

Request For Proposal

**3 year HVAC/Mechanical
Maintenance Service
Agreement**

*City of St. Joseph, Department of Public Works
1160 Broad Street St. Joseph, MI 49085*

I. Purpose

This Request for Proposal (“RFP”) is to provide interested area **contractors** with sufficient information to submit proposals for consideration by the City of St. Joseph (“City”) in connection with its needs for a **3 year HVAC/Mechanical Service Agreement**.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the Bidder will be significant factors in award of this contract. Final decision on selection of the Bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take whatever action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at www.sjcity.com, or mailed by contacting the City Clerk.

REQUEST FOR PROPOSAL: 3 year HVAC/Mechanical Service Agreement
CLOSING DATE AND TIME: 3:00 pm, May 19th 2026

II. Scope of Work & Bid Specifications:

1. This proposed agreement will provide a comprehensive Mechanical and HVAC maintenance and repair program for a wide variety of City owned facilities. See attached exhibit 1, pages 1-6. This agreement shall include but not be limited to the inspection, preventive maintenance, repair, programing, and other tasks and services necessary to ensure the safe, well maintained, and energy efficient operation of the City's HVAC, boilers, circulating pumps, and water heating and storage systems.
2. The proposed agreement will be for three (3) years and be in effect from July 1, 2026 through June 30, 2029. The proposal should include yearly price increases, if any, over the duration of the agreement. The proposal should include hourly rates for service work performed as needed when such work falls outside the scope of the general agreement. These hourly rates should be broken down as follows: regularly scheduled workdays during a normal work week, and work hours during a normal work week outside of regular workdays including after-hours, holidays, and weekends.
3. Contractor will provide required service on all defined units two (2) times per calendar year, once in the April/early May time frame for cooling season startup and once in the October/early November time frame for heating startup. All systems at the Ice Arena must be serviced and in operational condition before November 1. Due to the fluctuation of the cottonwood season, the contractor will need to return; at no additional charge to the City, after cooling startup to clean condensing coils in whatever manner it takes to do a thorough job. In addition, Contractor shall respond to service calls as needed within four (4) hours during the week and eight (8) hours on weekends and holidays.
4. The Contractor shall retain licensed, professional personnel who have successfully and competently provided private, City and/or Government facility HVAC and mechanical maintenance and repair services or projects of similar scope and complexity. It shall be the Contractor's responsibility to develop and implement a routine maintenance program to effectively maintain, to the satisfaction of the City, all aspects of HVAC and mechanical systems in the identified City facilities.

5. For the purpose of this agreement, routine preventive maintenance shall be defined as scheduled routine inspection and proactive servicing of all HVAC and mechanical systems with minimal downtime. The routine maintenance and all repairs shall be in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and conform to all applicable laws, codes and regulations. It is the responsibility of the Contractor to maintain the units at their highest efficiency.

6. This agreement will include all labor and consumables needed to implement the maintenance program. Consumables shall be generally defined as lubricants, allowance for refrigerants, belts, filters, thermocouples, electrodes, and chemicals used for cleaning equipment. In addition to the required filter changes at the two scheduled visits, the Contractor will provide and install filters of appropriate size and number halfway between both scheduled visits.

7. Contractor shall provide oversight and submit documentation that shows all identified City facilities are receiving required service. Depending on the season, this documentation should include some form of checklist or report, either online or printed, that includes but is not limited to the following:

- Check that all electrical connections are secure, tighten if needed
- Check input voltages to the unit
- Check all current draws
- Inspect heat exchangers and perform a combustion analysis
- Check operation of ignition system
- Check and clean flame sensor
- Remove and clean burners
- Check and adjust fan switches
- Clean and adjust pilots
- Check gas lines and regulators located after shutoff for leaks and proper operation
- Ensure combustion air and exhaust openings are unobstructed
- Inspect flue pipes, clean if needed
- Open and clean fire side surfaces on boilers
- Clean steam traps if applicable
- Inspect all gaskets
- Flush boiler with water to remove scale and sediment
- Inspect and clean boiler feed water supply
- Clean boiler burner and burner pilot
- Check boiler pilot electrode and adjust

- Clean air dampers and adjust
- Clean motor starter contacts and check operation
- Perform all boiler flame safeguards and safety trip checks
- Check all fan, shaft, pulley and bearing set screws. Tighten as needed
- Change all belts annually
- Change all filters bi-annually.
- Lubricate as required; all fans, blowers, bearings, shafts, motor bearings, moving parts, condensers and draft inducers
- Check all high limits and safety controls
- Check manifold gas pressure and set to factory specs.
- Check operation of compressor and crank case heaters
- Check the refrigerant charge and superheat
- Check all fluid and lubricant levels
- Check and clean condenser and evaporator coils. This should be done as soon after Cottonwood season as possible
- Clean condensate drains, traps and pans
- Check for any boiler leaks
- Re-secure all access panels
- Perform one annual flush procedure for 6 Navien condensing water heaters.

8. Contractor shall investigate noises, lubricate and adjust all ventilation fans per manufacturer's specifications. Any belts needed for rooftop ventilators will be changed annually.

9. Contractor shall keep the City informed of any issues with its systems. This information should include any recommendations, opinions or best industry practices as to the expected serviceability or longevity of any given piece of existing equipment. Recommendations should include enough information so that an informed decision can be made for budget planning purposes.

10. Prior to any repair or replacement outside the scope of the agreement, the Contractor will troubleshoot and diagnose the system's problems. Contractor will then prepare an itemized equipment/parts list that are recommended for the repair or replacement. The City will not incur any extra charge for this diagnostic service. The City may, at its discretion and per its purchasing policies, either give approval to the Contractor to proceed or solicit competing bids for the recommended work.

III. Issuing Officer (Point of Contact)

Questions regarding the scope of work to be accomplished may be directed to Austin Hutchins, Facilities Manager at (269) 930-4408. To schedule an appointment to see the job site, contact Austin Hutchins by email at: ahutchins@sjcity.com ; or by telephone at (269) 985-0310 (Office) or (269) 930-4408 (Mobile).

IV. Addenda

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

V. Instructions to Bidders

Sealed bids are due at the at the St. Joseph City Clerk's Office no later than **3:00 pm, May 19th, 2026**

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk
Re: **3 year HVAC/Mechanical Service Agreement**
700 Broad Street
St. Joseph, MI 49085

It is the sole responsibility of the bidder to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submittal of the proposal. Any proposals received after the closing date and time will be returned unopened.

VI. Incurring Costs

The City is not liable for any costs related to bidder's preparation of their proposal.

VII. Withdrawal of Proposal

Any bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

VIII. Opening of Proposals

Proposals will be opened publicly at **3:15 pm, May 19th, 2026** in the City Hall Commission Chambers, 700 Broad Street, St. Joseph, Michigan.

IX. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the May 27th, 2026 City Commission meeting.

X. Negotiations

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

XI. Award of Contract / Acceptance of Proposal (Terms and Conditions)

The contents of this RFP and the bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability** Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability** Insurance, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement. The required insurance coverage shall not be interpreted to limit bidder's liability.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

XII. Nondiscrimination

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

XIII. Payment Terms:

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.