



# HVAC Contractor Services Request For Proposal

The SEDA Foundation is seeking a HVAC Contractor to evaluate and service our HVAC equipment. The systems were installed six (6) years ago and consist of mini-splits, air cooled heat pump, energy recovery ventilators, and propane-fired hot water boilers. Some zones fluctuate greatly between hot and cold, and we believe everything needs to be serviced, cleaned, adjusted, and balanced to increase the functionality of the system and for the comfort of the staff. There are also areas serviced by hot water radiators, some of which do not produce heat. We have had recurring problems with one mini-split, and we would like to investigate and solve the problem.

We would also like to enact an annual maintenance contract to include regular maintenance of all equipment, including changing filters, cleaning coils, and any other typical maintenance.

Proposals should address:

1. Evaluate the systems as they are now.
2. Provide retrofit suggestions and pricing to make current systems more efficient, to reduce COVID-19 transmission.
3. Service all equipment.
4. Adjust the system to even out heat/cooling production.

All interested proposers should contact Jordan Adams either via email, [jadams@seda-cog.org](mailto:jadams@seda-cog.org) or phone, #570-524-4491, to schedule a time to inspect the systems at 201 Furnace Road, Lewisburg, PA.

The SEDA Foundation shall receive proposals up until 2:00pm, January 15, 2021, at which time they shall be publicly opened. All proposals must be submitted on the attached form and shall be sealed in an envelope clearly marked "SEDA Foundation, Inc. HVAC Bids".

*Please print or type the following information below:*

Firm Name:	
Address:	
Telephone:	
E-Mail:	
Authorized Representative:	
Title:	

1.	System evaluation.	\$
2.	Service all equipment, including balancing.	\$
3.	Cost to make COVID-19 retrofit.	\$
4.	Annual maintenance agreement - list all included services.	\$
5.	Hourly rate for all other work.	\$

I \_\_\_\_\_ an Authorized Representative of the above indicated firm, have reviewed the SEDA Foundation Inc., Request For Proposal (RFP) for HVAC contracted services, and have inspected said systems.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date