

**Town of Winterville,
North Carolina
Request for Proposals
Heating, Ventilation, Air Conditioning Services**

Introduction:

The Town of Winterville hereafter referred to as the Town, will accept proposals for a vendor to provide heating, ventilation, air conditioning, and gas services.

Submittal: All Proposals shall be clearly identified for receipt by the Town of Winterville. Three (3) copies of the proposal must be received on or before September 2, 2025.

Any questions should be submitted and received by the Project Manager by 1:00 pm on August 25, 2025.

MARK ENVELOPE: **HVAC RFP**

ADDRESSED TO: Town of Winterville
ATTN: Anthony Bowers
Assistant Town Manager
P.O. Box 1459
Winterville, NC 28590
Deliver in person – Winterville Operations Center
2936 Church St. Winterville, NC 28590

EMAIL ADDRESS: anthony.bowers@wintervillenc.com

Note - All written correspondence and e-mails are considered public documents in the State of North Carolina

Deadline Enforced:

Proposals received after the time and date set for receipt of proposals will NOT be accepted. It is the proposer's responsibility to ensure timely delivery of their proposals. Electronic, telephone or facsimile proposals will not be accepted.

Proposals will be opened on **September 2, 2025 at 1:00 pm** at the Town Operation Center. Bids will be discussed at a subsequent Town Council meeting and will be awarded to the most qualified and responsible bidder(s). The Town of Winterville reserves the right to approve proposals, deny proposals, negotiate proposals, or re-advertise for additional proposals for the project if deemed necessary by the Fire Chief, Assistant Town Manager, Town Manager, or Town Council. The Town Council and Town Staff reserve the right to interview any or all the applicants to help aid in determining the most qualified firm.

Mandatory walk through of Town facilities is scheduled for August 18, 2025 at 9:00 am.

Evaluation:

Project proposals will be evaluated based upon:

1. Cost of services including preventative maintenance, repairs, and services.
2. Experience of Bidder.
3. Demonstration of bidder's ability to provide comprehensive and timely services.
4. Qualifications and experience of personnel, including licenses.
5. Rate schedule for hourly services.
6. References.

FORM OF PROPOSAL

HVAC SERVICE, MAINTENANCE, AND REPAIRS

The undersigned, as Bidder, proposes and agrees that if this proposal is accepted to contract with the Town of Winterville in the form of contract specified to furnish all necessary implements, equipment, tools, supplies, labor and supervision to complete HVAC Services and Maintenance, in full and complete accordance with the Specification and Contract Documents, to the entire satisfaction of the Town of Winterville.

The undersigned bidder hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in the proposal or in the contract to be entered into; that this proposal is made without connection with any person, company, or parties making a bid or proposal; that it is in all respect fair and in good faith without collusion or fraud; and that Bidder will not sub-contract to another party.

The Bidder further declares that they have examined the site of work, specifications, attachments, contract documents, and read all provisions furnished prior to opening of bids; and that they are satisfied their self-relative to the services to be performed.

Each bidder shall affirm that no official or employee of the Town is directly or indirectly interested in this proposal for any personal reason or gain.

The Town of Winterville reserves the right to reject any and all bids.

The Bidder proposes and agrees if this proposal is accepted to contract with the Town of Winterville for the following prices listed on the attached form.

Contracted Dates: 1 year from date of October 1st, 2025, with the Town possessing the option to extend for two (2) additional years.

SPECIFICATIONS

HVAC SERVICE, MAINTENANCE, AND REPAIRS

1. TERM OF CONTRACT

Contract shall exist for (12) months beginning on **October 1, 2025**. The Town reserves the right to extend this Agreement on an annual basis as is if it is determined to be in its best interest. The life of this Agreement including all extensions shall not extend beyond a period of three (3) years. The Town reserves the right to terminate this Agreement at any time with thirty (30) days written notice, with or without cause.

2. BIDDER QUALIFICATIONS

Only bids from companies qualified, licensed, and established in performing this type service and qualified to handle accounts of this size may be considered. Prior to award, Town of Winterville reserves the right to investigate a bidder's ability to fulfill the requirements of the contract.

3. INSURANCE

Minimum Limits of insurance:

General Liability – No less than \$1,000,000, limit per occurrence for bodily injury, personal injury, and property damage.

Auto Liability – No less than \$1,000,000, limit per occurrence combined single limit per accident per bodily injury and property damage.

Worker Compensation and Employers Liability – Workers Compensation and Employers Liability as required by the State of North Carolina.

The successful Contractor shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than at the execution of the contract. The Town reserves the right to require any additional documentation or information verifying insurance coverage, as the Town deems necessary. The town may contract the successful Contractor's insurance agent(s) or carrier(s) directly concerning and insurance issues.

4. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and shall not be deemed an agent or employee of the Town of Winterville for any purpose whatsoever.

The Town prefers a single, qualified company or entity to be responsible for providing services described herein. Therefore, the contractor shall not subcontract any work related to the HVAC service and maintenance contract unless that work cannot be successfully and efficiently completed by the contractor and must be approved by the Town of Winterville.

5. CONTRACTOR USE OF SITE PREMISES

Successful contractor shall cooperate with and accommodate related work performed by the Town on site during the contract period. It shall be the successful Contractor's responsibility to coordinate its work on site.

6. PERSONNEL

The Town of Winterville reserves the right to request of the Contractor, dismissal, or replacement of an employee for the Contractor if a conflict or problem with that employee should arise. The Contractor will be responsible for supervision, hiring, and firing of their own employees and shall be solely responsible for the pay, worker's compensation insurance and benefits. The Contractor's designated representative is required to perform periodic inspections of buildings and shall submit inspection reports to the Contract Administrator.

The Contract Administrator, which will be the Public Buildings Superintendent for the purpose of this Agreement, will be assigned as the contact person for cleaning personnel. The Contractor shall provide the hourly breakdown by position and ensure that his employees are trained in all appropriate safety regulations including but not limited to, OSHA regulations and all other local, State, and Federal regulations.

7. SCOPE OF SERVICES

I. Scheduled Maintenance

1. Trained technicians, engineers, and mechanics should conduct necessary tasks to ensure that the HVAC and gas equipment is properly maintained.
2. Each piece of covered equipment receives inspection and thorough routine preventive maintenance. Periodic tests and adjustments are made to efficient and reliable operation.
3. Maintenance intervals will be provided at least four (4) times per year/quarterly.
4. Following each scheduled inspection, the contractor will provide inspection reports depicting equipment condition with recommendations to correct any problems.

II. Repair Services

If in the course of a service call, it is determined that a repair to the covered system or a replacement of a component within the system would be beneficial, the Town of Winterville should be advised of the defect. Subject to approval by an authorized agent by the Town of Winterville, work will be performed on a preferred time and material basis. Repair rates will be based on personnel rate schedule as provided with the Bid.

III. Operational Support

On a regularly scheduled basis the contractor will make recommendations to the Town to improve system efficiency and reliability or reduce operational costs. A summary of services performed will also be prepared for the Town's review. The contractor will provide a written report of work done under this agreement at the end of each service call to update the history of the work performed.

IV. Preventative Maintenance Inspections

The contractor will perform scheduled preventive maintenance inspections. The contractor will conduct its work during normal working hours.

The contractor will check and verify performance of all covered equipment and components in accordance with manufacturer's specifications, original design criteria, and proper maintenance practice.

Maintenance Inspection(s) shall be performed four (4) times per year/quarterly.

1. Clean evaporator & condenser coil(s)
2. Check drive belt(s)
3. Check fan(s) for loose bolt(s)
4. Check operation of temperature control
5. Check condenser fan control and adjust
6. Check compressor oil level
7. Check and record discharge pressure
8. Check high- & low-pressure control and adjust
9. Check for refrigerant leaks
10. Clean condensate drains
11. Check breakers and wiring for over heating
12. Check contactor contacts
13. Tighten electrical connections
14. Check recycle timer operation
15. Check and record unit volts and amps
16. Check and record compressor & amps
17. Lubricate all fans and bearings
18. All air filters changed quarterly
19. Other work per manufacturers recommendations
20. Clean mini splits, pumps, and drains
21. Replace mini split filters
22. Perform thermostat calibration quarterly
23. Check and maintain all gas connections and equipment for leaks and functions

V. Maintenance Performed Annually

Duct cleaning on a 3-year rotation (Year 1: Operations center, Electrical Department, and Library) (Year 2: Town Hall Building) (Year 3: Public Works Building and Fire Department).

VI. Emergency

The contractor must be able to guarantee 4 hours response time in case of an emergency.

VII. Freon List

The awarding contractor shall provide to the Town a list of HVAC equipment in each building and the amount of Freon that goes into each unit.

8. RESPONSIBILITY FOR DAMAGE CLAIMS

The Contractor shall indemnify and save harmless the Town of Winterville and its officers, agents, and employees from all suits, actions or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason of any act of the Contractor, its agents, or employees, in the performance of the contract.

9. NOTICE TO PROCEED

A notice to proceed will be issued after the Contractor has executed the Agreement and their Insurance Certificate(s) or Endorsements have been received and accepted by the Town. The Contractor shall not deliver any equipment to the work site or commence work until they have received a written Notice to Proceed.

HVAC SERVICE, MAINTENANCE, AND REPAIRS BID

#	Description	Cost per Location per year	Price for Additional Non-Scheduled If Requested per man-hour
1	Town Hall Building	\$	\$
2	Winterville Recreation Park Facilities Maintenance Office, Concession Stands (2) & Bathroom Facilities (2)	\$	\$
3	Hillcrest Park Bathrooms	\$	\$
4	Library	\$	\$
5	Police/Fire/Rescue Station	\$	\$
6	Public Works Facilities	\$	\$
7	Worthington Road and Interconnecting Buildings	\$	\$
9	Electric Department Facilities	\$	\$
10	Operations Center	\$	\$
11	Church Street Electric Sub-Station	\$	\$
12	Vernon White Road/Railroad Street Electric Sub-Station	\$	\$
	Total Per Year	\$	**

**** Attach Additional rate schedule , if needed.**

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

Signature: _____ Date: _____

The bidder further proposes and agrees hereby to commence work under his contract after receiving a written Notice to Proceed.

The undersigned acknowledges receipt of the following Addenda to the Drawings and/or Specifications.

Addendum No.

Dated

The undersigned further agrees that in the case of failure on their part to execute the said contract and the bond within ten (10) consecutive calendar days after written notice being given of the award of the contract, the check, cash, or bid bond accompanying this bid shall be paid into the funds of Town of Winterville's account as liquidated damages for such failure; otherwise the check, cash, or bid bond accompanying this proposal shall be returned to the undersigned.

Submitted this _____ day of _____, 2025.

Name of Bidder/Corporation/Firm/Individual

Signature of Officer/Individual - Title

Business Address of Corp./Firm/Individual