

Roberto Clemente Charter Schools
Request for Proposals
Beginning January 1, 2024

Locations:

Administration Building
131 W. Hamilton St.
Allentown, Pa 18101

Elementary School
850 N. 5th Street
Allentown, Pa. 18102

Secondary School
136 S. 4th Street
Allentown, Pa.18102

To schedule a meeting/walkthrough contact:

Roberto Clemente Charter School
William Breiner, Facility Manager
484-744-3644
bbreiner@myrccs.com

Submit proposals to:

Roberto Clemente Charter School
Attn: Business Office
131 W. Hamilton St.
Allentown, Pa. 18101
business@myrccs.com

Proposal must be received by October 31, 2023 for consideration, no exceptions.
Contract will be awarded November 21, 2023

Terms

- School is soliciting a three year contract with two one year voluntary extensions
- Proposal should include rate locks, increases, and/or caps per year including extensions.
- Contact list shall be provided for services, billing, etc...
- Certificate of insurance must be provided.

Service Specifications:

Service expectations are included on the following page and include the equipment in each building.

**Roberto Clemente Charter School
Administration Building
131 W. Hamilton St.
Allentown, Pa 18101**

EQUIPMENT: Four (4) split systems, one (1) furnace, three (3) exhaust fans.

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| Check operating pressures. | Clean evaporator coil |
| Check blower section. | Clean condensate drain. |
| Electrical checkout. | Grease and lubricate bearings. |
| Clean heat exchanger. | Clean condenser coil. |
| Monitor limit controls | Check cooling operations. |
| Check and replace filters. | Burn off heating coils (Fall). |
| Check for correct airflow. | Check proper temperature. |
| Check motor voltage/amps. | Check burner operations. |
| Remove obstructions/flue. | Change belts. |

**Roberto Clemente Charter School
Elementary School
850 N. 5th Street
Allentown, Pa. 18102**

EQUIPMENT: One (1) boiler, two (2) makeup air units, seven (7) split systems and three (3) ductless split systems.

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| Check operating pressures. | Check proper burn temperature. |
| Clean evaporator coil. Check safety controls. | Check motor voltage/amps. |
| Check blower section. | Check burner operations. |
| Clean condensate drain. | Remove obstructions/flue. |
| Electrical checkout. | Change belts annually. |
| Grease and lubricate bearings. | Clean heat exchanger. |
| Clean condenser coil. | Monitor limit controls. |
| Check cooling operations. | Check and replace filters. |
| Check for correct airflow. | Burn off heating coils (Fall). |

**Roberto Clemente Charter School
Secondary School
136 S. 4th Street
Allentown, Pa 18102**

EQUIPMENT: Seven (7) roof top units, one (1) makeup air unit, fourteen (14) condensing units, fifteen (15) air handlers and five (5) exhaust fans.

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| Check operating pressures. | Clean evaporator coil. |
| Check safety controls. | Check blower section. |
| Clean condensate drain. | Electrical checkout. |
| Grease and lubricate bearings. | Clean heat exchanger. |
| Clean condenser coil. | Monitor limit controls. |
| Burn off heating coils (Fall). | Check cooling operations. |
| Check and replace filters | Check for correct air flow. |