

**Portland Public Schools**

**Legal Notice**

**HVAC Preventive Maintenance Agreement**

**#25026**

Portland Public Schools (“PPS”) is accepting proposals for this Request for Bids # 25026 (“RFP”) from licensed HVAC firms (the “Contractor”) to provide HVAC services at 19 buildings within PPS. PPS comprises 16 schools and 3 additional sites. The purpose of this RFP is to identify and select a Contractor to assume responsibility for installations, repairs, and routine maintenance to ensure optimal performance of HVAC systems within PPS on a full-time basis.

Proposals should be submitted electronically to [bids@portlandschools.org](mailto:bids@portlandschools.org) with the name of the Bidder, contract name and #25026 in the subject line by 3:00pm on April 16, 2025 at which time they will be publicly opened and read. Sealed proposals may also be submitted via USPS, UPS or FedEx or in person to James Neal, Purchasing Manager, 353 Cumberland Ave, Portland, ME 04101. It is the vendor’s sole responsibility to ensure that their proposal is submitted prior to the date and time specified. Late proposals shall not be accepted.

Copies of the specifications and proposal form are available by contacting the Purchasing Office either by phone (207) 842-4662 or e-mail [nealj@portlandschools.org](mailto:nealj@portlandschools.org). Each prospective bidder will be required to obtain from the school district each copy of the proposal form.