Request for Proposal (RFP) – HVAC System Replacement

Mancos Public Library

211 W 1st Street Mancos, CO 81328

Introduction: Mancos Public Library is seeking proposals from qualified HVAC contractors for the replacement of our existing HVAC system. The selected contractor will be responsible for providing a turnkey solution that meets the heating, ventilation, and air conditioning needs of our library facility.

The Mancos Public Library, referred to as MPL in this document, is a rural library serving the community of Mancos, CO. The entire facility is approximately 7,500 square feet and completed construction in 2009.

Project Overview: The project involves the complete replacement of the HVAC system at MPL. The new system must be energy-efficient, comply with all relevant regulations and codes, and ensure optimal climate control throughout the facility.

Scope of Work:

1. Conduct a thorough assessment of the current HVAC system and provide recommendations for replacement.
2. Remove the existing unit from the roof of the building (Crane required).
3. Design and install a new HVAC system that meets the heating and cooling requirements of our library space.
4. Ensure the new system is energy-efficient and environmentally friendly.
5. Provide a detailed timeline for project completion, including milestones, and deadline.
6. Include a comprehensive maintenance plan for the new HVAC system.

Qualifications: Interested contractors should have a proven track record in HVAC system installation and replacement, with experience in similar projects for public buildings. Contractors must be licensed, insured, and compliant with all relevant local and state regulations.

Proposal Submission: All proposals must be submitted by March 15, 2024 to Jared Boudreaux at Director@mancoslibrary.org or mailed to Mancos Public Library. Late proposals will not be considered.

Proposal Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the contractor.
- Proposed HVAC system design and efficiency.
- Cost of the project, including installation and any additional fees, itemized in a detailed breakdown.
- Compliance with project timeline and milestones.
- References from previous clients with similar projects.

Timeline:

RFP Issued: January 5, 2024

Proposal Submission Deadline: March 15, 2024

Proposal Evaluation Period: March 16 – March 27, 2024

Contract Award: March 28, 2024

Revision of Request for Proposal:

MPL may elect to amend this RFP prior to the proposal due date. If it is necessary to revise any part of this RFP, an amendment will be provided to all vendors of record and posted online. Acknowledgement of the receipt of all issued amendments is required in all proposals. In no case will the RFP be amended within seven (7) days of the proposal due date, unless the amendment includes an extension of time to allow seven days between the amendment and the proposal due date. MPL will not be responsible for any additional costs incurred as a result of said changes in the RFP.

Disclosure of Data:

According to law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the

selected proposal and the proposal(s) not selected, and includes information in those proposals which a bidder may consider to be proprietary in nature. Therefore, MPL makes no representation that it can or will maintain in confidentiality such information.

Contact Information: For inquiries and additional information, please contact Jared Boudreaux at Director@mancoslibrary.org or Ryan Matthews at Rmatthews@mancoslibrary.org or 970-533-7600.

We appreciate your interest and look forward to receiving your proposal.

Sincerely,

Jared Boudreaux
Executive Director
Mancos Public Library