

**CITY OF CARO**  
**REQUEST FOR PROPOSALS**  
**MUNICIPAL HVAC SYSTEMS MAINTAINENCE**

The City of Caro, Michigan hereby requests proposals from interested individuals and/or firms to provide HVAC Maintenance at three (3) municipal buildings in the City of Caro.

The City of Caro will receive sealed proposals at the City Clerk's Office, 317 S. State Street, Caro, MI 48723 for City of Caro until **Monday, August 28 at 11:30 AM. Bids shall be submitted in a sealed envelope and plainly marked "MUNICIPAL HVAC SYSTEMS MAINTAINENCE-CITY OF CARO."** A complete Request for Proposals specification may be obtained from:

City of Caro  
ATTN: City Clerk  
317 S. State Street  
Caro, MI 48723  
Phone 989-673-7671

Proposals will be publicly opened and read aloud at 11:30 AM. on Monday, August 28, 2023, in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

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**1. Introduction:**

The City of Caro, Michigan, hereby invites qualified contractors to submit proposals for the maintenance of HVAC (Heating, Ventilation, and Air Conditioning) systems located within three (30 municipal buildings, specifically City Hall located at 317 S. State Street, the DPW Building located at 741 Hooper Steet, and the Wastewater Treatment Plant located at 724 Columbia Street. This RFP outlines the scope of work, submission requirements, and evaluation criteria for interested parties.

**2. Scope of Work:**

The scope of work for this project includes, but is not limited to:

- a) Regular inspection, cleaning, and servicing of HVAC systems in designated municipal buildings.
- b) Replacement of worn-out or malfunctioning components, including filters, belts, motors, and other essential parts.
- c) Calibration and adjustment of HVAC control systems to ensure optimal performance and energy efficiency.
- d) Prompt response to emergency HVAC repair requests to maintain a comfortable and safe indoor environment.
- e) Providing a detailed maintenance schedule and reports outlining the work performed and the condition of the systems.
- f) Compliance with all relevant local, state, and federal regulations pertaining to HVAC maintenance and environmental standards.
- g) Collaboration with City personnel to ensure minimal disruption to daily operations during maintenance activities.

**3. Proposal Submission Requirements:**

Interested contractors are requested to submit comprehensive proposals that include, but are not limited to, the following:

- a) *Company Profile:* Background information about the contractor, including relevant experience and qualifications in HVAC maintenance services.

- b) *Technical Approach*: Detailed description of the proposed approach to providing HVAC maintenance services, including methodologies, equipment, and techniques to be employed.
- c) *Proposed Maintenance Schedule*: A clear schedule outlining the frequency and timing of maintenance activities, including both regular servicing and emergency response.
- d) *Cost Proposal*: A breakdown of all costs associated with the HVAC maintenance services, including labor, materials, replacement parts, and any additional charges.
- e) *References*: Contact information for at least three references from similar HVAC maintenance projects.
- f) *Compliance*: Assurance of compliance with all relevant laws, regulations, and standards related to HVAC maintenance.
- g) *Proof of Insurance*: Proof of liability insurance coverage, including coverage limits and policy details.
- h) *Safety Measures*: Description of safety protocols and measures to be implemented during maintenance activities.

#### **4. Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- a) Experience and Qualifications of the Contractor.
- b) Technical Approach and Methodology.
- c) Proposed Maintenance Schedule and Response Time.
- d) Cost Competitiveness and Transparency.
- e) References and Past Performance.
- f) Compliance with Regulations and Standards.
- g) Safety Measures and Protocols.

#### **5. Submission Deadline:**

The City of Caro will receive sealed proposals at the City Clerk's Office, 317 S. State Street, Caro, MI 48723 for City of Caro until **Monday, August 28 at 11:30 AM**. **Bids shall be submitted in a sealed envelope and plainly marked "MUNICIPAL HVAC SYSTEMS MAINTAINENCE-CITY OF CARO."**

#### **6. Contact Information:**

All inquiries and communications related to this RFP should be directed to Scott R. Czasak, City Manager, City of Caro by email at [sczasak@carocity.net](mailto:sczasak@carocity.net) or by phone at 989-673-7671 x. 5225.

**7. Disclaimer:**

The City of Caro reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to award the contract in the best interest of the City, not necessarily based on the lowest bidder.

We look forward to receiving your proposal and potentially working together to ensure the efficient and effective maintenance of HVAC systems within our municipal buildings.

Sincerely,

Scott R. Czasak  
City Manager  
City of Caro