



REQUEST FOR PROPOSALS

HVAC SYSTEM PREVENTATIVE MAINTENANCE SERVICES

Issued by Normandy Schools Collaborative

August 19, 2026

Proposals Due By:

4 PM CST on Friday, September 4, 2026

ATTN: Mr. Alonzo E. Nelson, Sr.

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NORMANDY SCHOOLS COLLABORATIVE

REQUEST FOR PROPOSALS

Districtwide HVAC Preventive Maintenance Services

Solicitation	HVAC Preventive Maintenance - All School Sites
Proposal Due Date	September 4, 2026
Service Area	All Normandy Schools Collaborative school sites and associated facilities
Contract Type	Preventive maintenance services with separately authorized corrective repairs
Anticipated Term	Twelve (12) months following award and contract execution, with renewal options at the Collaborative's discretion

Purpose. Normandy Schools Collaborative (the “Collaborative”) invites qualified HVAC service contractors to submit proposals for comprehensive preventive maintenance of heating, ventilation, air-conditioning, and related mechanical systems at all school sites. The objective is to improve equipment reliability, indoor comfort, energy performance, safety, and useful equipment life while reducing unplanned outages.

PROPOSALS ARE DUE SEPTEMBER 4, 2026. Proposals received after the deadline may be rejected. Any official submission instructions, addenda, or site-visit details issued by the Collaborative shall control.

1. General Information

The Collaborative intends to select a qualified contractor capable of providing consistent, documented preventive maintenance across multiple educational facilities. The successful proposer shall furnish all management, supervision, labor, routine tools, test equipment, transportation, and other resources necessary to perform the services described in this RFP.

2. Scope of Services

The contractor shall maintain applicable HVAC and mechanical equipment at all school sites, including equipment located in classrooms, offices, kitchens, gyms, auditoriums, mechanical rooms, rooftops, and other support areas. Equipment may include, as applicable:

- Rooftop units, split systems, packaged units, heat pumps, condensing units, and air-handling units.
- Boilers, furnaces, unit heaters, pumps, hydronic components, and associated heating equipment.
- Exhaust fans, ventilation equipment, make-up air units, fan-coil units, and unit ventilators.
- Building HVAC controls, thermostats, sensors, actuators, economizers, dampers, and related control components.
- Condensate systems, drain pans, traps, and accessible piping associated with HVAC operation.
- Other HVAC-related equipment identified by the Collaborative during contract kickoff or subsequent site verification.

The contractor shall verify the equipment inventory during the initial service cycle and notify the Collaborative of material discrepancies, inaccessible equipment, unsafe conditions, or equipment that is beyond reasonable preventive maintenance.

3. Minimum Preventive Maintenance Requirements

At minimum, the proposer shall include four (4) planned service cycles per year unless a manufacturer, equipment condition, or operational need requires more frequent attention. Service scheduling should support cooling and heating season readiness and minimize disruption to school operations.

Maintenance Area	Minimum Requirement
Inspection and cleaning	Inspect accessible equipment condition; remove debris; clean accessible coils, drain pans, condensate lines, and strainers as appropriate; identify corrosion, deterioration, unusual noise, vibration, leakage, or overheating.
Filters and air distribution	Inspect filters at each planned visit and replace in accordance with the accepted maintenance plan; verify proper filter fit and airflow; inspect belts, pulleys, sheaves, bearings, dampers, louvers, and accessible duct connections.
Electrical systems	Inspect accessible electrical connections, disconnects, contactors, relays, capacitors, motors, wiring, and terminals; tighten accessible loose connections where appropriate and safe; record abnormal voltage or amperage conditions.
Cooling systems	Check operating pressures and temperatures when conditions permit; inspect refrigerant piping, insulation, compressors, condenser fans, evaporator sections, metering devices, and signs of refrigerant leakage. Refrigerant handling shall comply with applicable law.
Heating systems	Inspect heat exchangers, burners, ignition systems, safeties, flues/vents, gas trains, heating elements, pumps, valves, and related components as applicable. Verify safe operation and report combustion or carbon-monoxide concerns immediately.
Controls and safeties	Verify thermostats, sensors, sequences, economizer operation, freeze protection, limit controls, safeties, and accessible building-control points as applicable. Document failed or overridden controls.
Condensate and drainage	Inspect and clear accessible condensate drains, traps, pans, pumps, and related drainage components; identify active leaks or conditions that could cause water damage or microbial growth.

Maintenance Area	Minimum Requirement
Operational testing	Start and cycle equipment as conditions allow; confirm heating/cooling response, fan operation, temperature change, unusual sound/vibration, and basic operating condition after service.
Documentation	Provide a service record for each site and each serviced unit, identifying date, technician, asset/equipment, tasks completed, readings where appropriate, deficiencies, recommended corrective action, and photographs when useful.

4. Corrective Repairs and Parts

Preventive maintenance pricing shall be separate from major corrective repair work. The contractor shall not perform billable repairs outside the agreed preventive maintenance scope without written authorization from the Collaborative, except for actions reasonably necessary to place equipment in a safe condition. Repair recommendations shall include sufficient detail for review and approval, including labor, parts/materials, and expected schedule.

5. Service Coordination and School-Site Requirements

- Coordinate service dates and site access with the Collaborative's designated representative and comply with school security, visitor, and check-in procedures.
- Schedule work to minimize interference with instruction, testing, meals, student activities, and special events.
- Maintain safe work areas and protect students, staff, property, roofs, ceilings, finishes, furnishings, and equipment from damage.
- Provide advance notice when work may require shutdowns, roof access, disruptive noise, utility interruption, or access to occupied areas.
- Immediately report conditions presenting an imminent safety risk, major water leak, suspected combustion hazard, electrical hazard, or critical HVAC failure.
- Remove service debris and leave work areas clean and secure at completion of each visit.

6. Contractor Qualifications

Proposals should demonstrate that the firm has the capacity, experience, and personnel to service multiple school facilities. At minimum, include:

- Company profile, years in business, office/service location, and primary contact information.
- Experience performing HVAC preventive maintenance for K-12 schools, public agencies, institutional facilities, or comparable multi-site clients.
- Qualifications and certifications of technicians who may be assigned to the work, including applicable EPA refrigerant-handling credentials and trade licenses/certifications.
- Staffing plan, supervision approach, normal service hours, and escalation procedures.
- At least three (3) references for comparable work, preferably involving multi-site or educational facilities.
- Evidence of required business licensing and ability to comply with applicable federal, state, and local codes, safety requirements, and school-site rules.
- Ability to provide certificates of insurance meeting the Collaborative's requirements prior to contract execution.

7. Proposal Content and Format

To support an efficient evaluation, proposals should be organized in the following order:

1. Cover letter signed by an authorized representative.
2. Executive summary and understanding of the Collaborative’s needs.
3. Detailed preventive maintenance approach and proposed annual service schedule.
4. Staffing, qualifications, licenses/certifications, and relevant experience.
5. References.
6. Pricing using the schedule in Section 8, including any assumptions or exclusions.
7. Sample preventive maintenance checklist/service report or description of the digital reporting system to be used.
8. Exceptions to the RFP terms or requested scope, clearly identified.
9. Any value-added services, energy-saving recommendations, or asset-management features included at no additional cost.

8. Pricing Schedule

Proposers should provide clear, all-inclusive pricing for preventive maintenance. If a complete equipment inventory is not available before proposal submission, the proposer may state reasonable assumptions and identify how pricing would be reconciled after equipment verification.

Pricing Item	Proposed Price	Notes / Assumptions
Annual preventive maintenance - all school sites		
Quarterly / four-cycle service allocation (if priced separately)		
Standard hourly labor rate for authorized repairs		
After-hours / emergency hourly labor rate		
Parts/material markup, if any		
Other fees, surcharges, travel, or exclusions (identify)		

9. Evaluation and Selection

The Collaborative may consider price together with overall best value. Evaluation factors may include the following, in no particular order:

- Responsiveness to the RFP and completeness of the proposal.
- Relevant experience and demonstrated performance on comparable contracts.
- Qualifications, staffing depth, and ability to service all locations reliably.
- Quality and practicality of the preventive maintenance plan and reporting process.

- Pricing, transparency of assumptions, and overall cost/value.
- References and past performance.
- Ability to meet scheduling, safety, insurance, and school-site requirements.

The Collaborative reserves the right to request clarification, conduct interviews, negotiate scope or pricing, reject any or all proposals, waive minor informalities, and make an award in the best interest of the Collaborative, subject to applicable law and policy.

10. General Terms and Conditions

- The successful proposer will be required to execute a written agreement acceptable to the Collaborative before beginning work.
- The contractor shall be responsible for the acts and omissions of its employees, agents, and subcontractors and shall not subcontract material portions of the work without approval.
- All work shall comply with applicable codes, manufacturer requirements, environmental regulations, refrigerant-handling requirements, and occupational safety rules.
- The contractor shall maintain appropriate insurance and provide certificates and endorsements as required by the Collaborative.
- Pricing should remain firm for the stated proposal validity period and contract term except as expressly agreed in writing.
- Records, service reports, invoices, and maintenance documentation shall be sufficiently detailed to permit review and audit by the Collaborative.
- The Collaborative may terminate or modify services in accordance with the final contract terms and applicable law.

11. Questions, Site Visits, and Addenda

Questions, requests for site access, and requests for clarification shall be directed to the contact designated by the Collaborative. Any material interpretation, change, or clarification to this RFP should be issued in writing by the Collaborative. Proposers are responsible for acknowledging applicable addenda in their proposal.

12. Proposal Submission

Deadline: September 4, 2026.

Proposals shall be submitted in the format and by the method designated by the Collaborative. The proposal should clearly identify the solicitation as “HVAC Preventive Maintenance - All School Sites.” Proposers are responsible for ensuring that their proposal is received by the deadline.

Appendix A - Site and Equipment Verification

The awarded contractor shall work with the Collaborative to confirm the final site/equipment inventory. This appendix may be supplemented by the Collaborative with site names, addresses, equipment counts, equipment types, and access notes before award or during contract kickoff.

Site	Address	Equipment / Asset	Qty.	Notes
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Site	Address	Equipment / Asset	Qty.	Notes
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Appendix B - Proposer Certification

- The proposer has reviewed the RFP and has identified all material assumptions, exclusions, and exceptions in its proposal.
- The proposer's pricing is based on the scope and assumptions stated in its proposal and is submitted in good faith.
- The individual signing below is authorized to bind the proposer to the submitted proposal, subject to final contract execution.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Email / Phone: _____