



Invitation for Bids (IFB)

Heat Pump Conversion & Air Quality Enhancement for Existing HVAC System IFB No. 2501

Introduction

The Child Parent Institute (CPI) is seeking bids from qualified and licensed contractors to provide all labor, materials, equipment, and services necessary to complete a comprehensive HVAC upgrade at the CPI Community Resilience Center, Clinic Building (Warehouse A), and Administrative Building (Warehouse B) located at 3650 Standish Avenue, Santa Rosa, CA 95407. This project includes the conversion of the existing HVAC system to a high-efficiency heat pump system as part of planned facility improvements funded by the California Strategic Growth Council's Community Resilience Centers (CRC) Program.

Project Overview

The selected contractor will assist in the HVAC upgrade as a critical component of CPI's strategy to ensure year-round climate control and community safety in the face of increasingly frequent and severe climate emergencies. The upgraded system will support the center's function as a cooling center during extreme heat events and contribute to a more resilient infrastructure for serving vulnerable populations.

Point of Contact/ Inquiries/ Request for Information

The point of contact for this IFB is Lizbeth Torres. All correspondence and other communications regarding this IFB shall be directed to Lizbeth Torres, Child Parent Institute, 3650 Standish Avenue, Santa Rosa, CA 95407.

Inquiries and/or Requests for Information are due via email to lizbetht@calparents.org no later than the timeline stated in the Anticipated Bid Timetable below. Any request received after that time may not be reviewed for inclusion in this IFB. The request shall contain the requester's name, address, and telephone number.

The CPI will issue a response to any inquiry if it deems it necessary, by a written addendum to the IFB, posted online, and issued before the IFB's Delivery Deadline. The Bidders shall not rely on any representation, statement, or explanation other than those made in this IFB or in any addenda issued. Where there appears to be a conflict between this IFB and any addendum issued, the last addendum issued will prevail.

Specifications

The contractor shall complete the following tasks:

Task 1. Assessment & Design

- Conduct a site assessment of the existing HVAC systems in Warehouse A and Warehouse B.
- Design a high-efficiency heat pump system that is fully compatible with the existing infrastructure.

Task 2. System Conversion & Installation

- Remove and recycle existing HVAC units and space heaters.
- Reconnect existing ductwork, cap all gas supplies, and seal rooftop-mounted ducting.
- Convert designated units to the appropriate electrical phases:
 - Units 10–13 → three-phase
 - Units 1–6, 8–9 → single-phase
- Install Economizers on all 12 units.
- Install new mini-split systems for Warehouse A and Warehouse B.
- Provide and install heat strips, smart thermostats, and air scrubbers for all 12 units.
- Install 12 I-Wave-C ion generator units, with MERV-13 filtration (one per heat pump) to enhance indoor air quality.
- Install two bath fans (one each in Warehouse A and Warehouse B), vented through the roof.
- Complete all necessary electrical work, including rooftop conduit to new heat pump units.

Task 3. Permits & Inspections

- Obtain all required permits before the start of work and post as required on-site.
- Coordinate all required inspections with local building officials to ensure compliance.
- Facilitate inspections as required by CPI, the Strategic Growth Council (SGC), and local authorities.

Task 4. Testing, Warranty, & Compliance

- Commission all upgraded systems and verify reliable functionality.
- Provide a minimum 10-year warranty for fan coils, heat pumps, and compressors.
- Ensure all work complies with applicable building, mechanical, electrical, and energy efficiency codes.
- Submit regular project updates to CPI (at a minimum, monthly progress reports)

The selected contractor is expected to provide regular updates, including monthly progress reports summarizing completed work, upcoming activities, and any issues impacting the schedule or budget. Reports must include photo documentation, updated schedules, and confirmation of compliance with applicable codes. The contractor shall also submit to inspections from CPI partners, the Strategic Growth Council (SGC), and local authorities as appropriate, and shall cooperate fully to address any findings or corrective actions.

Bid Requirements

Each bid must include the following information

1. Cover Letter

A cover letter including the contractor's name, contact information, and a brief description of your qualifications for the project.

2. Bid Forms

A detailed work plan or list of items that outlines the bidder's response to the bid and cost for each item/service, including a proposed timeline for delivery.



3. **Licensing and Certifications**

Documentation of all applicable contractor licenses, OSHA certifications, and specialized credentials relevant to the HVAC conversation to heat pumps.

4. **Project Approach and Timeline**

A clear outline of your proposed project methodology, phasing, and estimated schedule for completion.

5. **Detailed Cost Estimate**

The contractor shall ensure that all labor cost estimates reflect state prevailing wage requirements. This project is based on a fixed-cost budget, and proposals must provide a comprehensive, itemized breakdown of all anticipated expenses and revenues. Each line item must be tied to specific repairs or upgrades and aligned with the proposed schedule, while also including system-level cost estimates such as Remaining Useful Life (RUL) and Expected Useful Life (EUL). Budgets must show unit costs, quantities, and totals, and each item should be accompanied by a brief narrative justification explaining its necessity and relevance.

Contractors must also explain how their estimates account for tariffs, material inflation, supply chain issues, and market demand to ensure price stability throughout the project. All proposed services—including site visits, documentation, system design, installation, and final reporting—must be delivered within the approved budget. Proposals should clearly outline all cost assumptions and describe the firm's approach to cost estimation and management, including the use of current supplier pricing, contingency strategies, and other measures taken to ensure budget compliance.

6. **References**

Examples of at least three similar projects completed within the past five years, including references with contact information.

Bid Evaluation Criteria

Bids deemed responsive to the specifications of the IFB and responsible according to references and bid documents provided will be evaluated based on cost to determine the winning bid. Proposals will be evaluated based on the following criteria: experience and qualifications, cost, timeline and capacity, references, and past performance.

Vendors must be in good standing with the California Secretary of State and confirm proper licensure and insurance through the California Contractors State License Board. Evaluation will also include a cost reasonableness analysis.

The contract will be awarded to the lowest responsive and responsible bidder who meets all procurement requirements and demonstrates the capacity to successfully fulfill the contract.

Submission Instructions

Bids must be submitted no later than October 17, 2025, to lizbetht@calparents.org. Late submissions will not be considered.



Submission Requirements

- Bids must be submitted electronically via email
 - Maximum electronic file size 250 MEG's
 - Please verify your submission has been received by emailing lizbethht@calparents.org no later than the submission deadline.
- Include "Bid Response to IFB No. 2501" in the subject line of the email.
- All questions regarding this IFB should be directed to the point of contact in this IFB.
- A pre-bid meeting to present project requirements and address questions will be held on September 25, 2025. The pre-bid meeting will be held online via Zoom at 11AM. All interested parties must email lizbethht@calparents.org for a Zoom Meeting Invitation.

General Terms and Conditions

1. Right to Conduct Interviews

CPI reserves the right to conduct interviews with the top ranked contractors as part of the final selection process.

2. Right to Reject Submissions

CPI reserves the right to reject incomplete or late submissions, to waive any informalities, and to accept the lowest Bid from a responsive and responsible contractor. Any bid which does not fully comply with all the provisions of the "Submission Instructions" and the "Specifications" will be deemed non-responsive.

3. Appeals Process

CPI will not accept appeals for this Invitation for Bids (IFB). However, bidders are welcome to submit requests for clarification or feedback by email regarding decisions made in the selection process.

4. Contract Award

CPI will enter into a written contract with the successful bidder. The contract will include this IFB, the contractor's Bid, and any mutually agreed-upon terms. If a contract is not executed by the successful bidder, CPI will attempt to negotiate a contract with the next responsive and responsible bidder.

The Contract may be awarded to a single bidder or to separate bidders, whichever should appear to the best interest of CPI. If two or more bids are received, equal in amount and lower than any other bid, CPI reserves the right to evaluate the bids and to decide which bid will be accepted.

All bid pricing shall remain firm for a period of ninety (90) days after the date of bid opening.

5. Conflicts of Interest

The contractor must disclose any actual or potential conflicts of interest, in compliance with federal, state, and local laws. The awarded contractor must sign the Strategic Growth Council CRC Program Conflict of Interest Form. See Attached.



6. Prevailing Wages

As a “public works” project in the State of California, the contractor must ensure workers are paid prevailing wages. The contractor’s duty to pay State prevailing wages can be found under Labor Code Section 1770 et seq.

7. Product Preference

The naming of a certain brand, make, or manufacturer, or definite specifications is used only to denote the quality standard of product desired and that the bidder is not restricted to a specific brand, make, manufacturer or specification named but that the brand, make, manufacturer or definite specification is used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired and that equivalent products will be acceptable.

8. Errors or Omissions

CPI will not be liable for any error in any bid. Bidder will not be allowed to alter bid documents after the deadline for bid submission, except under the following condition: CPI reserves the right to make corrections or clarifications due to patent errors identified in bids by CPI or the Bidder. CPI, at its option, has the right to require clarification or additional information from the Bidder.

9. Cost of Preparation

CPI is not liable for any costs incurred by prospective Bidders or Contractors prior to issuance of or entering a Contract. Costs associated with developing the bid, and any other expenses incurred by the Bidder in responding to the IFB, are entirely the responsibility of the Bidder and shall not be reimbursed in any manner by CPI.

Schedule of Events

FIB Issued:	09/22/2025
Pre-bid meeting:	09/25/2025
Deadline for Questions:	09/30/2025 10/03/2025 by 5:30pm
Posting of Addendum for Questions:	10/03/2025 10/10/2025 by 5:30pm
Schedule Site Visit by:	09/30/2025
Bid Submission Deadline:	10/17/2025
Bid Review/Opening Date:	10/24/2025
Anticipated Contract Award:	10/31/2025

Site visit is mandatory so bidders can complete the necessary take-off to accurately cost the job. Bidders will also be allowed to ask questions during the site visit; however, all answers will be considered informal until confirmed in writing through an official addendum.

Additional Information



All bidders must comply with applicable labor laws and safety regulations.
Child Parent Institute reserves the right to reject any or all proposals and to negotiate terms with the selected subcontractor.