

Oak Ridge R-6 School District HVAC Inspection Services
Request For Proposal



All proposals and supporting documents must be submitted by **12:00 pm March 4, 2025** in a sealed envelope addressed to:

Oak Ridge R-6 School District
Attn: Dr. Sonia Wood
4198 State HWY E
Oak Ridge, MO 63769

Mark lower right corner of envelope as:
" Proposal For HVAC Inspection Service"

Proposals may be emailed to swood@oakridge.k12.mo.us with **"Proposal For HVAC Inspection Service"** in the subject line. Submit emailed proposals electronically in PDF format to the email address provided.

Include a business card for the primary contact submitting this proposal. Insurance carrier will be voted on by the Oak Ridge R-6 Board of Education at the **March 10, 2025** board meeting at 6:00pm. Proposals will be for the **2025-2026 school** year with the possibility of renewal for the **2026-2027** and **2027-2028** school years.

A site visit will be held on **Wednesday, February 24, 2025 @ 11:00am** for contractors to assess the HVAC systems. Attendance is optional but encouraged.

GENERAL SCOPE OF SERVICES

Describes program services and benefits

EQUIPMENT COVERED

List of equipment to be serviced

DESCRIPTION OF MAINTENANCE SERVICES

Description of specific tasks to be performed, identified by equipment type

GENERAL SCOPE OF SERVICES

ANY ATTACHMENTS

PRICING

ANY TERMS AND CONDITIONS

FACILITY MAINTENANCE PROGRAM

Services provided will include a comprehensive maintenance for the systems described herein:

Preventive Maintenance

Maintenance intervals for systems and equipment are determined by run time, system use, application, location, manufacturer's recommendations and customer requirements.

Scheduled Maintenance and Operating Inspections

Maintenance and inspection tasks, as described herein will be scheduled and performed during normal business hours, Monday through Friday. Should weekend, holiday or evening hours be required to meet customer requirements, cost of Services will invoice such hours at an additional 1/2 time the normal labor rate for overtime hours worked and an additional 1 time the normal labor rate for holiday- overtime hours worked.

Preferred Customer Benefits

This agreement includes normal maintenance on covered equipment, travel time associated with scheduled preventive maintenance, as well as consumable materials such

as solvents, grease, cleaners, shop towels. Etc...

Customer will receive preference over non- contract customers on service calls

Premium Mechanical Services will provide free, limited consultation and owner training during the course of maintenance procedures

GENERAL SCOPE OF SERVICES (continued)

Emergency Service

Emergency service is available – 24 hours a day – 7 days a week – to reduce the risk of down time and inconvenience for the customer. Should emergency service be required, it will be billed separately at a contract customer rate.

Repair Parts and Labor

Repair parts and labor are not included. Deficiencies found during scheduled preventive maintenance, operating inspections, or during a service call, will be reported to the owner

for disposition of repair. Repairs will be performed following customer authorization at preferred time and material rates or under written proposal.

Customer Agrees

To designate an on- site employee as a contact person for communication purposes and to receive instructions and information regarding proper operation of covered equipment

To keep the equipment areas free from material obstructing access to covered equipment

To remove any stock, fixtures, partitions or other obstructions needed to facilitate access to covered equipment

To provide adequate water treatment where applicable

EPA Regulatory Compliance

All refrigerant side work performed will be in strict accordance with EPA regulations as required by Section 608 of the 1990 Clean Air Act and any amendments or codes related thereto. Premium Mechanical will provide supporting documents for your records.

Commitment to our Customers

We will request periodic meetings whereas we may discuss, with facility personnel, issues regarding service, problems, improvements, needs and any other issues at hand. With the flexibility of doing business the way the customer wants and needs to do business, we can truly provide total facility solutions.

ATTACHMENT C Packaged Rooftop Unit

Services will provide maintenance and inspection services as outlined below:

I. Annual Comprehensive Maintenance- Performed once per year and including but not limited to the following:

A. Shut-Down Inspection

1. Magnetic Starters and/or Contacts

a) Check condition of contacts and transformer

b) Tighten all terminals and inspect with Infrared probe for hot spots

2. Compressor Motor

a) Continuity check

b) Grounded motor check

c) Tighten motor terminals

d) Meg motor on each leg (if applicable)

3. Take oil sample for laboratory analysis (if applicable)

4. Check oil level
 5. Check operation of crankcase heater
 6. Check external interlocks
 7. Inspect and adjust belts, pulleys and sheaves
 8. Inspect air filters
 9. Lubricate fan bearings
 10. Inspect heating and cooling coils for cleanliness
 11. Clean condenser coils
 12. Inspect unit for signs of refrigerant leaks
 13. Test vent piping on all relief valves for signs of refrigerant leaks
 14. Check operating and safety controls
 15. Inspect electrical components for deficiencies
 16. Inspect and tighten all electrical connections
 17. Check damper operation, lubricate as required
- B. Running Inspection
1. Place unit back in service
 2. Check oil level and refrigerant charge
 3. Check operating voltage and amperage
 4. Check operation of control sequence
 5. Check power wiring with infrared thermometer
 6. Log all operating conditions
 7. Review log with operating personnel
 8. Report identified deficiencies to owner for disposition of repair
 9. Advise owner as to the overall condition of the unit

ATTACHMENT C (continued) Packaged Rooftop Unit

II. Preventive Maintenance Inspections- once per year (Fall) an operating inspection will be performed and include the following

- A. Running Inspection
1. Check with operating personnel regarding any problems
 2. Check oil level and refrigerant charge
 3. Check operating voltage and amperage
 4. Check operation of control sequence
 5. Check power wiring with infrared thermometer
 6. Heat Mode
 - a) Check operation of gas ignition system
 - b) Check operation of burner
 - c) Inspect heat exchangers for deposits, corrosion, and cracks. Inspection to include visual and bore scope methods.
 - d) Inspect operation of safety controls
 7. Log all operating conditions
 8. Review log with operating personnel
 9. Report identified deficiencies to owner for disposition of repair

III. Reporting- Customer will receive a written work order describing all work completed as well as a complete log sheet of operating conditions.

ATTACHMENT B Split System Condensing Unit

Services will provide maintenance and inspection services as outlined below:

I. Annual Comprehensive Maintenance- Performed once per year and including but not limited to the following:

A. Shut-Down Inspection

1. Magnetic Starters and/or Contacts
 - a) Check condition of contacts and transformer
 - b) Tighten all terminals and inspect with Infrared probe for hot spots
2. Compressor Motor
 - a) Continuity check
 - b) Grounded motor check
 - c) Tighten motor terminals
 - d) Meg motor on each leg (if applicable)
3. Take oil sample for laboratory analysis (if applicable)
4. Check oil level
5. Check operation of crankcase heater
6. Check external interlocks
7. Inspect and adjust belts, pulleys and sheaves
8. Lubricate fan bearings
9. Clean condenser coils
10. Inspect unit for signs of refrigerant leaks
11. Test vent piping on all relief valves for signs of refrigerant leaks
12. Check operating and safety controls
13. Inspect electrical components for deficiencies
14. Inspect and tighten all electrical connections
15. Check low ambient damper operation, lubricate as required

B. Running Inspection

1. Place unit back in service
2. Check oil level and refrigerant charge
3. Check operating voltage and amperage
4. Check operation of control sequence
5. Check power wiring with infrared thermometer
6. Log all operating conditions
7. Review log with operating personnel
8. Report identified deficiencies to owner for disposition of repair
9. Advise owner as to the overall condition of the unit

ATTACHMENT B (continued) Split System Condensing Units

II. Preventive Maintenance Inspections- A minimum of one time per year, an operating inspection will be performed and include the following

A. Running Inspection

1. Check with operating personnel regarding any problems
2. Check oil level and refrigerant charge
3. Check operating voltage and amperage
4. Check operation of control sequence

5. Check power wiring with infrared thermometer
 6. Log all operating conditions
 7. Review log with operating personnel
 8. Report identified deficiencies to owner for disposition of repair
- III. Reporting- Customer will receive a written work order describing all work completed as well as a complete log sheet of operating conditions.

ATTACHMENT D Air Handling Unit

Services will provide maintenance and inspection services as outlined below:

I. Annual Comprehensive Maintenance- Performed once per year (fall) and including but not limited to the following:

A. Shut-Down Inspection and Maintenance

1. Magnetic Starters and/or Contacts

- a) Check condition of contacts and overloads
- b) Check condition of wiring and all connections for signs of heat and fatigue
- c) Check mechanical linkages, armature and other moving parts for signs of wear and breakage
- d) Tighten all terminals and inspect with Infrared probe for hot spots

2. Motor

- a) Continuity check
 - b) Grounded motor check
 - c) Tighten motor terminals
 - d) Meg motor on each leg (if applicable)
3. Inspect and adjust belts, pulleys and sheaves
4. Inspect air filters
5. Inspect bearings and mounts
6. Lubricate fan and motor bearings
7. Inspect cooling coils for cleanliness
8. Inspect heat exchangers for deposits, corrosion, and cracks. Inspection to include visual and bore scope methods.

9. Inspect and clean burners

10. Check burner ignition system. Tighten all connections
11. Check mechanical dampers for cleanliness and wear, lubricate as required
12. Inspect fan wheels for cleanliness, wear and damage
13. Check operating and safety controls
14. Inspect electrical components for deficiencies
15. Inspect and tighten all electrical connections

B. Running Inspection

1. Place unit back in service
2. Check and record operating voltage and amperage
3. Check operation of control sequence
4. Check power wiring with infrared thermometer
5. Check for excessive noise or vibration
6. Report identified deficiencies to owner for disposition of repair
7. Advise owner as to the overall condition of the unit

ATTACHMENT D (continued) Air Handling Unit

II. Preventive Maintenance Inspections- A minimum of two times per year, an operating inspection will be performed and include the following

A. Running Inspection

1. Check with operating personnel regarding any problems
- a) Inspect operation of safety controls
2. Inspect and adjust belts, pulleys and sheaves
3. Inspect air filters
4. Inspect bearings and mounts
5. Check and record operating voltage and amperage
6. Check operation of control sequence
7. Check for excessive noise or vibration
8. Report identified deficiencies to owner for disposition of repair

III. Reporting- Customer will receive a written work order describing all work completed as well as a complete log sheet of operating conditions.

PREMIUM FACILITY MAINTENANCE

By and between:

_____ and Oak Ridge Schools
(Contractor)

Contracted services will provide the services in accordance with the attachments, terms and conditions on the pages that are attached and listed below.

The Agreement price is \$ _____

Per year payable: (please check one)

_____ Annually _____ Semi-Annually _____ Quarterly

PO# _____

LOCK-IN OPTION: The Customer may extend this Agreement at signing for 3 consecutive years at the current annual price.

Accept _____ Decline _____

This Agreement will be in effect from _____ through _____

The coverage included in this agreement, including terms, conditions and attachments, will constitute the entire agreement between us. This agreement is the property of the Oak Ridge School District. No waiver, change of modification of any terms of conditions shall be binding unless made in writing and signed by both parties.

This annual agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any

anniversary date. Should cancellation occur, this agreement shall be cancelled without any liability, other than Customer's obligation to pay for services rendered to the date of cancellation.

VENDOR	OAK RIDGE SCHOOLS
Vendor Name:	
Authorized Representative Name: _____	Authorized Representative Name: _____
Authorized Representative Signature: _____	Authorized Representative Signature: _____
Date: _____	Date: _____

Describe Performance Services such as business hours, holidays, weekends, overtime, billing structure, etc.

Describe warranties

Describe Liability

Describe payment and taxes expectations

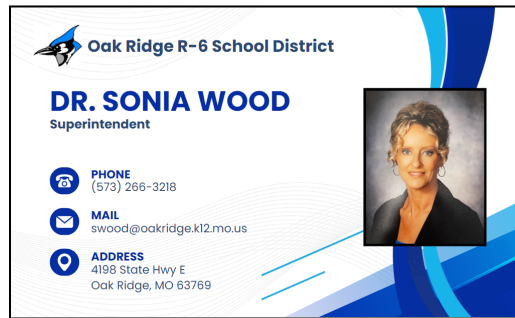
Describe legal compliance and attorney fee expectations and indemnification

Provide copy of bond or other insurance information

Thank you for your interest in providing HVAC services for the Oak Ridge R-6 School District. We look forward to receiving your proposal.

Sincerely,

Dr. Sonia Wood



Attachments:

1. Oak Ridge R-6 Conflict of Interest Policy

Oak Ridge R-6 Request For Proposals Compliance Checklist

Complete this checklist and submit it with the proposal.

Title of Request For Proposal Project	HVAC INSPECTION SERVICE
Date of Issuance	February 11, 2025
Due Date	March 4, 2025
Questions regarding this proposal must be received by the following date and questions directed to:	Dr. Sonia Wood swood@oakridge.k12.mo.us 573-266-3218 Proposal Questions Must Be Received By February 25, 2025
Contract Start Date and Completion Deadline	April 1, 2025
Proposal Selection Date	March 10, 2025
Contract Duration	April 1, 2025 through June 30, 2026; renewable annually for the July 1, 2026- June 30, 2027, and July 1, 2027-June 30, 2028 school years.
Proposals must be received by <u>POSTAL MAIL</u> or by email. For postal mail, use this criteria.	Oak Ridge R-6 School District ATTN: Dr. Sonia Wood 4198 State Highway E Oak Ridge, MO 63769 HVAC Inspection Service RFP Listed On Lower Right Hand Corner Of Envelope
Proposals must be received by postal mail or email. For <u>EMAIL</u> proposals, use this criteria.	Email Proposals To: swood@oakridge.k12.mo.us Subject Line: HVAC Inspection Service RFP
*Proposals can be withdrawn but cannot be withdrawn and resubmitted for 90 days after initial submission. Sign for acknowledgement and agreement..	Signature:
Is this a Missouri Vendor-Explain Missouri connection.	Yes No N/A Explanation:
Is this vendor a Veteran or Veteran affiliated? If yes, explain	Yes No N/A Explanation:
Is this vendor affiliated with the Sheltered Workshop? If yes, explain.	Yes No N/A Explanation:
The vendor will be required to complete a W-9 upon acceptance of this proposal. Sign for acknowledgement	Signature:

and agreement.	
Does this vendor hold a certificate of liability? If yes, please include with proposal submission and indicate the amount of the bond.	Yes No N/A Bond Amount:
The vendor will be required to complete E-Verify enrollment upon acceptance of this proposal. Sign for acknowledgement and agreement.	Signature:
The Oak Ridge R-6 School District may reject any and all bids, or select the bid that best serves the needs of the district and waive any irregularities in proposals. Sign for acknowledgement and agreement.	Signature:
Review the enclosed Conflict of Interest Policy. Do you have any conflicts? If so, explain any potential conflicts of interest according to the policy.	Yes No N/A Explanation:
Vendor agrees that all service providers will complete a background check for the Oak Ridge R-6 School District within 30 days of notification of acceptance of this proposal.	Signature:
Vendor agrees that the Oak Ridge R-5 School District will not be responsible costs incurred by the vendor for the development and submission of this proposal	Signature:
Vendor understands that all proposals are kept confidential and information with other vendors will not be shared until after a vendor has been selected.	Signature:
Sign and date and return with this proposal indicating understanding and compliance with the criteria listed on this page.	Signature: Date:

*All requests for proposals and requests for qualifications will be administered in accordance with DJF.

OAK RIDGE R-6 CONFLICT OF INTEREST POLICY

All directors of the Oak Ridge R-VI School District Board of Education shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their capacity as board members conflict with the mission of the district.

Purchases Involving Federal Funds

In addition to the requirements of this policy, board members must follow the provisions of policy DJFA and related procedures and are also subject to the conflict of interest provisions of federal law.

Definitions

Business with Which a Board Member Is Associated – For the purposes of this policy:

1. A sole proprietorship owned by the board member, his or her spouse or any dependent children in the board member's custody;
2. A partnership or joint venture in which the board member or his or her spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the board member is an officer or director or of which the board member or his or her spouse or dependent children in the board member's custody, whether singularly or collectively, own more than ten percent of the outstanding shares of any class of stock or partnership units; or
3. Any trust in which the board member is the trustee or settlor or in which the board member or his or her spouse or dependent children in his or her custody, whether singularly or collectively, are beneficiaries or holders of a reversionary interest of ten percent or more of the corpus of the trust.

Fourth Degree of Consanguinity or Affinity – Includes parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces, nephews, grand-nieces, grand-nephews, aunts, uncles, great-aunts, great-uncles, and first cousins by virtue of a blood relationship or marriage.

Special Monetary Benefit – Being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

Substantial Interest – A substantial interest exists when the board member or his or her spouse or dependent children in his or her custody, either singularly or collectively, directly or indirectly:

1. Own(s) ten percent or more of any business entity; or
2. Own(s) an interest having a value of \$10,000 or more in any business entity; or
3. Receive(s) a salary, gratuity or other compensation or remuneration of \$5,000 or more from any individual, partnership, organization or association within any calendar year.

Sale, Rental or Lease of Personal Property (Property Other Than Real Estate)

No elected or appointed official of the district shall sell, rent or lease any personal property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Sale, Rental or Lease of Real Property (Real Estate)

No elected or appointed official of the district shall perform a service or sell, rent or lease any real property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice.

Employment

The district shall not employ board members for compensation even on a substitute or part-time basis. The district will not accept applications of employment from board members, consider board members for employment or decide to employ board members while they remain on the school board. Board members may provide services on a volunteer basis.

Independent Contractor Services

No elected or appointed official of the district shall perform service as an independent contractor for consideration in excess of five hundred dollars' value per transaction or five

thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Businesses That Employ Board Members

A board member may participate in discussions and vote on motions for the district to do business with entities that employ the board member as long as the business is not owned by the board member and the board member will not receive any financial benefit from the transaction. The board member may need to submit a statement of interest as described below.

Statement of Interest

Before voting, board members who have a substantial personal or private interest in a decision before the board shall provide a written report of the nature of the interest to the board secretary. The written statement will be recorded in the minutes. Board members who have disclosed the interest in a financial interest statement filed or amended prior to the vote will be in compliance with this requirement.

Self-Dealing

1. Board members may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value, whether received or not, to themselves or any third person. This includes a gift or campaign contribution made or received in relationship to or as a condition of the performance of an official act.
2. Board members shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to them, their spouses or dependent children in their custody.
3. Board members will not use their decision-making authority for the purpose of obtaining a financial gain that materially enriches them, their spouses or dependent children in their custody by acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.
4. Board members shall not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.

5. A board member will not attempt to directly or indirectly influence or vote on a decision when the board member knows the result of the decision may be the acceptance by the district of a service or the sale, rental or lease of property to the district and the board member, his or her spouse, dependent children in his or her custody or any business with which the board member is associated will benefit financially. If such a transaction is presented to the board, the board member will abstain and leave the room during any deliberation.

Gifts and Gratuities

Board members and others who are subject to this policy are prohibited from accepting gifts or gratuities in excess of the amount established by the board from any vendor, vendor's representative or person who does or is attempting to do business with the district. Gifts and gratuities include, but are not limited to, money, personal property, free meals, tickets to events, travel expenditures and games of golf. Door prizes and other randomly awarded prizes, such as those awarded from raffles or other fundraising events, are not considered a gift or gratuity.

Use of Confidential Information

Board members shall not use or disclose confidential information obtained in the course of or by reason of their official capacities in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which the board member is associated or any other person.

Even when there is no financial gain involved, failure to keep information confidential violates board ethics and board policy and could also violate state and federal law.

Nepotism

Board members shall not vote to employ or appoint any person who is related to them within the fourth degree by consanguinity or affinity. In the event that an individual is recommended for employment or appointment and the individual is related within the fourth degree to a board member, the related board member shall abstain from voting and shall leave the room during consideration of the question and the vote, unless the motion is part of a consent agenda and there is no discussion, in which case, the member need not leave the room but will refrain from voting.

For the purposes of this section, to "employ" includes hiring persons to be employees of the district and approving independent contractors who provide services to the district.

Financial Interest Statements

The Oak Ridge R-VI School District Board of Education hereby adopts a policy establishing and making public its own method of disclosing financial interests of board members, candidates and specified administrators, in accordance with law. Financial interest statements (also known as personal financial disclosure statements) as described below shall be filed with the Missouri Ethics Commission (MEC) and the Oak Ridge R-VI School District Board of Education on or before May 1 for the preceding calendar year, unless the person filing is a board candidate. Candidates must file their reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours.

This portion of the policy dealing with the financial interest statement will be adopted in an open meeting at least once every other year by September 15. A certified copy of this policy shall be sent to the MEC within ten days of adoption.

Board Member Disclosure

All school board members with transactions to report and candidates for school board will file the short-form version of the MEC's financial interest statement each year. This form is also known as the "Financial Disclosure Statement for Political Subdivisions." School board members and candidates will report the following transactions if they occurred during the previous calendar year. If no such transactions occurred, the board member is not required to file.

1. Each transaction in excess of \$500 per year between the district and the individual or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee or penalty due the district and other transfers for no consideration to the district. The statement shall include the dates and identities of the parties in the transaction.

"First degree of consanguinity or affinity" includes parents, spouse or children by virtue of a blood relationship or marriage.

2. Each transaction in excess of \$500 between the district and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee or penalty due the district or payment for providing utility service to the district and other transfers for no consideration to the district. The statement shall include the dates and identities of the parties in the transactions.

Superintendent, Chief Purchasing Officer and General Counsel Disclosure

The superintendent, chief purchasing officer and general counsel, if employed full-time, will file the short-form version of the MEC's financial interest statement each year. This form is also known as the "Financial Disclosure Statement for Political Subdivisions." These employees will report the following transactions if they occurred during the previous calendar year. If no such transactions occurred, these employees will still file, but will mark the items as not applicable.

These employees will disclose in writing the information required in 1) and 2) above. In addition, these employees will disclose the following information for themselves, their spouses and dependent children in their custody:

1. The name and address of each employer from whom income of \$1,000 or more was received during the year covered by the statement.
2. The name and address of each sole proprietorship the individual owned.
3. The name, address and general nature of business conducted by each general partnership or joint venture in which he or she was a partner or participant.
4. The name and address of each partner or co participant in the partnership or joint venture unless the information is already filed with the secretary of state.
5. The name, address and general nature of business of any closely held corporation or limited partnership in which the individual owned ten percent or more of any class of the outstanding stock or limited partners' units.
6. The name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the individual owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests.
7. The names and addresses of each corporation for which the individual served in the capacity of director, officer or receiver.

END OF CONFLICT OF INTEREST POLICY

Oak Ridge R-6 School HVAC Inspection Service Request For Proposals

The Oak Ridge R-6 School district is requesting proposals for HVAC Inspection Service for the 2025-2026 school year.

The request for proposal specifications may be picked up between 8:00 AM and 4:00 PM at the Oak Ridge R-6 Administrative Office, 4198 State Highway E, Oak Ridge, MO 63769, found on the district website under public notices, or a request to receive a proposal electronically can be sent to Dr. Sonia Wood swood@oakridge.k12.mo.us.

All proposals to be considered must be received by Tuesday, March 4, 2025 12:00 PM-Noon. Proposals may be mailed or hand-delivered along with all supporting documents in a sealed envelope, marked as "Proposal HVAC Inspection Service" in the lower right corner of the envelope and addressed to:

Oak Ridge R-6 School District
ATTENTION: DR. SONIA WOOD
4198 State Highway E
Oak Ridge, MO 63769

Include a vendor contact business card when submitting this proposal.

Proposals may be sent electronically in PDF format to swood@oakridge.k12.mo.us with "Proposal For HVAC Inspection Service" in the subject line of the email.

For more information call Dr. Sonia Wood at:
573-266-3218 or email swood@oakridge.k12.mo.us.

End of RFP