REQUEST FOR PROPOSALS (RFP)

Project: Replacement of Rooftop HVAC Units (RTUs)
Issued By: Charter Township of Alpena, Michigan
Location: 4385 U.S. 23 N, Alpena, MI 49707

1. Project Overview & Background

The Charter Township of Alpena is seeking comprehensive, competitive sealed proposals from qualified mechanical contractors to engineer, safely remove, legally dispose of, and install new commercial-grade rooftop HVAC units (RTUs) at the Charter Township of Alpena Office Building located at 4385 U.S. 23 N, Alpena, MI 49707. The building serves as an active public municipal facility and voting precinct. Contractors are required to furnish turn-key solutions including all administrative clearances, logistical equipment, rigging infrastructure, structural interfaces, and testing workflows.

2. Anticipated Project Schedule

The Township intends to adhere to the following sequence of milestones for this procurement process. All entries left blank are subject to scheduling parameters formalized at the time of official publication.

Milestone Event	Target Date / Deadline
RFP Distribution Date	Friday October 23rd, 2026
Mandatory Site Walkthrough Inspection	By Appointment Only
Deadline for Written Clarification Questions	Friday November 13th, 2026
Proposal Submission Deadline (Bids Due)	Monday November 16th, 2036 4:00pm
Township Board Review & Project Award	Monday November 23rd, 2026
On-Site Mobilization & Rigging Commencement	TBD
Project Completion Date	TBD

3. Scope of Work (SOW)

The selected contractor shall be fully responsible for all elements of execution, including:

- **Permitting & Clearances:** Secure, fund, and coordinate all mandatory mechanical, electrical, and structural building permits through the Charter Township of Alpena Building Department. Ensure full compliance with current Michigan Mechanical Code frameworks.

- **Rigging & Logistics:** Supply all structural cranes, transport logistics, street/parking spotters, and safety signage required to airlift old assets down and lift new units up. Coordinate parking closures 48 hours in advance.
- **Demolition & EPA Compliance:** Safely disconnect all existing electrical lines, natural gas headers, and automation control arrays. Reclaim all old refrigerants following strict EPA guidelines, and provide verified recycling receipts.
- **Weatherization & Climate Adapters:** Inspect original structural curbs. Furnish custom-insulated curb adapters to form rigid, completely watertight boundaries capable of enduring intense localized snow, thermal shifting, and strong high-wind loads off Thunder Bay.
- **Commissioning & Balancing:** Run formal startups across heating, economizer, and cooling cycles. Provide an Air Test and Balance (TAB) report proving intended CFM distribution across all interior municipal office zones.

4. Commercial General Liability (CGL) & Hold Harmless

To protect municipal assets and personnel, the contractor must explicitly meet and maintain the following legal constraints throughout project duration:

- **Insurance Coverage:** The selected contractor shall maintain Commercial General Liability (CGL) insurance with limits not less than **$1,000,000 per occurrence** and **$2,000,000 in the general aggregate**. The insurance policy must be issued by a carrier licensed to operate in the State of Michigan.
- **Additional Insured:** The *Charter Township of Alpena* must be explicitly designated as an Additional Insured on the contractor's liability policy. A valid Certificate of Insurance (COI) must be delivered and verified prior to vehicle staging or material delivery.
- **Hold Harmless & Indemnification:** The contractor shall defend, indemnify, and hold completely harmless the Charter Township of Alpena, its elected officials, officers, agents, and employees from and against any and all claims, actions, suits, liabilities, losses, damages, costs, or expenses (including reasonable attorney fees) arising directly or indirectly out of negligent acts, performance gaps, errors, or omissions committed by the contractor, their subcontractors, or anyone directly employed by them during execution.

5. Required Proposal Pricing Structure

Bidders are strictly required to organize their financial quotes using the unified structure below. Failure to provide discrete cost details across these specific operational categories may lead to rapid bid disqualification.

Line Item Component / Operational Category	Proposed Cost (USD)
1. Engineering, Permitting & Local Administrative Fees *Includes mechanical/electrical permits, architectural compliance, and drawings.*	$ _____

2. Equipment Procurement (Commercial RTUs) *Includes unit hardware, options, internal economizers, and standard controls.*	$ _____
3. Demolition, Crane Rigging & EPA Asset Disposal *Includes crane rental, operators, ground crew, and certified refrigerant reclaim.*	$ _____
4. Turn-key Installation, Utility Hooks & Custom Curb Adapters *Includes structural seals, electrical tie-ins, gas piping, and weather flashing.*	$ _____
5. Air Testing, Balancing (TAB) & System Commissioning *Includes localized zone airflow balance and operator hands-on walkthrough.*	$ _____
6. Workmanship Warranty & Emergency Support Framework *Includes 1-year total operational labor and critical component warranty coverage.*	$ _____
TOTAL BASE BID CAPITAL COST (Items 1 through 6)	**$ _____**
7. Year 1 - Recurring Preventative Maintenance Contract *Quarterly filter swaps, belt tuning, coil cleaning, safety checks.*	$ _____ / Year
8. Year 2 - Recurring Preventative Maintenance Contract *Quarterly filter swaps, belt tuning, coil cleaning, safety checks.*	$ _____ / Year
9. Year 3 - Recurring Preventative Maintenance Contract *Quarterly filter swaps, belt tuning, coil cleaning, safety checks.*	$ _____ / Year

6. Required Bidding Submittals

All bids must encompass a complete submittal package containing:

1. Fully itemized pricing matrix formatted precisely to the layout in Section 5.
2. Manufacturer technical data sheets highlighting the physical profile, capacity tonnage, electrical characteristics, and certified efficiency (SEER2/IEER) ratings for the proposed units.
3. Documented proof of active Commercial General Liability insurance following explicit criteria.