

## **Kaleidoscope Charter School Request for HVAC Services Proposal**

**Date Issued:** 12.01.25

**Proposals Due:** 12.19.25

### **Overview**

Kaleidoscope is seeking proposals from qualified firms for heating, ventilation, and air conditioning preventative maintenance services.

Kaleidoscope Charter School (KCS) is a charter school located in Otsego, MN. We have Reliable Controls and would like the service provider who is able to repair, update, and service this control system along with the units. We have 15 RTU's that will be serviced by the provider. Additional services to refrigerators and freezers for the kitchen area should also be included. We have a walk-in cooler, walk-in freezer, two stand-alone freezers, and two milk coolers.

### **Purpose**

The School is soliciting responses from qualified organizations to provide comprehensive HVAC preventative maintenance services beginning February 1, 2026. The School would consider a multi-year contract.

### **Anticipated Timeline**

- Issuance of RFP, 12.1.25
- Question Period, 12.2.25 to 12.8.25 3:00 p.m.
- Answers posted no later than 12.10.25 3:00 p.m.
- Deadline for Proposal Submissions, 12.19.25 3:00 p.m.
- Proposal Review by KCS, Week of 12.28.25
- Request for Additional Information and Onsite or Virtual Interviews, Week of 12.28.25
- Final Decision (subject to Board Approval) 01.22.26

Questions may be submitted during the question period to the Director of Business Operations, Wendi Foss at [wfoss@kcsmn.org](mailto:wfoss@kcsmn.org). All questions and answers will be posted to the Kaleidoscope website [www.kcsmn.org](http://www.kcsmn.org)

### **Scope and Nature of Work**

The School is searching for a full service heating, ventilation and air conditioning Contractor who shall perform HVAC preventative maintenance services and provide ongoing review, maintenance, and repair of the KCS building environmental systems (including Reliable Controls).

We would like a comprehensive proposal reflecting the services listed below and the experiences of your organization in the following:

### **Heating, Ventilation and Air Conditioning Management**

- Service, operate and maintain Reliable Controls systems
- Service operate and maintain the heating and air conditioning system
- Maintain, provide preventative maintenance service and repair RTU's including maintaining belts, changing filters as required by the manufacturer.

#### **Term**

The contract potentially resulting from this RFP shall be in effect 02.01.2026 and may continue through 01.31.2029 (3-year term). The renewal of this contract is not guaranteed and is at the discretion of Kaleidoscope Charter School.

#### **Proposal Requirements**

All proposals must be submitted electronically via e-mail using a portable document format (PDF) to: Brad Sellner (bsellner@kcsmn.org)

Proposals received after the deadline will not be accepted or considered.

Proposals must include the following requirements in order to be considered for this request:

- **Pricing:** Provide a description of all costs associated with service delivery. All costs shall include labor, materials (filters, belts), tools, equipment, supplies, postage, services, insurance, transportation, and other incidental requirements necessary to perform the work.
- **Organizational Structure:** Please outline how your organization is structured to service your clients. How many team members are assigned to each school?
- **Use of Technology:** Please provide an explanation of your ability to service Reliable Controls.
- **Background and Qualifications:** Provide background information and educational qualifications of personnel who will be involved in performing the services required under this RFP.
- **Description of Services:** Unless otherwise noted, it is assumed the above services are included.

Are there services that your firm typically performs for charter schools that are considered outside the scope of the typical contract that are not included above?

- **References:** Provide contact information for at least three references.

**Additional Information**

Interested firms are encouraged to provide any additional information not otherwise requested that may aid Kaleidoscope Charter School in awarding this professional service contract.

**Selection Criteria**

A selection committee will review all proposals. The submitted information, pricing and references will be included in the selection process.

Brad Sellner, Executive Director