program overview (OSHA compliance)
- Lockout/Tagout procedures
- EPA refrigerant compliance
- AHJ compliance experience
- Incident reporting process
- EMR or safety record (if available)

VIII. Reporting, Technology & Asset Management (10 Points)

(Aligns with Evaluation Category: Reporting & Asset Management)

Include:

- Sample service ticket/work order
- Sample PM report
- Asset tracking capabilities
- CMMS or system used
- Annual reporting format
- Approach to:
 - Lifecycle tracking
 - Capital planning recommendations

IX. Financial Stability & Business Viability (5 Points)

(Aligns with Evaluation Category: Financial Stability)

Include:

- Financial statements (2–3 years, audited or reviewed if available)
- Proof of insurance
- Statement of financial capacity
- Disclosure of any bankruptcy or litigation

X. Value-Added Services / Innovation (5 Points)

(Aligns with Evaluation Category: Value-Added / Innovation)

Provide:

- Energy efficiency strategies
- IAQ improvement approaches
- Optimization of economizers and controls
- Any additional services or innovations

XI. Implementation & Transition Plan (Scored Within Categories)

Include:

- Onboarding plan
- Initial site assessment approach
- Timeline for implementation
- Communication plan with GDPS

XII. Required Forms and Attachments (Pass/Fail)

Submit completed:

- Attachment A – Schools
- Attachment B – Pricing Proposal
- Attachment C – Contact Information
- Attachment D – Vendor Certification
- Attachment E – Checklist of Required Elements

Evaluation Criteria

Evaluation: A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

1. Preventive Maintenance Program (20 Points)

What K–12 districts prioritize heavily

Evaluate:

- PM schedule completeness (monthly/quarterly/annual)
- Asset-based maintenance approach
- Seasonal readiness (cooling/heating)
- Economizer & ventilation checks (critical in schools)

- QA/QC process
- Sample PM checklist quality

Scoring

- **17–20** → Comprehensive, asset-level PM program; clearly reduces downtime
- **13–16** → Solid PM plan but lacks depth or QA
- **7–12** → Basic PM only (filters, inspections)
- **0–6** → Minimal or reactive approach

2. Technical Expertise & Staffing (15 Points)

Evaluate:

- Technician certifications (EPA, NATE, union/non-union mix)
- Experience with RTUs, chillers, boilers, controls
- Licensed (C-20 California)
- Staffing depth (coverage across multiple sites)
- Subcontracting vs in-house

Scoring

- **13–15** → Highly qualified certified team + deep bench strength
- **9–12** → Adequate staff with moderate experience
- **5–8** → Limited expertise or reliance on subs
- **0–4** → Weak qualifications

3. Service Response & Reliability (15 Points)

Critical in school environments

Evaluate:

- Guaranteed response times (SLA)
- Emergency response (24/7)
- Same-day service capability
- Historical response metrics
- Escalation protocols

Scoring

- **13–15** → Proven SLAs + documented performance + rapid response
- **9–12** → Reasonable response, limited metrics
- **5–8** → Weak SLAs or unclear process

- **0–4** → No structured response model

4. Organizational Experience (10 Points)

Evaluate:

- Experience with K–12 or public sector
- Multi-site portfolio (10+ sites preferred)
- Similar contract size
- References

Scoring

- **9–10** → Extensive K–12 + multi-site experience
- **6–8** → Some school or municipal experience
- **3–5** → Limited relevant experience
- **0–2** → No relevant experience

5. Compliance, Safety & QA/QC (10 Points)

Evaluate:

- OSHA safety program
- EPA refrigerant compliance
- AHJ compliance processes
- Lockout/tagout procedures
- Safety record (EMR, incidents)

Scoring

- **9–10** → Strong documented safety + compliance systems
- **6–8** → Meets requirements
- **3–5** → Limited documentation
- **0–2** → Compliance risks

6. Reporting, Technology & Asset Management (10 Points)

This is often overlooked—but top districts prioritize it

Evaluate:

- CMMS/work order system
- Asset tracking capability
- Reporting dashboards

- Preventive maintenance logs
- Capital planning recommendations

Scoring

- 9–10 → Advanced reporting + asset intelligence
- 6–8 → Standard reporting
- 3–5 → Basic tickets only
- 0–2 → No structured reporting

7. Pricing & Cost Structure (10 Points)

Evaluate:

- Transparency
- Labor rates
- Markups
- NTE controls
- Cost predictability

Scoring

- 9–10 → Competitive + transparent
- 6–8 → Market rate
- 3–5 → Above market
- 0–2 → Unclear/excessive

8. Financial Stability (5 Points)

Evaluate:

- Financial statements
- Working capital
- Insurance
- Litigation history

Scoring

- 5 → Strong stable company
- 3–4 → Stable with minor concerns
- 1–2 → Risk indicators

- 0 → Major concerns

9. Value-Added / Innovation (5 Points)

This is where top vendors differentiate

Evaluate:

- Energy efficiency strategies
- IAQ improvements
- Smart controls optimization
- Cost-saving recommendations

Scoring

- 5 → Clear innovation + measurable value
- 3-4 → Some added value
- 1-2 → Minimal
- 0 → None

Final Score Calculation

Category	Points
1. Preventive Maintenance Program	20
2. Technical Expertise & Staffing	15
3. Service Response & Reliability	15
4. Organizational Experience (K-12)	10
5. Compliance, Safety & QA/QC	10
6. Reporting, Technology & Asset Management	10
7. Pricing & Cost Structure	10
8. Financial Stability	5
9. Value-Added / Innovation	5
TOTAL	100

Cost/Pricing Proposal

Exhibit A

Proposers must use the charts below to indicate its proposed costs.

HVAC PRICING PROPOSAL FORM (GDPS – RFP FY27-003)

1. Preventive Maintenance (PM) Pricing -20 pts

School	Cost of PM October (July through October)	Cost of PM Feb (November through February)	Cost of PM June (March through June)	Total Annual Cost
<i>Animo James B Taylor CMS</i>				
<i>Animo Jefferson CMS/Animo Ralph Bunche CHS - Sharing the same roof</i>				
<i>Animo Mae Jemison CMS</i>				
<i>Animo Inglewood CHS</i>				
<i>Animo Leadership CHS</i>				
<i>Oscar de la Hoya Animo CHS</i>				
<i>Animo Pat Brown CHS</i>				
<i>Animo South Los Angeles CHS</i>				
<i>Animo Venice CHS</i>				
<i>Animo Watts College Prep Academy</i>				
<i>Animo Florence-Firestone CMS</i>				
<i>Animo Ellen Ochoa CMS</i>				
<i>Animo City of Champions CHS - New location</i>				

<i>(Equipment list not available)</i>				
<i>Alain Leroy Locke College Prep Academy</i>				

Provide below itemised expenses for PM pricing

Monthly PM (if applicable)	Per Visit	
Filter Replacement (Standard)	Per Unit	Include Filter Type
Coil Cleaning (Standard)	Per Unit	
Seasonal Startup -Cooling (if applicable)	Per Unit	
Seasonal Startup - Heating (if applicable)	Per Unit	

Pricing & Cost Structure (10 Points) - Update #2 through #9 to score

2. Labor Rates (Time & Materials)

<u>Labor Category</u>	<u>Regular Rate (\$/hr)</u>	<u>Overtime (\$/hr)</u>	<u>Weekend/Holiday (\$/hr)</u>
HVAC Technician			
Senior Technician			
Controls Specialist			
Apprentice / Helper			

3. Service Call / Trip Charges

<u>Description</u>	<u>Cost (\$)</u>	<u>Notes</u>
Standard Service Call		
Emergency Call (After Hours)		
Diagnostic Fee		
Minimum Hours Charged		

4. Material & Equipment Markup

<u>Category</u>	<u>Markup (%)</u>	<u>Notes</u>
Parts & Materials		
Equipment		

5. Emergency & Response Pricing

<u>Service Type</u>	<u>Response Time</u>	<u>Cost (\$)</u>
Emergency Response	< 4 hours	
Urgent Same-Day Service	Same Day	
Standard Service	24–48 hours	

6. Common Repair Unit Pricing

<u>Item</u>	<u>Unit Cost (\$)</u>	<u>Notes</u>
Belt Replacement		
Motor Replacement		
Thermostat Replacement		
Capacitor Replacement		
Refrigerant (per lb)		Specify type
Damper Actuator Replacement		

7. Add-Alternate Pricing

<u>Service</u>	<u>Unit</u>	<u>Cost (\$)</u>	<u>Notes</u>

IAQ Testing / Ventilation Assessment	Per Site		
Economizer Optimization	Per Unit		
Deep Cleaning / Deferred Maintenance	Per Unit		
Energy Efficiency Audit	Per Site		
BAS Support (if applicable)	Hourly		

8. Not-to-Exceed (NTE) Threshold Acknowledgment

<u>Description</u>	<u>Response</u>
Acknowledge NTE approval required above GDPS threshold	
Proposed NTE threshold (if applicable)	\$

9. Pricing Assumptions & Exclusions

Vendor must list:

- Assumptions used in pricing
- Excluded services (if any)
- Conditions affecting pricing

Exhibit B**CONTACT INFORMATION**

Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email Address	
Company Legal Name	
Company Address	
Company Phone Number	
Company Website	
Year Company Founded	
Years Operating in California	
Number of Clients	
Number of Employees	
Authorized Representative Name	
Authorized Representative Signature	

Exhibit C

Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification

Charter schools are required to comply with all applicable state and federal legal requirements, including but not limited to, criminal background clearances and fingerprinting requirements and TB risk assessment/clearance and credentialing requirements. (Ed. Code, §§ 45125.1 et seq., 49406, and 47605(l).) For each returning an new contracting entity/independent contractor (“vendors”), the charter school is responsible for ensuring annually that vendors provide signed certification to the charter school that all applicable requirements are met, prior to the provision of school site services and/or any contact with students, for the current school year.

Directions: This *Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification* form must be completed annually prior to providing school site services by all returning and new vendors providing services to the charter school whose employees may have contact (physical, verbal, or virtual) with students. As part of its certification, each vendor must provide (on the certification form or an attachment to the certification form) a complete and detailed list of all vendor employees covered by the certification. In the event that any new employee(s) of the vendor will provide any service(s) to the charter school after the initial annual submission of the vendor certification form, charter school must obtain an updated vendor certification form along with a complete and detailed list of all vendor employees covered by the certification prior to those new employees providing services to the charter school.

The California fingerprint and criminal background clearance, TB risk assessment/clearance requirements, and credentialing requirements are set forth in Education Code sections 45125.1 et seq., 49406, and 47605(l)

GREEN DOT PUBLIC SCHOOLS (“CHARTER SCHOOL”) and the Vendor **[CONTRACTOR BUSINESS NAME]** (“VENDOR”) entered into an agreement/contract (Number _____) outlining the terms and conditions for the provision of school site services provided to the CHARTER SCHOOL.

Description of the school site services provided to the CHARTER SCHOOL:
[INSERT DESCRIPTION]

Select one of the following:

- This is the initial annual certification submission for this current school year.
- This is an update to the initial annual submission for this current school year.

PLEASE CHECK ALL APPROPRIATE BOXES AND SIGN BELOW.

CLEARANCE AND CREDENTIAL REQUIREMENTS SATISFIED:

- A. The VENDOR hereby certifies to the CHARTER SCHOOL's Governing Board that it has completed the criminal background check requirements of Education Code section 45125.1, that it has determined that none of its employees that may come into contact with CHARTER SCHOOL students has been convicted of a violent felony listed in Penal Code Section 667.5(c) or a serious felony listed in Penal Code Section 1192.7(c), and that the VENDOR requests and receives subsequent arrest notifications for all such employees from the California Department of Justice to ensure ongoing safety of students.
- B. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all employees who may have frequent or prolonged contact with students have undergone a risk assessment and/or been examined and determined to be free of active tuberculosis as required in Education Code section 49406. VENDOR requires all new employees to provide VENDOR with certificate of tuberculosis clearance dated within the 60 days prior to initial employment. VENDOR maintains current TB clearances for all such employees
- C. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all VENDOR employees whose assignment at the CHARTER SCHOOL requires a teaching or substitute credential or license holds a current, valid credential or license appropriate for the assignment as required by Education Code section 47605(l)

List below, or attach, the name and other information for each vendor employee for whom VENDOR has successfully completed the requisite fingerprinting and criminal background check, TB risk assessment/clearance, and credential verification (if applicable), in accordance with the provisions above.

Name of Employee	Date of Criminal Background Clearance Determination	TB Expiration Date	Credential(s) Type and Expiration Date(s)
<i>John Example</i>	<i>07/23/2020</i>	<i>07/23/2024</i>	<i>MSTC 07/01/2020</i>

CERTIFICATION OF INAPPLICABILITY OF CLEARANCE REQUIREMENTS:

- D. The VENDOR hereby certifies that the Department of Justice (DOJ) fingerprint and criminal background clearance requirements are NOT applicable to the VENDOR and its employees for the following reason(s) permitted by Education Code section 45125.1 et seq.
- The VENDOR and its employees will NOT have any interaction with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee. [Ed. Code § 45125.1(a).]

- The services provided by the VENDOR and its employees are for an “EMERGENCY OR EXCEPTIONAL SITUATION” ONLY, such as when pupil health or safety is immediately endangered or when emergency repairs are needed to make the school facilities safe and habitable. [Ed. Code § 45125.1(b).]

By signing below, under penalty of perjury, I certify that the information contained on this certification form and the employee list(s) is accurate and that it may be uttered or published as true. I further attest that VENDOR will maintain, update, and provide the CHARTER SCHOOL with current and complete information along with the employee list, throughout the duration of services provided by VENDOR. The individual signing this form warrants that they are authorized to do so, and further, that they are authorized to make the promises on this form on behalf of the VENDOR.

Authorized Vendor Signature	Printed Name	Title	Date
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CHARTER SCHOOL CERTIFICATION

By signing below, under penalty of perjury, I certify that I have reviewed the information contained on this certification form and the employee list(s). I further attest that CHARTER SCHOOL will ensure VENDOR provides an updated current and complete certification form along with the employee list(s) to CHARTER SCHOOL prior to the provision of services to CHARTER SCHOOL by any new VENDOR employee and/or, as applicable, to continue provision of services to CHARTER SCHOOL in accordance with applicable requirements. The individual signing this form warrants that they are authorized to do so, and further, that they are authorized to make the promises on this form on behalf of the CHARTER SCHOOL.

Authorized Charter School Signature	Printed Name	Title	Date
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Rev. 08-09-2024

Exhibit D

HVAC Equipment List for each school site and Equipment List Disclaimer

HVAC Equipment List

Animo Inglewood:

HVAC Equipments for Animo Inglewood					
Qty	Equipment/ Description	Model	Manufacturer	Capacity HP/Ton/BTU	Location
1	Fluid Cooler	VXT850R	BAC	80 Ton	2 nd Floor
1	Scroll Chiller	WCZ0100AW27	McQuay	100 Ton	2 nd Floor
1	Air Handler	41	Trane	40 Ton	2 nd Floor
1	Air Handler	10	Trane	10 Ton	2 nd Floor
2	Hot Water Boiler	H9-2002	Raypack	1.99mBTU	2 nd Floor
1	Air Compressor	5Z701A	Speed Aire	3 HP	2 nd Floor
1	Air Dryer	HP-110-15	Hankinson	-	2 nd Floor
2	Chilled Water Pump	NOT LEGIBLE	NOT LEGIBLE	265 GPM	2 nd Floor
2	Condenser Water Pump	NOT LEGIBLE	NOT LEGIBLE	220 GPM	2 nd Floor
2	Hot Water Pump	NOT LEGIBLE	NOT LEGIBLE	TBD	2 nd Floor
1	Air Handler	MT-371-H	Thermal	35 Ton	PH
1	Exhaust Fan	NOT LEGIBLE	NOT LEGIBLE	3 HP	PH
1	Exhaust Fan	NOT LEGIBLE	NOT LEGIBLE	1 Hp	PH
2	Air Cooled Chiller	CGAFC604AH A	Trane	60 Ton	Roof
1	Packaged Unit	CHP16-060	Lennox	5 Ton	Roof

1	Packaged Unit	4TCC3060A300	Trane	5 Ton	Roof
2	Ductless Split System	AQX36FUA	Samsung	3 Ton	Roof
2	Heat Pump	2A6C0036A4	Trane	3 Ton	Roof
2	Air Handler	TBD	Trane	3 Ton	Interior

Animo Inglewood Filters and Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimensions
12	Air Handler	Pleated (MERV13)	20x25x2
15	Air Handler	Pleated (MERV13)	24x24x2
2-4	Air Handler	Pleated (MERV13)	TBD
1	Packaged Unit	Pleated (MERV13)	24x24x2
1	Packaged Unit	Pleated (MERV13)	20x20x1
1	Packaged Unit	Pleated (MERV13)	18x20x1
3	Air Handler	Belt	B124
3	Air Handler	Belt	B116
2	Air Handler	Belt	B70
2	Fluid Cooler	Belt	B68
2	Exhaust Fan	Belt	B78
1	Exhaust Fan	Belt	TBD (Medium)

Animo Leadership:

HVAC Equipment for Animo Leadership					
Qty	Equipment/ Description	Model	Manufacture	Capacity HP/Ton/BTU	Location
21	Packaged Unit	LGH048A4TWG	Lennox	4 Ton	Roof
2	Packaged Unit	LGH072H4BM1 G	Lennox	6 Ton	Roof
5	Packaged Unit	LGH060S4TYG	Lennox	5 Ton	Roof
3	Exhaust Fan	GB1414X	Greenheck	¼HP	Roof

1	Exhaust Fan	SWB120	Greenheck	1 HP	Roof
3	Exhaust Fan	SWG200	Greenheck	½HP	Roof

Animo Leadership Filters and Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimensions
28	Packaged Unit	Pleated (MERV13)	20x20x2
84	Packaged Unit	Pleated (MERV13)	16x20x2
21	Belt	A41	-
5	Belt	AX43	-
2	Belt	A50	-
3	Belt	31210	-
1	Belt	AP44	-
1	Belt	AP24	-

Animo Venice:

HVAC Equipment for Animo Venice					
Qty	Equipment/ Description	Model	Manufacture	Capacity HP/Ton/BTU	Location
6	Packaged Unit	48PGLM06-A-60	Carrier	5 Ton	Roof
23	Packaged Unit	48PGLM05-D-60	Carrier	4 Ton	Roof
1	Packaged Unit	48PGL04-A-60	Carrier	3 Ton	Roof
3	Gas Furnace	ESNPV20	Sterling	200kBTU	Roof
3	Condenser	PFH020	Liebert	1.5 Ton	Roof
3	Air handler	TBD	Liebert	1.5 Ton	Interior
6	Exhaust Fan	120ACE	Cook	¼HP	Roof
2	Exhaust Fan	100CPV	Cook	¾HP	Roof
1	Exhaust Fan	180ACE	Cook	1 HP	Roof

Animo Venice Filters and Belts:

Qty		Equip. Description	Filter/ Belt Type	Dimensions
120		Packaged Unit	Pleated (MERV13)	16x20x2
6		Air Handler	Pleated (MERV13)	16x25x2
12		Gas Furnace	Pleated (MERV13)	20x20x2
1		Exhaust Fan	Belt	41350
1		Exhaust Fan	Belt	41260
6		Exhaust Fan	Belt	41210
1		Exhaust Fan	Belt	31190
30		Packaged Unit	Belt	AX48

Animo Florence Firestone:

HVAC Equipment for Animo Florence Firestone					
Qty	Equipment/ Description	Model	Manufacture	Capacity HP/Ton/BTU	Location

31	Package Unit	YHC036E4RL A	Trane	3 Ton	Roof
5	Package Unit	YHC060E4RL A	Trane	5 Ton	Roof
1	Package Unit	YHC048E4RL A	Trane	4 Ton	Roof
2	Exhaust Fan	FC-111	Central Blower	1/4HP	Roof
1	Exhaust Fan	DX	Penn	1 HP	Roof

Animo Florence Firestone Filters and Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimensions
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62	Packaged Unit	Pleated (MERV13)	20x30x2
24	Packaged Unit	Pleated (MERV13)	16x25x2

Animo City of Champions:

HVAC Equipment for Animo City of Champions					
Qty	Equipment/Description	Model	Manufacture	Capacity HP/Ton/BTU	Location
16	Package Unit	48HJD005-501	Carrier	4 ton	Roof
2	Package Unit	574DPWA4809	Bryant	4 Ton	Roof
3	Wall Mounted Package Unit	Not Legible	Bard	4 Ton	Exterior
5	Wall Mounted Package Unit	WC36H1	Bard	3 Ton	Exterior
1	Wall Mounted Package Unit	Not Legible	Bard	5 Ton	Exterior

Animo City of Champions Filters & Belts:

Qty	Equip. Description	Filter/Type	Belt	Dimensions
32	Packaged Unit	Pleated (MERV13)		16x25x2
4	Packaged Unit	Pleated (MERV13)		16x20x2

6	Wall Mounted Package Unit	Pleated (MERV13)		18x20x1
5	Wall Mounted Package Unit	Pleated (MERV13)		16x20x2
1	Wall Mounted Package Unit	Pleated (MERV13)		15x30x1
16	Packaged Unit	Belt		A33

Animo Pat Brown:

HVAC Equipment for Animo Pat Brown					
Qty	Equipment/Description	Model	Manufacture	Capacity HP/Ton/BTU	Location
5	VRF condenser	PURYP168TMLu	Mitsubishi	14 ton	Roof
2	VRF condenser	PURYP120TMLu	Mitsubishi	10 ton	Roof
2	VRF condenser	PURYP96TMLU	Mitsubishi	8 ton	Roof

1	Make up air unit	AI-GIO	Captive air	3 hp	Roof
2	Package unit	YSC180G3RLA	Trane	15 ton	Roof
1	Package unit	YSC102H3RLA	Trane	8.5 ton	Roof
2	Exhaust fan	80CPV	Cook	1/4 hp	Roof
7	VRF fan coil	PEFY48NMAU	Mitsubishi	4 ton	Attic
4	VRF fan coil	PEFY12NMAU	Mitsubishi	1 ton	Attic
10	VRF fan coil	PEFY24NMAU	Mitsubishi	2 ton	Attic
10	VRF fan coil	PEFY36NMAU	Mitsubishi	3 ton	Attic

Animo Pat Brown Filters and Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimensions
54	VRF fan coil	MERV13 pleated	14x20x2
17	VRF fan coil	MERV13 pleated	14x14x2
4	VRF fan coil	MERV13 pleated	14x25x2

20	Package unit	MERV13 pleated	20x25x2
3	Make up air unit	MERV13 pleated	20x25x2
2	Package unit	BELT	BX56

2	Exhaust fan	BELT	Ax30
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Animo Ellen Ochoa:

HVAC Equipment for Animo Ellen Ochoa					
Qty	Equipment/Description	Model	Manufacture	Capacity HP/Ton/BTU	Location
31	Package unit	48KCLA05A2 A	Carrier	4 ton	Roof
4	Package unit	48HCD007A2A	Carrier	6 ton	Roofv
2	Exhaust fan	GB081LM	Greenheck	1/4 hp	Roof
2	Ductless split system	38MAQB12	Carrier	1 ton	Roof/Int

1	Split system	24AAA518A3	Carrier	1.5 ton	Roof/Int
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Animo Ellen Ochoa Filters and Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimension s
62	Package unit	MERV13 pleated	16x25x2
16	Package unit	MERV13 pleated	16x20x2
1	Split system	MERV13 pleated	20x22xl
31	Package unit	BELT	A36
4	Package unit	BELT	A49
2	Exhaust fan	BELT	31190

Animo James B Taylor:

HVAC Equipment for Animo James B Taylor					
Qty	Equipment/Description	Model	Manufacture	Capacity HP/Ton/BTU	Location

7	Package unit	ZE060K10B2	York	5 Ton	Roof
9	Package unit	48HJL006-541	Carrier	5 Ton	Roof
1	Package unit	4YCY4060A2 A	Trane	5 Ton	Roof

Animo James B Taylor Filters & Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimension s
7	Package unit	MERV13 pleated	14x25x2
4	Package unit	MERV13 pleated	15x20x2
18	Package unit	MERV13 pleated	16x25x2
1	Package unit	MERV13 pleated	16x20x1
16	Package unit	BELT	A36

Alain Leroy Locke College Prep Academy:

HVAC Equipment for Alain Leroy Locke College Prep Academy					
Qty	Equipment/ Description	Model	Manufactur e	Capacity	Location

				HP/Ton/BTU	
43	Wall mounted package	not legible	Bard	4 ton	Exterior
49	Indoor package unit	not legible	Scholar	5 ton	1&2 floor
7	Split system- heat pump	7C0048A300	Trane	4 ton	Roof/Int
1	Split system- heat pump	4A6C4048A4	Trane	4 ton	Roof/Int
1	Split system- heat pump	4A6C4036A4	Trane	3 ton	Roof/Int
1	Split system- heat pump	ML14XP1-060	Allied	5 ton	Roof/Int
5	Package unit	50HJQ006-501	Carrier	5 ton	Roof
4	Package heat pump	XP060C00N2A	York	5 ton	Roof

4	Package heat pump	B6HZ060A46A	York	5 ton	Roof
1	Make up air handler	not legible	Climate	30 hp	Roof
2	Split system- heat pump	38ARQ016	Carrier	14 ton	Ext/Int
1	Package heat pump	50HX036-621	Carrier	3 ton	Roof
1	Boiler	CFN1001	Lochinvar	lm btu	Roof

1	Package unit	not legible	Trane	6 ton	Roof
2	Package unit	48LCS20A30	Carrier	20 ton	Roof
7	Package heat pump	48LCL006-A2 A	Carrier	5 ton	Roof
2	Package unit	48A4S030NL62	Carrier	30 ton	Roof
2	Package unit	48AS0404P162	Carrier	40 ton	Roof
1	Split system- heat pump	not legible	York	4 ton	Ext/Int
2	Split system- heat pump	TWA090	Trane	8 ton	Ext/Int
3	Package heat pump	4YCC060A2A	Trane	5 ton	Roof
2	Split system- heat pump	TWA036O40	Trane	3 ton	Ext/Int
1	Split system- heat pump	TWA060O40	Trane	5 ton	Ext/Int
1	Make up air handler	not legible	McQuay	15 hp	Interior

Alain Leroy Locke College Prep Academy Filters & Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimension s
6	Wall mounted package unit	MERV13 pleated	16x30x2

13	Wall mounted package unit	MERV13 pleated	20x30x2
52	Wall mounted package unit	MERV13 pleated	20x20x2
14	Split system- heat pump	MERV13 pleated	20x22x1
32	Split system- heat pump	MERV13 pleated	16x25x2
16	Make up air handler	MERV13	25x25x2

		pleated	
8	Make up air handler	MERV13 pleated	20x25x4
20	Package unit	MERV13 pleated	20x20x4
20	Package unit	MERV13 pleated	20x24x4
28	Package unit	MERV13 pleated	16x25x2
2	Package unit	MERV13 pleated	20x25x2
28	Package heat pump	MERV13 pleated	16x16x2

1	Package heat pump	MERV13 pleated	20x20x2
8	Package heat pump	MERV13 pleated	14x24x1
4	Package heat pump	MERV13 pleated	14x30x2
4	Package heat pump	MERV13 pleated	20x30x2
6	Package heat pump	MERV13 pleated	18x20x2
39	Indoor Package unit	MERV13 pleated	16x33x1
10	Indoor Package unit	MERV13 pleated	17x33x1
10	Indoor Package unit	MERV13 pleated	12x20x1
4	Package unit	MERV13 pleated	20x20x1
2	Package unit	MERV13 pleated	14x30x1
10	Package unit	BELT	BX56
12	Package unit	BELT	A39
2	Package unit	BELT	tbd

2	Make up air unit	BELT	B79
4	Split system- heat pump	BELT	tbd (b-size)

Animo Jefferson / Animo Ralph Bunche:

Qty	Equipment/Description	Model	Manufacturer	Capacity HP/Ton/BTU	Location
48	Packaged Heat Pump	WSC048E4R0A	Trane	4 Ton	Roof
2	Packaged Heat Pump	WSC060E4R0A	Trane	5 Ton	Roof
2	Packaged Heat Pump	YCH240E4R0A	Trane	20 Ton	Roof
1	Packaged Heat Pump	WSC036E4R0A	Trane	3 Ton	Roof
2	Heat Pump	4TWB3018A100	Trane	1.5 Ton	Roof
2	Air Handler	TBD	Trane	1.5 Ton	Interior
4	Heat Pump	TWWA3048A1	Trane	4 Ton	Roof
4	Air handler	TBD	Trane	4 Ton	Interior
1	Ductless Split System	MSZHE12NA	Mitsubishi	1 Ton	Roof
1	Exhaust Fan	KSF169	Greenheck	2HP	Roof
2	Exhaust Fan	NOT LEGIBLE	NOT LEGIBLE	1 HP	Roof

Animo Jefferson / Animo Ralph Bunche Filters & Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimensions
98	Packaged Heat Pump	Pleated (MERV13)	20x30x2
4	Packaged Heat Pump	Pleated (MERV13)	15x25x2
4	Packaged Heat Pump	Pleated (MERV13)	20x20x2
8	Packaged Heat Pump	Pleated (MERV13)	20x25x2
6-12	Air Handler	Pleated (MERV13)	TBD
49	Belt	AX26	

2	Belt	BX90	
2	Belt	41310	

Animo Mae Jemison:

HVAC Equipment for Animo Mae Jemison					
Qty	Equipment/Description	Model	Manufacturer	Capacity HP/Ton/BTU	Location
26	Packaged Unit	DCG0480904B X	Daikin	4 Ton	Roof
1	Ductless Split System	RXS36LVJU	Daikin	3 Ton	Roof
1	Exhaust Fan	120ACE	Cook	¼HP	Roof

Animo Mae Jemison Filters & Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimensions
104	Packaged Unit	Pleated (MERV13)	16x20x2
26	Belt	AX52	
1	Belt	41210	

Oscar De La Hoya Animo:

HVAC Equipment for Oscar De La Hoya Animo					
Qty	Equipment/Description	Model	Manufacturer	Capacity HP/Ton/BTU	Location
3	Exhaust Fan	180ACE	Cook	½HP	
1	Heat Pump	38QRR018-301	Carrier	1.5 Ton	
1	Air Handler	TBD	Carrier	1.5 Ton	
4	Ductless Split System	38MVC009-201	Carrier	1 Ton	
16	Packaged Unit	48PGLM06-A-6	Carrier	5 Ton	Roof
3	Packaged Unit	48PGL04-A-6	Carrier	3 Ton	Roof
3	Heat Pump	38QRF04-3	Carrier	2 Ton	Roof

3	Air Handler	TBD	Carrier	2 Ton	Interior
1	Packaged Unit	48PGLC24-D	Carrier	20 Ton	Roof
1	Packaged Unit	48PGNM03-A-3	Carrier	2 Ton	Roof
3	Packaged Unit	48PGLM07-A-6	Carrier	6 Ton	Roof
1	Packaged Unit	48PGLC08-A-6	Carrier	7 Ton	Roof
6	Packaged Unit	48PGLM05-D-6	Carrier	4 Ton	Roof

Oscar De La Hoya Filters & Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimensions
116	Packaged Unit	Pleated (MERV13)	16x20x2
9	Packaged Unit	Pleated (MERV13)	16x25x2
4	Packaged Unit	Pleated (MERV13)	20x20x2
4-8	Air Handler	Pleated (MERV13)	TBD
29	Belt	AX48	-
2	Belt	BX38	-
3	Belt	41250	-

Animo Watts:

HVAC Equipment for Animo Watts					
Qty	Equipment/ Description	Model	Manufacture	Capacity HP/Ton/BTU	Location
23	Heat Pump	4TWA3036A300	Trane	3 Ton	Roof
23	Air Handler	TBD	Trane	3 Ton	Interior
4	Package Unit	YSC072ESLA	Trane	6 Ton	Roof
11	Package Unit	YHC036E3LA	Trane	3 Ton	Roof
3	Package Unit	YHC048E3ELA	Trane	4 ton	Roof
3	Exhaust Fan	DXIIB	Penn Ventilation	¼ ton	Roof

Animo Watts Filters & Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimension s
28	Packaged Unit	Pleated (MERV13)	16x25x2
22	Packaged Unit	Pleated(MERV13)	20x30x2
23-46	Air Handler	Pleated (MERV13)	TBD
3	Belt	AI230	-

4	Belt	AX32	-
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Animo South Los Angeles:

HVAC Equipment for Animo South Los Angeles					
Qty	Equipment/ Description	Model	Manufactur e	Capacity HP/Ton/BTU	Locatio n
4	Wall mounted	WHI-48	Bard	4 ton	Exterior
4	Packaged Unit	48GCLM05A2 A	Carrier	4 ton	Roof
2	Packaged Unit	48HJL005-621	Carrier	4 ton	Roof
6	Packaged Unit	48HJL006-541	Carrier	4 ton	Roof
5	Packaged Unit	48HJD007-551	Carrier	5 ton	Roof
1	Packaged Unit	PY3GPAA360B	Payne	6 ton	Roof
1	Split system- heat pump	PA13NR018	Payne	3 ton	Roof/Int
1	Ductless split system	MUYG124	Mitsubishi	1.5 ton	Roof/Int

4	Exhaust fan	not legible	Greenheck	2 ton	Roof
11	Package unit	YSC036G3ELA	Trane	1/4 hp	Roof
2	Package unit	YSC060F3ELA	Trane	3 ton	Roof

Animo South LA Filters & Belts:

Qty	Equip. Description	Filter/ Belt Type	Dimension s
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32	Package unit	MERV13 pleated	16x25x2
20	Package unit	MERV13 pleated	16x16x2
22	Package unit	MERV13 pleated	20x35x2
1	Package unit	MERV13 pleated	20x20x1
4	Wall mounted package unit	MERV13 pleated	20x30x2
1	Split system- heat pump	MERV13 pleated	20x22x1
6	Package unit	BELT	A36
5	Package unit	BELT	A39

4	Exhaust fan	BELT	31210
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Equipment List Disclaimer

The equipment list provided in this RFP is for informational purposes only and has been compiled from existing records and information provided by current service providers. While GDPS has made reasonable efforts to compile this information, the accuracy, completeness, and current condition of the equipment list are not guaranteed.

Proposers are responsible for reviewing the information provided and conducting their own due diligence, including site visits and field verification, to validate equipment quantities, types, and conditions.

Any discrepancies between the provided equipment list and actual field conditions shall not relieve the Contractor of the responsibility to perform services in accordance with the requirements of this RFP.

Proposers shall clearly state any assumptions made regarding equipment inventory in their pricing submission.

GDPS reserves the right to adjust equipment inventory during the contract term. The Contractor shall cooperate with GDPS to validate and update asset records as needed.

Attachment E
CHECKLIST OF REQUIRED ELEMENTS AND SIGNATURE

Proposers must complete this checklist and include it with their proposal submission. Failure to include required elements may result in the proposal being deemed non-responsive.

A. Administrative Requirements (Pass/Fail)

<u>Requirement</u>	<u>Included (✓)</u>
Cover Letter signed by authorized representative	<input type="checkbox"/>
Executive Summary (max 2 pages)	<input type="checkbox"/>
Completed Attachment B – Contact Information	<input type="checkbox"/>
Completed Attachment C – Vendor Certification	<input type="checkbox"/>
Completed Attachment D – Checklist of Required Elements	<input type="checkbox"/>

B. Minimum Qualifications (Pass/Fail)

<u>Requirement</u>	<u>Included (✓)</u>
Valid California C-20 HVAC Contractor License	<input type="checkbox"/>
Minimum 3 years HVAC service experience	<input type="checkbox"/>
Experience with K–12 or multi-site facilities	<input type="checkbox"/>
Ability to provide 24/7 emergency services	<input type="checkbox"/>
Proof of required insurance coverage	<input type="checkbox"/>
Compliance with OSHA, EPA, and applicable regulations	<input type="checkbox"/>
Safety program documentation	<input type="checkbox"/>
Minimum of three (3) client references	<input type="checkbox"/>

C. Technical Proposal Requirements

<u>Requirement</u>	<u>Included (✓)</u>
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Preventive Maintenance (PM) Program description	<input type="checkbox"/>
Sample PM schedule (monthly/quarterly/annual)	<input type="checkbox"/>
Sample PM checklist	<input type="checkbox"/>
Service model and response times (SLA)	<input type="checkbox"/>
Emergency response procedures	<input type="checkbox"/>
Technical staffing plan and certifications	<input type="checkbox"/>
Organizational experience and project examples	<input type="checkbox"/>
Compliance and safety procedures	<input type="checkbox"/>
Reporting and documentation samples	<input type="checkbox"/>
Asset tracking / management approach	<input type="checkbox"/>
Implementation / transition plan	<input type="checkbox"/>
Value-added services / innovations	<input type="checkbox"/>

D. Pricing Proposal Requirements

<u>Requirement</u>	<u>Included (✓)</u>
Completed Attachment B – HVAC Pricing Proposal Form	<input type="checkbox"/>
Preventive maintenance pricing	<input type="checkbox"/>
Labor rates (regular, overtime, emergency)	<input type="checkbox"/>
Service call / trip charges	<input type="checkbox"/>
Material and equipment markup percentages	<input type="checkbox"/>
Emergency response pricing	<input type="checkbox"/>
Optional / add-alternate pricing (if applicable)	<input type="checkbox"/>
Not-to-Exceed (NTE) acknowledgment	<input type="checkbox"/>

Pricing assumptions and exclusions

E. Financial & Supporting Documentation

<u>Requirement</u>	<u>Included (✓)</u>
Financial statements (2–3 years)	<input type="checkbox"/>
Proof of insurance certificates	<input type="checkbox"/>
Disclosure of litigation or bankruptcy (if applicable)	<input type="checkbox"/>

F. Proposal Format Compliance

<u>Requirement</u>	<u>Included (✓)</u>
Proposal follows required section order	<input type="checkbox"/>
All sections completed and clearly labeled	<input type="checkbox"/>
All required attachments included	<input type="checkbox"/>

Certification

I certify that the information provided in this checklist and proposal is complete and accurate.

Company Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

EXHIBIT F

GLOSSARY OF TECHNICAL ABBREVIATIONS

This exhibit provides definitions for technical abbreviations used throughout this Request for Proposal (RFP). This glossary is intended to ensure clarity and consistency for all proposers.

1. General & Administrative Terms

Abbreviation	Definition
RFP	Request for Proposal
GDPS	Green Dot Public Schools
PST	Pacific Standard Time
N/A	Not Applicable

2. HVAC & Mechanical Systems

Abbreviation	Definition
HVAC	Heating, Ventilation, and Air Conditioning
RTU	Rooftop Unit
AHU	Air Handling Unit
VFD	Variable Frequency Drive
BAS	Building Automation System

3. Maintenance & Service Terms

Abbreviation	Definition
PM	Preventive Maintenance
T&M	Time and Materials
NTE	Not-To-Exceed (cost threshold)

4. Air Quality & Environmental

Abbreviation	Definition
IAQ	Indoor Air Quality
EPA	Environmental Protection Agency

5. Safety & Compliance

Abbreviation	Definition
OSHA	Occupational Safety and Health Administration
AHJ	Authority Having Jurisdiction
DOJ	Department of Justice

6. Performance, Reporting & Systems

Abbreviation	Definition
SLA	Service Level Agreement
QA/QC	Quality Assurance / Quality Control
CMMS	Computerized Maintenance Management System
EMR	Experience Modification Rate

7. Education & Facility Context

Abbreviation	Definition
K–12	Kindergarten through 12th Grade
CMS	Charter Middle School
CHS	Charter High School

8. Health & Certification

Abbreviation	Definition
TB	Tuberculosis

Notes

- These abbreviations are used throughout the RFP and related attachments.
- Proposers are expected to be familiar with standard industry terminology.
- Any additional abbreviations introduced in proposals should be clearly defined by the proposer.