



City of Pittsburg, KS

Request for Proposal

Installation of New Variable Refrigerant Flow System

Proposal Due Date:

Tuesday, October 21st, 2025, at 1 PM

Request for Proposals

Installation of New Variable Refrigerant Flow System

General Information

The City of Pittsburg is seeking Bid Proposals from qualified companies for the installation of a new Variable Refrigerant Flow System (VRF) for Fire Station #1. Bids will be due no later than 1:00 P.M., October 21st, 2025, and submitted to City of Pittsburg's City Clerk.

Project Summary/Scope of work:

Provide all necessary equipment, materials, and labor for the installation of a new system. All work will be completed within 90 days of the notice to Proceed.

Location of Project

The location of the project will be at Fires Station #1 911 W 4th St, Pittsburg KS 66762.

Specifications:

- 32 ton Mitsubishi VRF system (preferred) or the equivalent therein
- 13 indoor units
- System bid as hyper heat with ultra-low ambient full heating down to -32 degrees ambient temperature.
- Includes all necessary Electrical wiring and materials
- Disposal of old system (Cooling tower and boilers not included)
- Simultaneous heating and cooling for each zone
- Individual thermostats
- Central controller
- Minimum of a 10-year warranty on all parts
- Minimum of 1 year warranty on all labor
- Vendor must be certified to install the hardware and to maintain warranty

Proposals shall include, but are not limited to the following:

- Lump Sum Price
- Materials/brand of system with specifications
- Tentative schedule/time frame of installation
- Use
- Terms

Evaluation Factors:

1. Quality of materials listed in proposal and if they meet or exceed established standard of quality set in the technical section of the RFP.
2. Total cost of project is defined in the RFP with any alternates or options offered by proposals clearly defined.
3. Number and quality of references for similar projects as defined by the RFP.
4. Established record of meeting project timelines and deadlines.

Procedure

Tentative Project Schedule:

A tentative timeline is set forth below. This timeline is subject to change by the City, at the City's sole discretion, as events and conditions warrant.

- Proposal Release Date September 23rd, 2025
- Proposals Due October 21st, 2025
- Formal Acceptance/Award by City Commission October 28th, 2025
- Notice to Proceed Within 30 Days after Award
- All Work to be Completed by: Within 90 Days of Notice to Proceed

Method of Submission:

Proposals shall be submitted by mail or by hand to the following address. Envelopes used in submitting Proposals must be clearly marked, "**PROPOSAL: New VFR System**":

Tammy Nagel, City Clerk
City of Pittsburg, Kansas
P.O. Box 688
Pittsburg, Kansas 66762

The deadline for submission is **Tuesday, October 21st, 2025, by 1 p.m., Central Standard Time**. There will be a public opening of Proposals in the City Hall Conference Room.

Questions and Answers

All questions regarding this RFP should be directed to:

Howard Toney
620-687-1048
howard.toney@pittks.org

Jeff Bair
620-230-5681
jeff.bair@pittks.org

General Terms and Conditions

- **Evaluation of Bids:** Award shall be to the lowest responsible bidder taking into consideration conformity with the specifications, terms of delivery, weighted local preference policy and other conditions imposed by this RFP. Award will be by line item, group totals, or total lot, whichever is in the best interest of the City.
- **Acceptance or Rejection:** The City reserves the right to accept or reject any or all bid responses or part of a bid response; to waive any informalities or technicalities; clarify any ambiguities in bid responses; modify any criteria in this RFP; and unless otherwise specified, to accept any item in a bid response.
- Contractors must have a current City of Pittsburg business license.
- Contractors must comply with all city codes and permits. Permit fees will be waived for this project.
- It is understood by the bidder that the City is exempt from state sales tax and federal excise tax and, therefore, the net amount of the bid should not reflect these items.
- All proposals and supporting materials will become property of City of Pittsburg, Kansas
- Contract: Successful firm will be required to enter written contract with the City
- Bonds not required

General Terms and Conditions – Cont.

Insurance:

The City of Pittsburg has certain insurance requirements that must be met. The FIRM will be responsible for purchasing and maintain at its sole expense the following insurance coverage:

- Professional liability insurance covering negligent acts, errors or omissions of FIRM, its agents, officers, and employees. Total aggregate policies of insurance shall be in an amount of not less than One Million Dollars and 00/100 Cents (\$1,000,000.00).
- A comprehensive general liability policy of insurance shall be purchased and maintained that lists the City as an additional insured. Such policy of insurance shall be in an amount of not less than One Million Dollars and 00/100 Cents (\$1,000,000.00).
- A Workmen’s Compensation and Employer’s Liability Policy shall be procured and maintained. This policy shall include an “all states” endorsement. Said insurance policy shall also cover claims for injury, disease or death of employees which, for any reason does not fall within the provisions of the Workmen’s Compensation Law. Liability Limits shall not be less than:
 - Workmen’s Compensation – Statutory
 - Employer’s Liability - \$500,000.00 Each Occurrence.
- FIRM shall furnish the City copies of all insurance polies or certificates of insurance relating to the insurance policies that must be maintained hereunder.

In addition, insurance policies applicable hereto contain a provision that the City shall be given thirty (30) days written notice by the insurance company before each policy is substantially changed or cancelled.

Nondiscrimination Agreement

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.