



NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Road Nixa, MO 65714
Business (417) 725-4025 Fax (417) 725-2393

REQUEST FOR PROPOSAL
HVAC Maintenance and Services

I. Introduction

The Nixa Fire Protection District (NFPD) is seeking proposals from qualified Heating, Ventilation, and Air Conditioning (HVAC) contractors to provide maintenance and service for its HVAC systems across two station locations in Nixa, Missouri. This Request for Proposal (RFP) outlines the requirements and scope of work for the selected contractor.

II. Background

NFPD operates three fire stations in need of this service, two equipped with three HVAC units and one with only an LP furnace. The selected contractor will be responsible for maintaining and servicing these HVAC systems to ensure optimal performance, energy efficiency, and a comfortable environment for personnel.

III. Scope of Work

The scope of work includes, but is not limited to, the following services:

1. Preventive Maintenance:

- a. Conduct bi-annual inspections and maintenance checks (one before the cooling season and one before the heating season) on all six HVAC units across the two station locations.
- b. Perform recommended services as per manufacturer guidelines, including cleaning, lubrication, and adjustment of components.
- c. Check and replace air filters as needed.
- d. Inspect and test safety controls, electrical connections, and thermostat operation.
- e. Provide a detailed report of the inspection findings and any recommended repairs or replacements.

2. Repair and Replacement Services:

- a. Provide on-call repair services for any HVAC system failures or malfunctions.
- b. Offer a clear pricing structure for labor and materials required for repairs.
- c. Recommend and provide cost estimates for any necessary equipment replacements or upgrades.

3. Emergency Services:

- a. Offer 24/7 emergency response services for critical HVAC system failures or issues.
- b. Respond promptly to emergency calls and provide temporary solutions or repairs as needed.

4. Recordkeeping and Reporting:
 - a. Maintain accurate records of all maintenance, repairs, and replacements performed.
 - b. Provide regular reports detailing the work completed and any outstanding issues or recommendations.

IV. Contractor Qualifications

The selected contractor must meet the following minimum qualifications:

1. Possess a valid HVAC contractor's license in the state of Missouri.
2. Have a minimum of five years of experience in providing HVAC maintenance and repair services for commercial or industrial facilities.
3. Employ certified and trained technicians to work on the specific types of HVAC systems installed at NFPD stations.
4. Carry adequate commercial general liability insurance and workers' compensation coverage.
5. Provide at least three references from previous clients for similar services.

V. Proposal Requirements

Interested contractors should submit a comprehensive proposal that includes the following information:

1. Company profile, including years of experience, licenses, certifications, and relevant qualifications.
2. A detailed description of the proposed maintenance and service plan, including the frequency of preventive maintenance visits and the specific tasks to be performed.
3. A pricing structure for preventive maintenance, repairs, replacements, and emergency services, including any applicable discounts or flat-rate pricing.
4. A description of the contractor's quality control measures and customer service policies.
5. Three client references for similar projects or services provided, including contact information.

VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Compliance with the RFP requirements and the scope of work outlined.
2. Qualifications and experience of the contractor and assigned technicians.
3. Proposed maintenance and service plan, including comprehensiveness and attention to detail.
4. Pricing structure and overall value for the services offered.
5. Customer service policies and quality control measures.
6. Client references and past performance on similar projects.

VII. Submission Instructions

Proposals must be submitted to the following address or emailed (.pdf) to the email below by Monday, May 20th @ 1 p.m.:

Nixa Fire Protection District
Attn: HVAC RFP
301 S. Nicholas Rd, Nixa, MO 65714
Or
wweaver@nixafire.org

VIII. Terms and Conditions

The selected contractor will be required to enter into a one-year service agreement with NFPD, with the option to renew for additional years based on satisfactory performance and mutual agreement. The contractor must comply with all applicable local, state, and federal laws, regulations, and safety standards throughout the duration of the contract.

Please note that the Nixa Fire Protection District reserves the right to reject any or all proposals, waive variations or formalities, and negotiate changes, additions, or deletions as they see fit. The Fire District may choose the proposal that they consider best for their interests and is not necessarily obliged to accept the lowest cost proposal. Furthermore, the Fire District reserves the right to extend the proposal submission timeframe and the proposal opening timeframes.

IX. Contact Information

For any questions or clarifications regarding this RFP, please contact:

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417-725-7314