

**Request for Quotes
10.25.25**

Agency: Muhlenberg Job Corps Center
3875 State Route 181 N.
Greenville, KY 42345



This is a Subcontracting Opportunity

I. SOLICITATION

This Request for Quote is provided for Building 1408 Administration **HVAC repair project** located on campus grounds of Muhlenberg Job Corps Center operated by **Insights Training Group, LLC** under Contract number **1605JE22C0007** with the United States Department of Labor. The extent of the work is described below.

The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the solicitation. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes (RFQ). Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the RFQ. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the request to quote. The full listing of the Terms and Conditions can be found on the Insights website at www.insightssl.net.
- (2) Award on the quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by e-mail shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to **MuhlenbergPurchasing@jobcorps.org**.

1. REPRESENTATION

A. Specific Requirements

1. The parties mutually agree that this agreement shall be in effect **once a PO (Purchase Order) is generated and provided to the vendor who is awarded business with MJCC.**
2. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
3. All conflicts and requests for interpretation or clarification shall be submitted to the Muhlenberg Job Corps Center Director.

B. Specific Requirements

The prospective offerors must take such steps as may be necessary to ascertain the nature and scope of the work.

1. **A pre-bid onsite visit will be held on November 14th, 2025 10:00am CST.**
2. **Any follow up questions will need to be submitted to the Purchasing Agent by November 18th, 2025 5:00pm.**
3. **Follow up questions will be answered and shared with all interested bidders by November 19th, 2025 at 5:00pm.**
4. **Quotes must be submitted by November 21st, 2025 at 5:00pm.**
5. **Once awarded, Contractor must be able to start to provide a timeline for prompt delivery of supplies and for completing labored repair services as agreed to with the MJCC's Corporate team.**

II. INSTRUCTIONS – QUOTE SUBMISSION REQUIREMENTS

All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.

1. Offerors must provide evidence of licenses, certification, and be registered in the State of Kentucky to perform the scope of work [as applicable].
2. Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
3. Offerors shall submit a fixed price quote based upon the SOW and Extent of Work outlined in the Schedule. Labor and materials cost must be detailed in the response when applicable. Labor Rates will be determined as applicable under FAR 22.403-1-CWRR. Contractor Wage Rate Requirement.
4. A minimum 60-day bid guarantee is required.
5. Goods and services are sales/use tax-exempt.
6. Subcontractor must accept purchase orders with net terms.
7. Subcontractor must provide a completed New Vendor Profile (Sample in Attachments) & W-9

a. Contractor must acknowledge the need for and provide proof of their ability to secure bonding (performance and payment). The Miller Act requires that prime contractors for the construction, alteration, or repair of Federal buildings furnish a payment bond for contracts in excess of \$100,000.

III. SCOPE OF WORK (SOW):

The Contractor shall furnish all labor, materials, tools, equipment, supervision, and services required to complete the installation of a new Trane 5-ton, 15 SEER, 208V 3-phase split HVAC systems with 95% up flow furnaces, hi efficiency evap coils, R454B refrigerant, and flush line set

All work shall be performed in accordance with Davis-Bacon Act labor standards, Certified Payroll Wage Rate requirements, and all applicable federal, state, and local codes.

The new HVAC system shall include (but not be limited to) the following components:

- **Outdoor Condensing Unit:** Trane 5-ton, 15 SEER, 208V 3-phase, R-454B refrigerant.
- **Indoor Furnace:** 95% AFUE high-efficiency gas furnace, compatible with system capacity and voltage.
- **Evaporator Coil:** High-efficiency Trane coil matched to system and refrigerant type (R-454B).
- **Line Set:** Flush existing line set, and check operations. Replace as needed.
- **Electrical Components:** Disconnects, fuses, control wiring, and conduit as required for complete installation.
- All work shall be performed by qualified technicians in accordance with Davis Bacon Wages
- Remove and properly dispose of existing HVAC equipment (if applicable).
- Install new system components in accordance with Trane factory specifications and local codes.
- Test refrigerant piping for leaks, evacuate system, and charge with R-454B refrigerant.
- Verify proper operation of the system (cooling and heating modes).
- Perform airflow balancing and ensure thermostat functionality.
- Provide start-up documentation and equipment registration with Trane.
- **Equipment Warranty:** Per Trane manufacturer standard.
- **Labor Warranty:** Contractor shall provide a minimum **1-year labor warranty** covering all installation workmanship.
- **Performance Guarantee:** Contractor guarantees proper system function as designed upon project completion.
- Manufacturer's submittals and O&M manuals.
- Start-up and test reports.
- Certified payroll records (as required).
- Final inspection approval documentation.
- Training provided for the facilities department

IV. INSURANCE

Prior to starting any work or service physically on center, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer's Liability – Amounts in coverage as required by the State of Kentucky compensation laws or union agreements. Employer's liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$5,000,000.00 each occurrence

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance. It is the contractor's responsibility to provide a new and/or replacement Certificate of Insurance at least (15) fifteen days prior to the expiration of such policy. Contractor must give MJCC at least (30) thirty days' prior written notice of cancellation or termination of coverage.

V. EVALUATION FACTORS FOR AWARD:

Insights Training Group, LLC anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose quote is technical acceptable and the lowest price.

1. Invoicing/Certified Payroll

Invoices shall be rendered by Contractor with net terms.

2. Indemnification

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Insights Training Group, LLC, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

3. Facility Operating Hours

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the Maintenance Manager in order to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

4. Changes in the Work

Minor changes in the work that, the Center or Contractor may recommend and, do not involve adjustment to the Contract Sum or the Performance time shall be made through written instruction from the Purchasing Agent authorizing the Contractor to proceed with the agreed-upon changes.

Changes in the work that do involve adjustment to the Contract Sum or the Performance time or both are Contract modifications that shall be executed as Change Orders on AIA Document G 701 or equivalent. Reference the Federal Acquisition Regulation (FAR) 52.243-4. For Contract modifications requested by the Center or initiated by the Contractor, the Contractor shall prepare and submit for approval, a change order proposal.

VI. ACCEPTANCE OF WORK

1. Substantial Completion

Substantial completion of the work is defined herein as the point at which the work is complete in all respects except for a few minor items which are to be listed on the contractor's punch list. With the issuance of a substantial completion certificate executed by the center and the contractor, the center will occupy/take possession of the work. Prior to the issuance of an executed substantial completion certificate the contractor shall have had all tests completed, witnessed, and approved by the center's authorized representative. The provision of all required training, operating and maintenance manuals and other such requirements specified in this Scope of Work shall be a prerequisite to the contractor's notification requesting a substantial completion walk-through. The contractor shall notify the center in writing at least seven calendar days prior to the estimated date of substantial completion and request a substantial completion walk-through. The letter shall include a dated punch list as developed by the contractor. The purpose of the walk-through is to review the contractor's list for accuracy and to identify any additional items needing completion prior to final acceptance. The contractor, shall, upon receipt of a substantial completion punch list, correct his work as required within 7 calendar days or until acceptable to the center. The substantial completion walk-through shall be performed by the center director and/or the designated representative.

2. Final Inspection

The contractor shall inform the center in writing at least three days prior to the estimated date of the completion of the work and request a final acceptance inspection. The contractor shall guarantee all workmanship done under this Scope of Work for a period consistent with industry standards and the warranty shall be consistent with the requirements in the SOW. Prior to final payment, the contractor shall deliver to the center and release of liens by all subcontractors and material suppliers associated with this project.

VII. EXTENT OF WORK

1. Testing and Inspection

- i. The contractor is responsible for all inspections and testing.

2. Adherence to the Scope of Work

- i. Although this scope of work identifies specific elements, it is the contractor's responsibility to provide any and all elements which are incidental to the functioning of the work to be provided. It is not intended for other deficiencies not related to the work identified in Section III to be corrected. The contractor shall limit its efforts only to the work identified in this scope of work.

VIII. PROJECT REQUIREMENTS

1. Codes

In accordance with the Scope of work, the contractor shall obtain all applicable permits and comply with all applicable building and safety codes, ordinances and regulations which are informed by city, county, state, or relevant federal agencies. OSHA and EPA regulations shall also apply. All conflicts and requests for interpretation or clarification regarding permits and codes shall be submitted in writing to the Buyer, Whitney M Young Center.

2. Contractor Wage Rate Requirements (CWRR)

This project is subject to the provisions of the Contractor Wage Rate Requirements (CWRR- formerly known as Davis Bacon Act) for construction work on a federally funded Job Corps center. Accordingly, the contractor shall be required to conform to the latest wage rate decision for Muhlenberg County, Kentucky: Wage Determination Number: [KY20210041](#)

The latest contractor Wage Rate Requirements wage can be found at SAM.gov or:

<https://sam.gov/wage-determination/KY20210041/7#history>

More information can also be found at: <https://www.acquisition.gov/far/52.222-6>

The contractor shall provide written confirmation of compliance with wage rate and fringe on company letterhead and provide to the buyer with certification that employees are being paid according to payroll records. The certified payroll records shall be submitted to the buyer using the sample form in Attachment 4. Contractors should familiarize themselves with the requirements before providing a quote.

The current form and instructions for using the form (wh347 dated 2008), and obtaining a fillable PDF of the form, can be obtained on the web at <http://www.dol.gov/whd/forms/wh347instr.htm>. The contractor shall

submit a copy of all weekly payroll forms with each invoice for payment, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each service employee has been paid not less than the proper service contract prevailing wage rate for the work performed if required. The Buyer will compare the payroll record with the daily visitor sign in log. Any discrepancies between the payroll record and the center log shall be reconciled by the contractor before a progress payment will be made. The contractor shall be required to post bilingual (English, Spanish) signs in prominent locations at the project site informing all workers of their right to service contract wages.

3. Invoicing/Certified Payroll

Invoices shall be rendered by contractor with net terms. Weekly certified payroll must accompany every invoice in order to be accepted. Net terms begin upon review and acceptance of certified payroll. MJCC reserves the right to withhold payment due to contractor until the vendor provides compliant certified payroll and required documents.

4. Indemnification

To the fullest extent permitted by law, subcontractor shall defend, indemnify and hold harmless Insights Training Group LLC, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

5. Facility Operating Hours

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the maintenance manager to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

6. Supervision and Discipline

The contractor shall provide a competent supervisor, or lead person who is qualified, certified, and capable of overseeing activities and authorized to act on behalf of the contractor and direct the work. The contractor's employees shall conduct themselves in an orderly manner and adhere to all the center rules and regulations. Contractor shall be responsible for all precautions as may be necessary to fully protect their work both during its execution and until its final acceptance or the contractor shall be held responsible for all damages incurred. Contractor shall be responsible to MJCC for the acts and omissions of their employees, subcontractors and their agents and employees, and other persons performing any of the work under a contract with the contractor or on behalf of the contractor.

The Center and Insights Training Group reserve the right to direct the removal of any contractor's employee for conduct in violation of center regulations or conduct which is deemed detrimental to the center operation.

7. Supplies/Chemicals

The contractor shall provide all supplies, parts, materials, equipment and chemicals needed to perform the SOW. Contractor is responsible for monitoring and safety storing chemicals while conducting work on center. Contractor must provide a copy of all Materials Safety Data Sheets (MSDS) for all products used on Center-to-center buyer. Contractor must also maintain a copy of all MSDS sheets while on center. These sheets must be made available upon request by Muhlenberg Job Corps staff. Contractor shall ensure all supplies and chemicals are environmentally friendly. Contractor will maintain a log of chemical applications made by employees. The log will note all application locations, amounts applied and dates of application. Entries into the log will be noted and made part of the weekly service report provided to the maintenance manager. Chemical use around pool, storm drains or any water is not allowed.

8. Changes in the Work

Minor changes in the work that, the Center or contractor may recommend and, do not involve adjustment to the contract sum or the performance time shall be made through written instruction from the purchasing agent authorizing the Contractor to proceed with the agreed upon changes. Changes in the work that do involve adjustment to the contract sum or the performance time or both are contract modifications that shall be executed as change orders on AIA Document G 701 or equivalent. Reference the Federal Acquisition Regulation (FAR) 52.243-4. For contract modifications requested by the Center or initiated by the contractor, the contractor shall prepare and submit for approval, a change order proposal (see attachment 11). Procedures for preparing and processing change order proposals shall be as follows:

9. The Miller Act (Bond Requirements)

The Miller Act requires that prime contractors for the construction, alteration, or repair of Federal buildings furnish a payment bond for contracts in excess of \$100,000. Other payment protections may be provided for contracts between \$30,000 and \$100,000. The payment bond is required as security for the protection of those supplying labor and/or materials in the construction of public buildings. Failure by a contractor to pay suppliers and subcontractors gives such suppliers and subcontractors the right to sue the contractor in U.S. District Court in the name of the United States.

IX. PERIOD OF PERFORMANCE

Period of performance – It is expected that the project to be completed within 45 days of award.

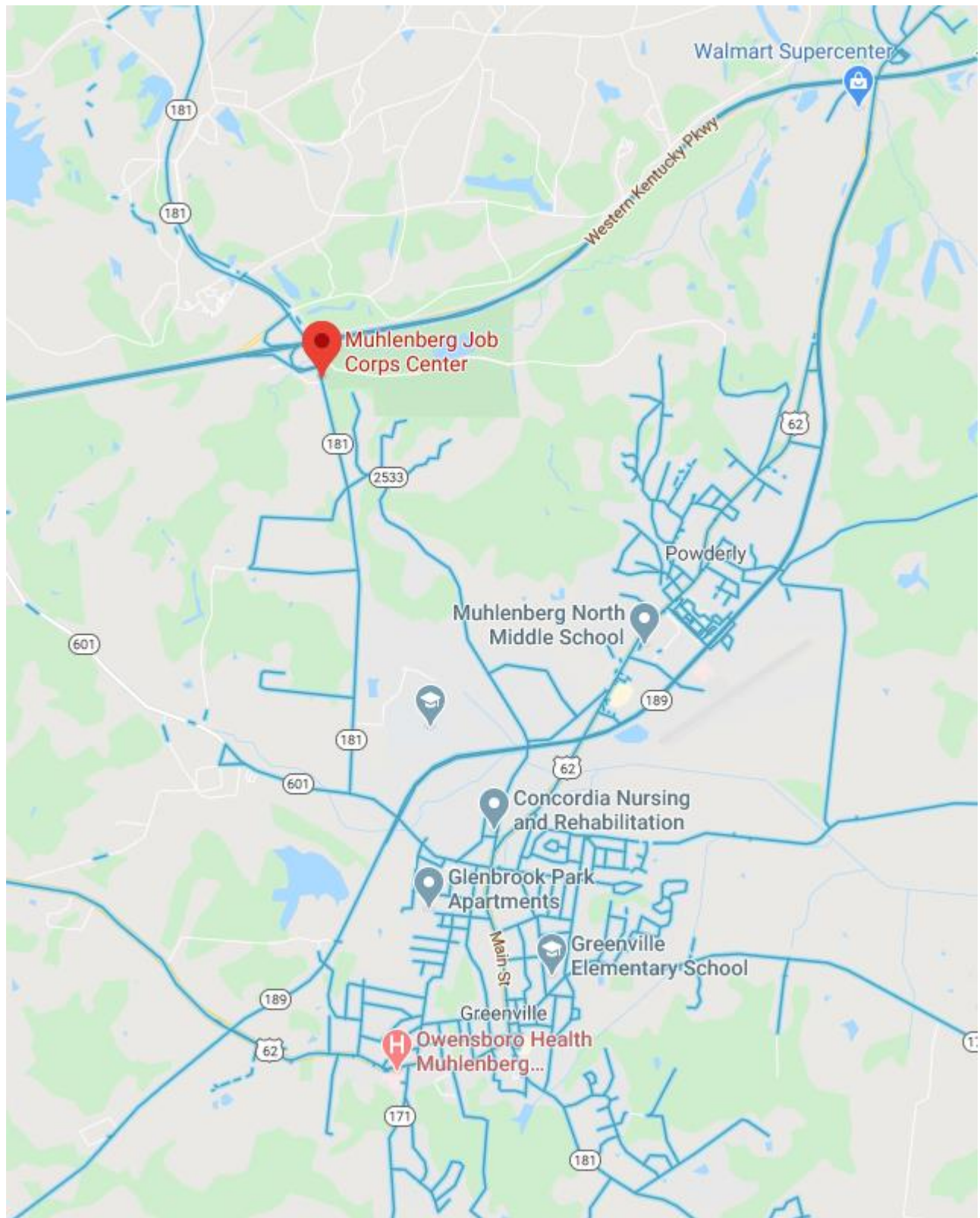
X. Attachment 1 – Contract Clauses by Reference

This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full text. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at: www.Insightsllc.net.

XI. Attachments 2-5

Attachment 2: Vicinity Map
Attachment 3: Site Plan

VICINITY MAP



MUHLENBERG JOB CORPS CENTER

BUILDINGS

- 1400- ACADEMIC
- 1401- HIGH/SCHOOL ACADEMIC
- 1402- HOT
- 1403-14 - DORMITORY (MEN)
- 1405-16 - DORMITORY
- 1407- RECREATION
- 1406-19 - ADMINISTRATION
- 1410- MEDICAL
- 1411- GYMNASIUM
- 1412- DINING HALL
- 1413- W/HOUSE/MAINTENANCE
- 1414- VOCATIONS
- 1415-16 - CENTER LIFE/COUNSELING
- 1419- RES. LIVING STORAGE
- 1420- FLAMMABLE STORAGE
- 1429- VOCATIONS
- 1431- STORAGE
- 1432- DATA/EMERGENCY
- 1433- CENTER LIFE STORAGE
- 1435- DORMITORY WOMEN
- 1438- INDEPENDENT LIVING
- 1437- WELCOME CENTER
- 1436- WATER PUMP STATION

STRUCTURES

- 1420A- WASTE OIL SHED
- 1420B- PUMPHOUSE
- 1421- BLDG & GROUND STOR
- 1422- MECHANICAL STG
- 1428- HEAVY EQUIPMENT SHED
- 1440- GAZEBO
- 1441- BUS STOP
- 1442- STORAGE

