



REQUEST FOR PROPOSALS (RFP) 26-5

HVAC RTU-1 COMPRESSOR REPLACEMENT SERVICES

FOR THE

MONTROSE RECREATION DISTRICT

1. REQUEST FOR PROPOSALS

The Montrose Recreation District (MRD) is soliciting proposals from qualified, licensed HVAC contractors to provide labor, materials, equipment, and expertise necessary to remove and replace two (2) failed compressors and two (2) associated contactors within an existing HVAC unit, including system reclamation, recharge, startup, and verification of proper operation at the Montrose Community Recreation Center (MCRC).

The RFP release is July 29, 2026. Submittals are due August 26, 2026.

Proposers may request a site walk-through to familiarize themselves with existing conditions. All requests must be submitted in writing via email to miguel@montroserec.com. Site walk-throughs will be scheduled by the Montrose Recreation District based on availability and coordinated in advance.

Questions regarding RFP requirements must be received by Miguel Lopez, Parks and Maintenance Superintendent through email at miguel@montroserec.com by 10:00 AM MT on Monday, August 17, 2026. Late questions will not receive responses.

Proposals containing the information required by this RFP, in the format described below, must be received no later than 5:00 p.m. (MT) on Wednesday, August 26, 2026. Proposals shall be submitted EITHER in person, or a sealed envelope and plainly marked "HVAC RTU-1 COMPRESSOR REPLACEMENT

SERVICES ” on the outside of the sealed envelope OR electronically at miguel@montroserec.com. Parties who choose to submit a paper proposal in addition to the emailed proposal. Paper proposals shall be sent to:

**Miguel Lopez, Parks and Maintenance Superintendent
Montrose Recreation District
16350 Woodgate Road
Montrose, CO 81401**

2. BACKGROUND INFORMATION

The MRD was established in 1956 to provide high-quality recreational programs, facilities, and services to the community of Montrose, Colorado, and the surrounding areas. MRD manages multiple recreational facilities, including a community center, field house, parks, athletic fields, and specialized program areas.

The District is governed by a Board of Directors and operates with the mission to FUNdamentally improve lives by building community in fun engaging ways, and by providing excellent parks and recreation facilities, activities, and services. MRD facilities serve thousands of residents annually and host a wide variety of activities ranging from youth and adult sports, aquatics programs, fitness and wellness classes, cultural events, and community gatherings.

MRD places a high priority on maintaining safe, reliable, and energy-efficient facilities. The District's HVAC systems are critical for ensuring comfort, indoor air quality, and operational reliability. Preventive maintenance and timely replacement of mechanical components are key elements of MRD's facilities management strategy, supporting both day-to-day operations and long-term sustainability goals. All facility improvements and system replacements are planned with an emphasis on compliance with local building codes, state and federal regulations, and industry best practices.

3. SCOPE OF SERVICES REQUIRED

The selected contractor shall furnish all labor, supervision, materials, tools, equipment, permits, and incidentals necessary to complete the scope of work outlined below. All work shall be performed in accordance with applicable local, state, and federal codes, manufacturer requirements, EPA regulations, and industry best practices.

3.1 Pre-Work and Safety Requirements

- Coordinate work schedule with MRD staff to minimize disruption to facility operations.
- Comply with all OSHA safety standards and MRD safety policies.
- Verify equipment model numbers, refrigerant type, electrical ratings, and site conditions prior to commencing work.
- Lockout/tagout all applicable electrical sources prior to work.

3.2 Power Disconnection

- Disconnect and secure power to the HVAC unit in accordance with electrical and safety codes.
- Verify zero-energy state prior to beginning mechanical or electrical work.

3.3 Refrigerant Recovery

- Reclaim refrigerant from the system using EPA-certified recovery equipment.
- Store reclaimed refrigerant in approved recovery cylinders.
- Document type and quantity of refrigerant recovered.

3.4 Removal of Existing Components

- Disconnect refrigerant piping from two (2) existing compressors.
- Disconnect all associated wiring to two (2) compressors.
- Disconnect wiring to two (2) existing contactors.
- Safely remove and properly dispose of or recycle removed components in accordance with regulations.
- **THE TWO (2) REMOVED CONTACTORS SHALL BE PROVIDED TO MRD STAFF TO SERVE AS SPARE UNITS FOR FUTURE USE WITH OTHER SYSTEMS.**

3.5 Installation of New Components

- Install two (2) new compressors compatible with the existing HVAC system.
- Install two (2) new electrical contactors rated for the compressors and system requirements.
- Replace any additional components deemed necessary for proper operation, including but not limited to:
 - Electrical connectors and wiring
 - Refrigerant piping sections or fittings
 - Gaskets, seals, vibration isolators
 - Oil, filter driers, or moisture indicators (if required by manufacturer or best practice)

All replacement parts shall be new, unused, and meet or exceed OEM specifications unless otherwise approved by MRD.

3.6 System Reassembly and Recharge

- Reconnect all refrigerant piping using proper brazing techniques and nitrogen purging.
- Pressure tests the system to verify no leaks are present.
- Evacuate the system to appropriate micron levels.
- Recharge the system using the reclaimed refrigerant to manufacturer-specified levels. If additional refrigerant is required, the contractor shall provide and document the quantity added.

3.7 Startup and Commissioning

- Restore power to the unit.
- Perform system startup in accordance with manufacturer guidelines.
- Verify proper compressor staging, contactor operation, amperage draw, voltage, suction/discharge pressures, and temperature differentials.
- Confirm system operates within design and manufacturer specifications.

3.8 Verification and Cleanup

- Perform final operational testing under normal operating conditions.
- Clean the work area and remove all tools, debris, and waste materials from the site.
- Coordinate final walkthrough with MRD staff.

4. DELIVERABLES

The contractor shall provide the following deliverables upon completion:

- Detailed invoice itemizing labor, materials, and equipment.
- Documentation of refrigerant recovery and recharge quantities.
- Startup and commissioning report including electrical readings, pressures, and temperatures.
- Manufacturer warranty documentation for compressors and contactors.
- Contractor workmanship warranty information.

5. PROPOSAL SUBMISSION REQUIREMENTS

Interested Respondents shall submit Proposals that clearly demonstrate their ability to provide the Services. The Proposal should be a complete and detailed approach to providing all Services and any Additional Services that the Respondent proposes. Only one Proposal should be submitted.

The Proposals shall include the following information in the order listed below to facilitate fair and equal evaluation of Proposals.

- Project approach
- Schedule and availability
- Fee proposal
- Licensing, certifications, and insurance
- References (minimum of three)

6. SELECTION CRITERIA

Proposals will be evaluated based on:

<u>Criteria</u>	<u>Weight</u>
Qualifications and References	20%
Project Schedule	30%
Cost Proposal	50%

The MRD may contact references provided with the Proposal. The MRD reserves the right to request clarification or additional information from Respondents and to consider independently obtained information.

The MRD will select the Respondent determined to be the best value by the MRD in its sole discretion. In addition to the criteria stated above, the MRD's determination may consider, without limitation, the Respondent's financial resources, ability to comply with all legal and regulatory requirements, ability to perform the services in a timely and satisfactory manner, history of performance, reputation, ability to obtain necessary equipment, data, and facilities, and any other factor deemed important by the MRD.

The MRD reserves the right to negotiate further with one or more Respondents. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. The MRD's decision is final and without recourse to any Respondent.

7. CHANGE ORDERS

Any alteration or deviation from the Services mentioned or any other contractual specifications that result in a revision of this Agreement shall be approved in writing by the Parks and Maintenance Superintendent.

8. MISCELLANEOUS

The issuance of this RFP and the receipt and evaluation of Proposals do not obligate the MRD to select a Respondent, to enter into any agreement, or to pay any costs incurred in responding to this RFP or negotiating an agreement. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. No Proposal shall constitute business terms of any eventual agreement except as expressly agreed by the MRD. The MRD reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.

All Proposals shall become the property of the MRD, will not be returned, and will become a public record. Respondents may request parts of their Proposals to remain confidential by indicating such in the Proposals and on the appropriate proprietary or financial pages, which must be clearly marked. The MRD will take reasonable steps to keep confidential only documents actually prevented from disclosure under the Colorado Open Records Act ("CORA" or "Act"), C.R.S. § 24-72-201, *et seq.*, including notifying the Respondent of a CORA request and allowing the Respondent to take steps to prevent disclosure. Under no circumstances may an entire Proposal be marked or identified as proprietary or confidential. **By submitting a Proposal, each Respondent agrees to hold the MRD harmless from any claims arising from the release of confidential or proprietary information not clearly designated as such by the Respondent or where the MRD has notified the Respondent of a request, and from any claims arising from the release of documents not protected from disclosure under the Act.**

Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittals, other than discussions with MRD staff as described in this RFP. After the release of this RFP, Respondents are not permitted to make any direct or indirect contact with members of the Selection Committee, the Board of Directors or media on the subject of this RFP, except in the course of MRD-sponsored presentations. Violation of these rules is grounds for disqualification of the Respondent.

9. INSURANCE

9.1 Required Policies

Contractor will procure and keep in force the following insurance subject to the conditions below, for the duration of this Agreement:

- **Commercial General Liability Insurance.** Comprehensive general liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the performance of the Services with at least **One Million Dollars (\$1,000,000)** each occurrence.
- **Products and Completed Operations Insurance.** Products and completed operations insurance insuring against any liability for bodily injury or property damage caused by the completed Services, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.
- **Comprehensive Automobile Liability Insurance.** Comprehensive automobile liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the use of motor vehicles and covering operations on or off the site of all motor vehicles controlled by Contractor that are used in connection with performance of the Services, whether the motor vehicles are owned, non-owned or hired, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.
- **Professional Liability Insurance.** If Contractor is an architect, engineer, surveyor, appraiser, physician, attorney, accountant or other licensed professional, or if it is customary in the trade or business in which Contractor is engaged, or if the MRD otherwise deems it necessary, errors and omissions professional liability insurance insuring Contractor against any professional liability with a limit of at least **One Million Dollars (\$1,000,000.00)** per claim and annual aggregate.

- Other Insurance. Workers' compensation insurance (unless the Contractor provides a completed Declaration of Independent Contractor Status Form) and other insurance required by applicable law.

9.2 Terms of Insurance

The limits of any insurance required by this Agreement will not limit the Contractor's liability.

- Additional Insured. Except for the professional liability policy, if applicable, and workers' compensation policy, all required insurance policies shall name the MRD as an additional insured and will provide that the MRD, although named as an additional insured, will nevertheless be entitled to recovery under said policies for any loss occasioned to the MRD or its officers, employees or agents by reason of the negligence of Contractor or its officers, employees, agents, subcontractors or business invitees. The insurance policies will be for the mutual and joint benefit and protection of Contractor and the MRD. Such policies will be written as primary policies not contributing to and not in excess of coverages the MRD may carry.
- Qualification; Deductible. Insurance required by this Section will be with companies qualified to do business in the State of Colorado and may provide for deductible amounts as Contractor deems reasonable for the Services, but in no event greater than Ten Thousand Dollars (\$10,000.00), and Contractor will be responsible for the payment of any such deductible.
- Cancellation. No such policies will be cancelable or subject to reduction in coverage limits or other modification unless previously approved by the MRD in writing.
- Coverage Type. The contractor will identify whether the type of coverage is "occurrence" or "claims made." If the type of coverage is "claims made," which at renewal Contractor changes to "occurrence," Contractor will carry a twelve (12) month tail. The contractor will not do or permit anything to be done that will invalidate the policies.
- Evidence of Coverage. Before commencing work under this Agreement, Contractor will provide certificates of insurance policies indicating that the MRD is an additional insured and, if necessary, all endorsements evidencing insurance coverage required by this Agreement. The MRD will not be obligated under this Agreement until the Contractor provides acceptable such certificates of insurance and endorsements. If the Term extends beyond the period of coverage for any required insurance, Contractor will, at least ten (10) days before the expiration of any such insurance coverage, provide the MRD with new certificates of insurance and endorsements evidencing either new or continuing coverage.



REQUEST FOR PROPOSAL

SUMMARY SHEET

1. Project: HVAC RTU-1 Compressor Replacement Services
2. Location: 16350 Woodgate Road Montrose, Colorado 81401
3. Type of Submittal Required: Request for Proposal in accordance with written guidelines.
4. Submission Date: August 26, 2026
5. Submission Time: No later than 5:00pm, MST
6. Submission Requirements: Proposals must be emailed to miguel@montroserec.com.
7. Montrose Recreation District Representative and Primary Contact:

Miguel Lopez
Parks and Maintenance Superintendent
16350 Woodgate Road
Montrose, Colorado 81401
Telephone: (970) 249-7705 x. 8572
E-mail: miguel@montroserec.com

Exhibit A



Installation and Maintenance Manual

IM 893-9

Group: **Applied Air Systems**

Part Number: **IM 893**

Date: **December 2015**

RoofPak™ Singlezone Heating and Cooling Units

RPS/RDT/RFS/RCS 015D—140D

with MicroTech® III Unit Controller and Refrigerant R-410A





