INVITATION TO BID

Sealed bid invitation for 29 rooftop HVAC units' replacement

USD 305, Salina, Kansas, is accepting sealed bids for the replacement of 29 rooftop HVAC units at Sunset Elementary School. The project scope includes providing the new units from the engineered schedule, removal/disposal of old units, lawful refrigerant recovery, crane/rigging, roof-curb transitions and flashing, roofing warranty coordination, electrical/gas connections, duct transitions, condensate, controls integration, connection to existing fire alarm system, labeling, permits, startup, operator training, manuals, and clean-up.

All work must be completed in accordance with City of Salina building, mechanical, electrical, fuel-gas, energy and fire codes; OSHA rules; EPA Section 608 refrigerant handling; and current federal HVAC efficiency/refrigerant rules. Contractor must obtain required permits and inspections.

Bid Submittal Requirements:
Bids must be submitted on the provided forms, and all required documentation must be included. The bid envelope must be clearly marked with "SEALED BID – SUNSET ELEMENTARY 29 RTU REPLACEMENT" Bids may be submitted to the attention of **Lisa Peters,** in person or by mail/delivery service, and will be opened publicly at the School District's Central Office at **1511 Gypsum Ave, Salina, Kansas**, at **2:00 PM on Wednesday, December 3rd, 2026**. **No late bids will be accepted**.

Pre-Bid Conference and Site Visit:
A mandatory pre-bid conference and site visit will be held on **Monday, November 23rd** at **9:00 a.m.** at Sunset Elementary School located at 1510 W. Republic St. All interested contractors are required to attend.

Bid Requirements:

- A bid bond in the amount of **5% of the bid** must be submitted with each bid.
- Bids must remain valid for a minimum of 60 days from the date of bid opening.
- The successful bidder will be required to enter into a formal contract with USD 305.

Kansas Law Compliance:
This project is subject to Kansas Statutes regarding competitive bidding, and all contractors must comply with the provisions of K.S.A. 72-6760 and K.S.A. 75-4315a.

Paul Mensching, **Executive Director of Maintenance and Operations**
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Dated this 6th day of November, 2026