DAVIDSON COUNTY SCHOOLS

REQUEST FOR PROPOSALS (RFP)

HVAC SERVICE, PREVENTIVE MAINTENANCE, AND REPAIR SERVICES
Issuing Agency: Davidson County Board of Education / Davidson County Schools
Issue Date: November 20, 2026
Submission Deadline: December 11, 2026
Anticipated Contract Start Date: January 2027
Contract Term: One (1) year, with three (3) optional one-year renewals

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1. PURPOSE

The Davidson County Board of Education / Davidson County Schools (hereinafter referred to as the "Owner" or "DCS") is soliciting proposals from qualified, properly licensed, and experienced HVAC contractors to provide comprehensive heating, ventilation, and air conditioning (HVAC) preventive maintenance, inspection, troubleshooting, service, and repair services at facilities throughout the school district.

The purpose of this Request for Proposals (RFP) is to establish a contractual relationship with a qualified HVAC service provider capable of maintaining the district's HVAC systems in a safe, reliable, and efficient operating condition.

The selected contractor shall provide both scheduled preventive maintenance and on-call corrective maintenance services. Services shall include semi-annual inspections, equipment servicing, troubleshooting, repairs, emergency response, seasonal startup and shutdown, and other HVAC-related services as directed by Davidson County Schools.

The Owner's primary objectives are to:

- Maintain a safe and comfortable learning and working environment for students and staff.
- Reduce unexpected equipment failures and costly emergency repairs.
- Extend the useful life of HVAC equipment.
- Improve system reliability and energy efficiency.
- Identify potential equipment problems before they result in system failures.
- Establish consistent preventive maintenance procedures and service documentation.
- Provide timely and dependable HVAC service throughout the district.

Davidson County Schools intends to select a contractor that demonstrates strong technical qualifications, adequate staffing, competitive pricing, experience with educational facilities, and the ability to provide dependable service.

2. FACILITIES AND EQUIPMENT

Services may be required at any facility operated by Davidson County Schools, including but not limited to:

- Elementary schools
- Middle schools
- High schools

- Administrative offices
- Maintenance and transportation facilities
- Athletic facilities
- Auxiliary and support buildings
- Other district-owned or district-operated facilities

The district operates a variety of HVAC equipment and systems, which may include:

- Split-system heating and cooling units
- Heat pumps
- Gas and electric heating systems
- Air handlers
- Boilers and associated equipment
- Chillers and associated equipment, where applicable
- Exhaust fans and ventilation equipment
- Pumps, motors, and associated components
- Variable air volume (VAV) systems
- Thermostats and temperature controls
- Building automation and energy management systems
- Refrigeration equipment associated with HVAC operations
- Other heating, cooling, and ventilation equipment

The district will provide available equipment information, facility information, and access to equipment as necessary for the contractor to develop and perform the required services.

The Owner reserves the right to add or remove facilities and equipment from the contract as operational needs change.

The Owner does not guarantee any minimum quantity of work, service calls, equipment, or expenditures under this RFP.

3. SCOPE OF SERVICES

The selected contractor shall provide comprehensive HVAC preventive maintenance, inspection, troubleshooting, service, and repair services.

Services shall be performed in accordance with manufacturer recommendations, applicable building and mechanical codes, applicable environmental regulations, and accepted HVAC industry practices.

A. PREVENTIVE MAINTENANCE

The contractor shall establish and implement a preventive maintenance program designed to maintain equipment reliability, reduce breakdowns, and identify potential problems before they result in equipment failure.

Preventive maintenance shall include, as applicable to the equipment being serviced:

1. General HVAC Equipment Inspections

- Inspect equipment for proper operation and overall condition.
- Inspect equipment for unusual noises, vibration, leaks, and visible damage.
- Check operating temperatures and system performance.

- Inspect electrical connections and components.
- Inspect wiring, contactors, capacitors, relays, and other electrical components.
- Inspect motors, bearings, pulleys, and drive assemblies.
- Check belts for wear, tension, and proper alignment.
- Inspect fan blades and blower assemblies.
- Inspect equipment mounting, supports, and accessible connections.
- Identify deteriorated or failing components.
- Document equipment deficiencies and recommended corrective actions.

2. Heating System Maintenance

- Inspect heating components and verify proper operation.
- Inspect heat exchangers, where applicable.
- Inspect ignition systems and safety controls.
- Check gas connections and accessible piping for leaks.
- Inspect burners and combustion-related components.
- Verify proper heating sequence and operation.
- Inspect heating elements and associated electrical components.
- Check safety switches and limit controls.
- Verify proper thermostat operation.
- Identify conditions that could create unsafe operating conditions.

3. Cooling System Maintenance

- Inspect condensers and evaporator coils.
- Clean coils as necessary and as authorized.
- Inspect refrigerant lines and accessible connections.
- Check refrigerant operating pressures and temperatures as appropriate.
- Inspect compressors and associated components.
- Inspect condenser and evaporator fan motors.
- Verify proper cooling operation.
- Inspect contactors, capacitors, and electrical connections.
- Identify refrigerant leaks and report deficiencies.
- Verify proper system cycling and temperature control.

4. Air Handling and Ventilation Systems

- Inspect air handlers and blower assemblies.
- Inspect and replace air filters according to the approved maintenance schedule.
- Inspect filter racks and verify proper filter installation.
- Inspect supply and return air systems.
- Inspect ventilation equipment and outside air dampers.
- Check accessible dampers and actuator operation.
- Inspect exhaust fans and ventilation motors.
- Inspect accessible ductwork for visible damage or deficiencies.
- Verify proper airflow and identify ventilation concerns.

5. Condensate and Drainage Systems

- Inspect condensate drain pans.
- Clean condensate drain lines and traps.
- Verify proper condensate drainage.

- Inspect condensate pumps and associated controls.
- Identify leaks or conditions that could cause water damage.
- Report evidence of recurring condensate problems.

6. Controls and Building Automation

- Inspect thermostats and temperature sensors.
- Verify proper temperature-control operation.
- Inspect control wiring and accessible connections.
- Identify control failures and communication issues.
- Assist with troubleshooting building automation systems.
- Identify opportunities to improve system scheduling and operation.
- Coordinate with district personnel regarding control-system issues.

7. Seasonal Maintenance

The contractor shall provide seasonal HVAC inspections and maintenance to prepare equipment for heating and cooling seasons.

Seasonal services shall include:

- Spring cooling-system inspections and startup.
- Fall heating-system inspections and startup.
- Verification of system operation before seasonal transitions.
- Inspection of safety controls and operating components.
- Identification of equipment requiring repair before peak heating or cooling demand.
- Recommendations for equipment requiring replacement or major repairs.

The contractor shall coordinate seasonal maintenance schedules with the district to minimize disruption to school operations.

B. CORRECTIVE MAINTENANCE AND REPAIRS

The contractor shall provide qualified technicians to troubleshoot, diagnose, and repair HVAC equipment and associated components.

Services may include:

- HVAC system troubleshooting and diagnostics.
- Replacement of defective HVAC components.
- Compressor and motor repairs or replacement.
- Fan and blower repairs.
- Belt and bearing replacement.
- Electrical component replacement.
- Thermostat and control repairs.
- Refrigerant leak detection and repair.
- Refrigerant recovery, evacuation, and charging.
- Condensate drain and pump repairs.
- Heating system repairs.
- Cooling system repairs.
- Boiler and chiller repairs, where applicable.
- Air-handler and rooftop unit repairs.
- Exhaust fan and ventilation repairs.
- Control system troubleshooting.

- Temperature-control adjustments.
- Other HVAC repairs as authorized by the Owner.

The contractor shall identify the cause of equipment failures whenever reasonably possible and recommend corrective measures to prevent recurring problems.

C. EMERGENCY HVAC SERVICES

The contractor shall provide emergency HVAC service when requested by authorized district personnel.

Emergency conditions may include:

- Complete HVAC system failures.
- Loss of heating during periods of extreme cold.
- Loss of cooling during periods of extreme heat.
- Equipment failures affecting occupied classrooms or critical school operations.
- Refrigerant leaks or other conditions requiring immediate attention.
- Equipment failures resulting in water damage or other property damage.
- Other conditions designated as emergencies by Davidson County Schools.

The contractor shall maintain sufficient staffing and resources to respond to emergency service requests throughout the year, including nights, weekends, holidays, school closures, and summer periods.

D. EQUIPMENT ASSESSMENTS AND RECOMMENDATIONS

During preventive maintenance and service visits, the contractor shall identify equipment that is deteriorating, inefficient, unreliable, or approaching the end of its useful service life.

The contractor shall provide recommendations that may include:

- Equipment repairs.
- Component replacements.
- System improvements.
- Energy-efficiency improvements.
- Operational adjustments.
- Equipment replacement considerations.
- Additional preventive maintenance requirements.

Recommendations for major repairs or replacement shall include a written description of the issue, recommended corrective action, and estimated cost when requested.

The contractor shall not perform major repairs, equipment replacements, or additional work without prior written authorization from the Owner.

4. PREVENTIVE MAINTENANCE SCHEDULE AND REQUIREMENTS

The contractor shall submit a proposed preventive maintenance schedule as part of its response.

At a minimum, the proposal shall identify:

- Recommended maintenance frequency by equipment type.
- Number of preventive maintenance visits proposed annually.
- Tasks to be completed during each visit.
- Seasonal inspection and startup procedures.
- Filter inspection and replacement procedures.

- Coil cleaning procedures.
- Inspection and testing procedures.
- Equipment documentation methods.
- Procedures for identifying and reporting deficiencies.

The Owner anticipates that preventive maintenance will generally be conducted on a quarterly, semiannual, or annual basis depending on equipment type, manufacturer recommendations, and operational requirements.

The final maintenance schedule shall be reviewed and approved by Davidson County Schools before implementation.

The contractor shall coordinate all preventive maintenance visits with the district's designated representative. Work shall be scheduled to minimize disruption to classroom instruction, testing, extracurricular activities, and other school operations.

5. LABOR, MATERIALS, AND PARTS

The RFP shall include pricing for preventive maintenance and HVAC service labor.

The Owner may furnish materials, filters, parts, and other supplies directly to the contractor when determined to be in the district's best interest.

When materials or parts are not supplied by the Owner, the contractor shall obtain prior written authorization before purchasing materials or incurring reimbursable costs.

The contractor's proposal shall clearly identify:

- Regular hourly labor rates.
- Overtime labor rates.
- Emergency and after-hours labor rates.
- Holiday labor rates, if applicable.
- Apprentice or helper rates, if applicable.
- Preventive maintenance pricing.
- Travel or mobilization charges, if any.
- Service-call charges, if any.
- Material markup percentage, if applicable.
- Refrigerant and other consumable material costs.
- Any other proposed charges.

No unauthorized material purchases, markups, administrative fees, or additional charges shall be permitted.

All materials and parts purchased for district facilities shall be supported by itemized invoices or receipts acceptable to the Owner.

No material or parts purchase exceeding $2,500 shall be made without prior written authorization from Davidson County Schools.

6. RESPONSE TIMES AND SERVICE PRIORITIES

The contractor shall provide a service-response plan identifying its proposed response times for each category.

The following categories shall be used:

Emergency Service

Conditions affecting life safety, major equipment failures, loss of heating or cooling during extreme weather, or other conditions that significantly affect school operations or could result in property damage.

Proposed response time: Contractor shall identify its guaranteed response time.

Urgent Service

Conditions that significantly affect building operations or occupant comfort but do not constitute an immediate emergency.

Proposed response time: Contractor shall identify its guaranteed response time.

Routine Service

General preventive maintenance, inspections, troubleshooting, and non-critical repairs.

Proposed response time: Contractor shall identify its proposed response time.

Response time shall be measured from the time the contractor receives the service request until a qualified technician arrives at the designated facility.

The contractor shall communicate any anticipated delays to the district's designated representative.

7. AFTER-HOURS AND EMERGENCY AVAILABILITY

The contractor shall maintain a reliable 24-hour emergency contact number for authorized Davidson County Schools personnel.

The contractor may be required to provide service outside normal business hours, including:

- Nights.
- Weekends.
- Holidays.
- School closures.
- Summer periods.
- Scheduled school breaks.
- Emergency situations.

The contractor shall identify its emergency dispatch procedures, staffing availability, and ability to respond to multiple simultaneous service requests.

The district reserves the right to obtain emergency services from another provider if the selected contractor is unable to respond within an acceptable period of time.

8. CONTRACTOR QUALIFICATIONS

Respondents shall demonstrate the qualifications and experience necessary to perform the required services.

At a minimum, respondents shall demonstrate:

- Appropriate North Carolina HVAC contractor licensing for the work proposed.
- Experience providing commercial HVAC maintenance and repair services.
- Experience working in occupied buildings.
- Experience with K–12 schools, public facilities, or comparable institutional facilities.
- Qualified, trained, and properly licensed technicians.
- Ability to provide scheduled preventive maintenance.
- Ability to respond to emergency service requests.
- Adequate staffing and equipment to support the district's facilities.
- Appropriate insurance coverage.
- Ability to comply with applicable federal, state, and local laws and regulations.
- Satisfactory references from comparable customers.
- Experience with a variety of commercial HVAC equipment and controls.

The respondent shall identify any specialized services that will be performed by subcontractors.

9. SCHOOL FACILITY AND SECURITY REQUIREMENTS

Because services will be performed at K–12 public school facilities, the contractor shall comply with all applicable Davidson County Schools policies and procedures concerning:

- Student and staff safety.
- Contractor check-in and check-out procedures.
- Restricted areas.
- Campus security.
- Background checks, where required.
- Identification badges.
- School schedules and operating hours.
- Noise and disruption control.
- Protection of school property.
- Work-area barricading and warning signage.
- Housekeeping and debris removal.
- Fire and life-safety requirements.
- Protection of students, staff, and visitors.

All contractor personnel shall coordinate with the school's designated representative before entering occupied areas or beginning work.

The contractor shall ensure that all work areas are secured and that tools, equipment, chemicals, refrigerants, and other materials are not accessible to students or unauthorized personnel.

The contractor shall be responsible for damage to district property resulting from the negligent or improper performance of its work.

10. SERVICE DOCUMENTATION AND REPORTING

The contractor shall provide a written service report for every preventive maintenance visit, inspection, and service call.

Reports shall include, at a minimum:

- School or facility name.
- Date of service.
- Arrival and departure times.
- Technician name.
- Work-order number.
- Equipment identification and location.
- Equipment type and manufacturer, when available.
- Work requested.
- Preventive maintenance tasks completed.
- Work performed.
- Equipment operating condition.
- Identified deficiencies.
- Labor hours.
- Materials and parts used.
- Recommended additional work.
- Photographs when requested.
- Follow-up requirements.
- District representative approval.

Preventive maintenance reports shall identify any scheduled tasks that were not completed and explain why they were not completed.

The contractor shall submit service documentation within two (2) business days of completing the service unless otherwise approved by the Owner.

The contractor shall maintain accurate service records for all district equipment serviced under this contract.

The contractor shall not perform work outside the authorized scope without prior approval from the district's designated representative.

11. PROPOSAL REQUIREMENTS

Each respondent shall submit a complete proposal containing the following information:

A. COMPANY INFORMATION

- Legal company name.
- Business address.
- Telephone number.
- Email address.
- Primary contact person.
- Years in business.
- North Carolina contractor license information.
- Type of business organization.

- Service area.
- Number of HVAC technicians employed.

B. COMPANY EXPERIENCE AND QUALIFICATIONS

Provide a description of the firm's experience providing commercial HVAC maintenance, preventive maintenance, and repair services.

Include:

- Years of commercial HVAC experience.
- Experience with K–12 public school systems.
- Experience with public-sector facilities.
- Experience with commercial HVAC equipment.
- Experience with building automation and control systems.
- Experience with preventive maintenance programs.
- Number of qualified service technicians.
- Availability of specialized technicians.
- Emergency service capabilities.

C. PREVENTIVE MAINTENANCE PLAN

Provide a detailed description of the proposed preventive maintenance program, including:

- Recommended maintenance frequency.
- Equipment inspection procedures.
- Seasonal maintenance procedures.
- Filter and coil maintenance.
- Heating and cooling system inspections.
- Controls and building automation support.
- Equipment documentation procedures.
- Deficiency reporting.
- Recommendations for improving equipment reliability and efficiency.

D. STAFFING AND KEY PERSONNEL

Identify the personnel who will be assigned to the district.

Include:

- Name and position.
- Relevant HVAC experience.
- Applicable licenses and certifications.
- Manufacturer training, if applicable.
- EPA Section 608 certification, as applicable.
- Relevant industry certifications.
- Proposed supervisory and management personnel.

Resumes or summaries of qualifications shall be provided for key personnel.

E. REFERENCES

Provide at least three (3) references for comparable HVAC maintenance contracts.

References should preferably include K–12 public school systems or other public-sector customers.

Each reference shall include:

- Customer or organization name.
- Contact person.
- Telephone number.
- Email address.
- Type of services provided.
- Contract period.
- Approximate number of facilities served.

F. SERVICE RESPONSE PLAN

Provide a written description of the firm's ability to respond to service requests.

Include:

- Normal business hours.
- Emergency contact information.
- Proposed emergency response time.
- Proposed urgent response time.
- Proposed routine response time.
- Number of technicians available.
- Geographic location of service personnel.
- Ability to provide simultaneous emergency responses.
- Procedures for after-hours and weekend service.

G. PRICING PROPOSAL

Respondents shall submit a complete and transparent pricing proposal.

Pricing shall include the following:

1. Preventive Maintenance Pricing

Pricing Category	**Proposed Annual Cost**
Scheduled HVAC Preventive Maintenance	$_____
Seasonal Heating/Cooling Inspections	$_____
Coil Cleaning Labor	$_____
Other Preventive Maintenance Services	$_____
Total Annual Preventive Maintenance Cost	**$_____**

Respondents shall explain what equipment, facilities, labor, and maintenance tasks are included in the proposed annual preventive maintenance cost.

If pricing is based on individual equipment, provide a separate equipment-based pricing schedule.

2. Hourly Service and Repair Labor Rates

Labor Classification	**Regular Rate**	**Overtime Rate**	**Emergency Rate**

HVAC Service Technician	$_____	$_____	$_____
HVAC Mechanic	$_____	$_____	$_____
HVAC Controls Technician	$_____	$_____	$_____
Lead Technician/Supervisor	$_____	$_____	$_____
Apprentice/Helper	$_____	$_____	$_____
Other: _____	$_____	$_____	$_____

3. Additional Charges

Charge	**Proposed Cost**
Standard Service-Call Fee	$_____
Emergency Service-Call Fee	$_____
Travel/Mobilization Fee	$_____
Material Markup	_____%
Refrigerant Pricing	$_____
Other Charges	$_____

Respondents shall clearly explain when overtime, emergency, and holiday rates apply.

The Owner expects all proposed pricing to remain firm for the initial twelve (12) months of the contract. Any proposed price adjustments during renewal periods must be clearly identified in the proposal and shall be subject to the Owner's written approval.

H. SUBCONTRACTORS

Identify all proposed subcontractors and describe the services they will provide.

Include applicable licenses, qualifications, and experience.

The Owner reserves the right to approve or reject proposed subcontractors.

I. EXCEPTIONS AND ASSUMPTIONS

Identify any exceptions, exclusions, assumptions, or limitations associated with the proposal.

Failure to identify exceptions may be interpreted as acceptance of the requirements contained in this RFP.

12. EVALUATION CRITERIA

Proposals will be evaluated based on the qualifications, experience, technical approach, service capabilities, and overall value offered to Davidson County Schools.

The anticipated evaluation criteria are as follows:

Evaluation Factor	**Weight**
1. Commercial HVAC Experience and Qualifications	20%
2. Preventive Maintenance Program and Technical Approach	25%
3. Qualifications of Technicians and Personnel	10%
4. Emergency Response and Service Capabilities	15%
5. Pricing and Overall Value	20%
6. References and Past Performance	10%
Total	**100%**

1. Commercial HVAC Experience and Qualifications – 20 Points

Evaluates the firm's experience, technical knowledge, and ability to service commercial HVAC systems similar to those operated by Davidson County Schools.

- **17–20 Points (Exceptional):** Extensive commercial HVAC experience, preferably with K–12 school systems. Demonstrates experience with a broad range of HVAC equipment, controls, and preventive maintenance programs.
- **13–16 Points (Good):** Strong commercial HVAC experience and demonstrated ability to service most required equipment.
- **9–12 Points (Fair):** Limited commercial experience or limited experience with complex institutional HVAC systems.
- **0–8 Points (Unsatisfactory):** Insufficient experience or inability to demonstrate the required technical qualifications.

2. Preventive Maintenance Program and Technical Approach – 25 Points

Evaluates the quality, completeness, and effectiveness of the proposed preventive maintenance program.

- **21–25 Points (Exceptional):** Comprehensive, equipment-specific preventive maintenance plan. Includes appropriate inspection frequencies, seasonal maintenance, detailed reporting, deficiency identification, and recommendations to improve equipment reliability and efficiency.
- **16–20 Points (Good):** Well-developed preventive maintenance plan that addresses most required equipment and services.
- **11–15 Points (Fair):** Basic preventive maintenance approach with limited detail or incomplete task descriptions.

- **0–10 Points (Unsatisfactory):** Inadequate preventive maintenance plan or failure to address the district's operational needs.

3. Qualifications of Technicians and Personnel – 10 Points

Evaluates the qualifications, licenses, certifications, and experience of assigned personnel.

- **9–10 Points (Exceptional):** Experienced service team with appropriate North Carolina licensing, EPA certifications, specialized training, and qualified supervisory personnel.
- **7–8 Points (Good):** Qualified technicians with required licenses and appropriate experience.
- **5–6 Points (Fair):** Minimum qualifications met, but limited advanced training or experience.
- **0–4 Points (Unsatisfactory):** Failure to demonstrate appropriate personnel qualifications or licensing.

4. Emergency Response and Service Capabilities – 15 Points

Evaluates the contractor's ability to provide timely and reliable service.

- **13–15 Points (Exceptional):** Established 24-hour emergency response capability, strong local staffing, rapid dispatch, and adequate resources to respond to multiple simultaneous service requests.
- **10–12 Points (Good):** Reliable emergency service with reasonable response times and adequate staffing.
- **7–9 Points (Fair):** Limited emergency availability or response times that may affect school operations.
- **0–6 Points (Unsatisfactory):** Inadequate emergency response procedures or inability to provide dependable service.

5. Pricing and Overall Value – 20 Points

Evaluates preventive maintenance pricing, hourly labor rates, additional charges, and overall value.

- **17–20 Points (Exceptional):** Competitive and transparent pricing. Comprehensive preventive maintenance services with reasonable labor rates and minimal additional charges.
- **13–16 Points (Good):** Competitive pricing with clearly identified costs and reasonable overall value.
- **9–12 Points (Fair):** Higher-than-average pricing, limited pricing transparency, or significant additional charges.
- **0–8 Points (Unsatisfactory):** Unreasonable pricing, incomplete pricing information, or excessive fees and markups.

6. References and Past Performance – 10 Points

Evaluates customer satisfaction, quality of work, reliability, communication, and contract performance.

- **9–10 Points (Exceptional):** Three or more highly relevant references reporting excellent service, workmanship, communication, and reliability.
- **7–8 Points (Good):** Positive references with satisfactory contract performance.
- **5–6 Points (Fair):** Acceptable references with some concerns regarding service, scheduling, or communication.
- **0–4 Points (Unsatisfactory):** Missing, negative, or unsatisfactory references.

The Owner reserves the right to request clarification, conduct interviews, request additional information, check references, and negotiate contract terms as permitted by applicable law.

Davidson County Schools reserves the right to reject any or all proposals and select the proposal determined to be in the best interest of the district.

13. CONTRACT TERM AND RENEWAL

The anticipated contract term shall be one (1) year, beginning approximately [Insert Start Date].

The Owner may renew the contract for up to three (3) additional one-year periods, for a maximum potential contract term of four (4) years.

Renewals shall be subject to:
- Satisfactory contractor performance.
- Availability of funds.
- Continued district needs.
- Agreement on applicable pricing.
- Approval by the Owner.
- Compliance with applicable procurement requirements.

The Owner reserves the right to terminate the contract in accordance with the terms of the final agreement.

14. INVOICING AND PAYMENT

The contractor shall submit invoices to Davidson County Schools in accordance with the district's established procedures.

Invoices shall include:
- Contractor name.
- Invoice number and date.
- School or facility serviced.
- Work-order number.
- Description of services performed.
- Date of service.
- Technician name.
- Labor hours and applicable hourly rates.
- Itemized materials and parts.
- Supporting receipts for authorized purchases.
- Applicable service or travel charges.

- Total amount due.

Preventive maintenance and corrective maintenance charges shall be clearly separated.

The Owner shall not be responsible for unauthorized work, materials, or charges.

Payment shall be made in accordance with the final contract and applicable North Carolina law.

15. INSURANCE

The successful contractor shall maintain insurance coverage required by Davidson County Schools and applicable law, including, as applicable:

- Commercial General Liability.
- Automobile Liability.
- Workers' Compensation.
- Employer's Liability.
- Professional or other specialized coverage where applicable.

Minimum coverage limits and any additional insured requirements shall be established in the final contract.

Certificates of insurance shall be provided before commencement of work.

16. NORTH CAROLINA REQUIREMENTS

The contractor shall comply with all applicable federal, state, and local laws, regulations, and codes, including:

- North Carolina contractor licensing requirements.
- Applicable North Carolina Mechanical Code.
- Applicable North Carolina Building Code.
- Applicable electrical and plumbing codes, where relevant to HVAC work.
- Applicable environmental and refrigerant regulations.
- EPA Section 608 requirements for refrigerant handling.
- Occupational Safety and Health Administration (OSHA) requirements.
- Applicable fire and life-safety requirements.
- Applicable school district policies and procedures.

The contractor shall be responsible for maintaining all licenses, permits, and certifications required to perform the services.

17. NON-DISCRIMINATION

The contractor shall comply with all applicable federal, state, and local laws concerning equal employment opportunity and nondiscrimination.

18. SUBCONTRACTORS

The respondent shall identify any proposed subcontractors and describe the services they will provide.

All subcontractors shall possess the licenses, qualifications, insurance, and experience required for their assigned work.

The selected contractor shall remain fully responsible for the work performed by its subcontractors.

No subcontractor shall perform work on behalf of Davidson County Schools without the Owner's approval.

19. OWNER'S RIGHT TO REJECT AND OTHER CONDITIONS

Davidson County Schools reserves the right to:

- Reject any or all proposals.
- Waive minor informalities or irregularities.
- Request clarification or additional information.
- Conduct interviews or presentations.
- Verify references and qualifications.
- Negotiate contract terms with one or more respondents.
- Cancel or withdraw this RFP when determined to be in the best interest of the district and permitted by applicable law.
- Award a contract to the respondent determined to provide the best overall value to Davidson County Schools.

Issuance of this RFP does not obligate Davidson County Schools to award a contract or reimburse respondents for costs associated with proposal preparation.

The Owner may award a contract for all or part of the services described in this RFP, as permitted by applicable procurement requirements.

20. PROPOSAL SUBMISSION

Proposals shall be submitted electronically or in the manner designated by Davidson County Schools.

Submit proposals to:

Davidson County Schools
Attention: Chris Johnston
Email: cjohnston@davidson.k12.nc.us

Submission Deadline: December 11, 2026, 4:00PM

Email Subject Line:

RFP– HVAC SERVICE, PREVENTIVE MAINTENANCE, AND REPAIR SERVICES

Proposals received after the established deadline may be rejected.

Respondents are responsible for ensuring that proposals are received by the Owner before the submission deadline.

21. CONTRACTOR CERTIFICATION

The undersigned certifies that the information contained in this proposal is accurate and that the firm has the qualifications, personnel, licensing, and resources necessary to provide the HVAC preventive maintenance, service, and repair services described in this RFP.

The undersigned further acknowledges that the proposal has been prepared in accordance with the requirements of this solicitation.

Company Name: _____

Address: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____

North Carolina Contractor License Number: _____

END OF REQUEST FOR PROPOSALS