

Request for Proposals (RFP)

Bi-Annual HVAC Inspection, Preventive Maintenance, and Service

Brunswick County Industrial Development Authority (BCIDA)

RFP No.: 2026-HVAC-01

Issue Date: 9-21-2026

Proposal Due Date: 10-17-2026

1. Introduction

The Brunswick County Industrial Development Authority (BCIDA) is soliciting proposals from qualified HVAC contractors to provide bi-annual preventive maintenance, inspection, testing, and service for the HVAC systems serving BCIDA office located in Lawrenceville, Virginia.

The objective of this contract is to ensure the continued reliability, efficiency, and proper operation of all heating, ventilation, and air conditioning equipment through scheduled maintenance and preventive service.

2. Scope of Services

The selected contractor shall provide comprehensive HVAC preventive maintenance services twice annually, including one spring cooling system inspection and one fall heating system inspection.

The contractor shall:

A. Spring Preventive Maintenance Visit

- Inspect and test all air conditioning equipment.
- Clean condenser coils and evaporator coils as needed.
- Check refrigerant levels and inspect for leaks.
- Inspect and tighten electrical connections.
- Test motors, capacitors, contactors, relays, and controls.

- Inspect belts, bearings, and moving components.
- Verify proper thermostat operation and calibration.
- Clean condensate drains and pans.
- Check system operating pressures and temperatures.
- Verify proper airflow throughout the building.
- Inspect filters and replace filters as directed by BCIDA.

B. Fall Preventive Maintenance Visit

- Inspect and test all heating equipment.
- Inspect burners, ignition systems, and safety controls.
- Check heat exchangers for damage or deficiencies.
- Inspect gas connections and valves, if applicable.
- Verify thermostat operation and programming.
- Inspect filters and replace filters as directed by BCIDA.
- Inspect electrical components and controls.
- Verify proper system performance and efficiency.

C. General Service Requirements

During each visit, the contractor shall:

- Provide a complete operational inspection of all HVAC equipment.
 - Identify maintenance deficiencies and recommended repairs.
 - Provide written service reports within five (5) business days.
 - Notify BCIDA immediately of any conditions requiring urgent repair.
 - Recommend energy-efficiency improvements when appropriate.
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3. Equipment

The contractor shall inspect all HVAC equipment located within BCIDA office. A site visit may be arranged for interested proposers to verify equipment quantities, sizes, and configurations prior to submitting proposals.

4. Optional Repair Services

The contractor may be requested to perform repair services beyond preventive maintenance.

Proposal submissions shall include:

- Standard hourly labor rates.
- Overtime labor rates.
- Emergency service rates.
- Percentage markup on replacement parts.
- Standard response times.

No repair work exceeding \$500 shall be performed without prior authorization from BCIDA.

5. Emergency Response

The contractor shall be available for emergency service calls and provide:

- Normal business hours response time.
- After-hours response time.
- Weekend and holiday response time.

Proposals should indicate guaranteed response times.

6. Contractor Qualifications

The contractor shall:

- Hold all licenses required by the Commonwealth of Virginia.
 - Maintain all required insurance coverage.
 - Have a minimum of five (5) years of HVAC maintenance experience.
 - Employ trained and certified HVAC technicians.
 - Provide at least three references for similar governmental, institutional, or commercial facilities.
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7. Insurance Requirements

The selected contractor shall maintain:

- Commercial General Liability Insurance: Minimum \$1,000,000 per occurrence.
- Workers' Compensation Insurance as required by Virginia law.

Certificates of insurance shall be provided prior to contract award.

8. Contract Term

The initial contract term shall be:

Three (3) years

with the option for BCIDA to renew for two additional one-year periods upon mutual agreement.

9. Proposal Submission Requirements

Proposals shall include:

Company Information

- Company name
- Address
- Primary point of contact
- Business license information
- Years in business

Qualifications

- Relevant experience
- Staff certifications
- References

Pricing

- Annual preventive maintenance cost
- Cost per bi-annual service visit
- Hourly service rates
- Emergency response rates

- Parts markup percentage

Additional Information

- Description of service approach
 - Proposed response times
 - Any value-added services
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10. Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight
Experience and Qualifications	30%
Cost	30%
References and Performance History	20%
Response Capability	10%
Value-Added Services	10%

BCIDA reserves the right to reject any or all proposals and to award the contract in the best interest of the Authority.

11. Proposal Submission

Proposals shall be submitted to:

Jeffrey Reed
Executive Director
Brunswick County Industrial Development Authority
116 W Hicks Street
Lawrenceville, VA 23868

12. Reservation of Rights

BCIDA reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request clarification from proposers.
- Negotiate contract terms with the selected proposer.
- Award the contract in the manner deemed most advantageous to BCIDA.