



REQUEST FOR PROPOSALS

SHOP HEATING SYSTEM PROJECT RUSSELL JUNIOR-SENIOR HIGH SCHOOL

Russell County USD 407 is seeking proposals from qualified and licensed HVAC/mechanical contractors for the replacement of the heating system in a shop facility at Russell Junior-Senior High School.

PROJECT DESCRIPTION:

The project involves the removal and replacement of the existing heating system serving an approximately 2,500-square-foot shop.

The intended use of the facility is a three-bay mechanic shop, and the new heating system should be appropriately sized and designed to provide adequate and efficient heating for the space and its intended use.

SCOPE OF WORK:

The anticipated scope of work includes, but is not necessarily limited to, the following:

1. Existing Heating System Removal

- Remove the existing heating system and associated equipment serving the shop.
- Disconnect and properly remove existing components as necessary to accommodate the new system.
- Properly dispose of removed equipment and materials.
- Coordinate removal work with the district to minimize disruption to school operations.

2. New Heating System

- Provide and install a new heating system appropriate for an approximately 2,500 square-foot shop.
- The system shall be appropriately sized for the building and intended three-bay mechanic shop use.
- Include all necessary heating equipment, controls, thermostats, ductwork or distribution components, vents, connections, mounting, and related materials.
- The contractor shall provide recommendations regarding the most appropriate heating system for the space based on existing conditions and intended use.

3. Gas Lines

- Provide and install new gas lines as necessary to serve the proposed heating system.
- Evaluate existing gas service and infrastructure to determine whether modifications or extensions are necessary.
- Include all necessary piping, fittings, regulators, shutoffs, supports, connections, and related components.



RUSSELL COUNTY USD 407

400 N. Elm Street, P.O. Box 393, Russell, Kansas 67665 · P: (785) 483-2173 · F: (785) 483-2175 · www.usd407.org

- All gas piping and connections shall comply with applicable codes and manufacturer requirements.
- 4. Controls and Thermostats**
 - Provide and install appropriate thermostatic controls for the new heating system.
 - Locate controls in appropriate locations based on the intended use and layout of the shop.
 - Ensure the completed system is properly calibrated and operational.
- 5. General Mechanical Work**
 - Provide all labor, materials, equipment, tools, permits, and incidental work necessary to complete the project.
 - Properly secure and protect all new equipment and gas lines.
 - Complete all work in accordance with applicable building, mechanical, fire, gas, and safety codes.
 - Test and commission the new heating system upon completion.

THREE-BAY MECHANIC SHOP CONSIDERATIONS:

The intended use of the facility is a three-bay mechanic shop. Contractors should consider the unique heating needs of a shop environment when developing their proposal, including appropriate heating capacity, equipment placement, ventilation, durability, safety, and accessibility for future maintenance. Contractors should evaluate the existing building and heating infrastructure during the site visit and make recommendations regarding the appropriate system and equipment for the space.

SITE VISIT:

Contractors are strongly encouraged to view the project prior to submitting a proposal. The site visit will provide contractors an opportunity to evaluate the existing heating system, gas service, building layout, ceiling height, available utilities, equipment locations, and other existing conditions that may affect the project.

To schedule a site visit or obtain additional project information, please contact:

Kevin Flegler, Project Manager

kflegler@usd407.org

PROPOSAL REQUIREMENTS

Proposals should include:

1. Total project cost, including labor, materials, equipment, permits, removal, disposal, and applicable fees.
2. A description and specifications of the proposed heating system.
3. Proposed heating capacity and equipment sizing.
4. Description of any required gas-line installation or modifications.
5. Description of any required electrical, ventilation, ductwork, or other supporting work.
6. Anticipated project timeline and estimated duration.
7. Warranty information for equipment, materials, and workmanship.
8. Identification of any exclusions or additional costs.
9. Contractor's license information, contact information, and relevant experience with similar projects.

Simpson Elementary School
(Grades PreK - 1)
1323 N. Main St.
Russell, KS 67665
P: (785) 483-6180
F: (785) 483-5459

Bickerdyke Elementary School
(Grades 2 - 6)
348 N. Maple St.
Russell, KS 67665
P: (785) 483-6066
F: (785) 483-5982

Russell Junior-Senior High School
(Grades 7 - 12)
565 State St.
Russell, KS 67665
P: (785) 483-5631
F: (785) 483-5636



RUSSELL COUNTY USD 407

400 N. Elm Street, P.O. Box 393, Russell, Kansas 67665 · P: (785) 483-2173 · F: (785) 483-2175 · www.usd407.org

CONTRACTOR RESPONSIBILITIES:

- The selected contractor will be responsible for verifying all existing conditions and dimensions prior to beginning work.
- The contractor shall provide all labor, materials, equipment, tools, permits, inspections, and services necessary to complete the project.
- All work shall be completed in accordance with applicable federal, state, and local codes and regulations, including applicable mechanical, gas, fire, and life-safety requirements.
- The contractor shall coordinate work with Russell County USD 407 to minimize disruption to school operations.
- Upon completion, the contractor shall test and commission the new heating system and verify that the system is operating properly and safely.

BID SCHEDULE AND SUBMISSION DETAILS:

- Bids are due and will be opened on **November 4, 2026 @ 1:00 PM** at the District Administration Office.
- Bids received after the deadline will be returned to the bidder unopened.
- Electronic bid submissions will not be accepted.
- All bids must be submitted in a sealed envelope with “**RJSHS SHOP HEATING PROJECT**” clearly indicated on the outside of the envelope.
- Submit the sealed bids to:
Russell County USD 407
ATTN: Jane Cline, Board Clerk
400 N. Elm St.
P.O. Box 393
Russell, KS 67665
- The Board of Education will accept or reject bids at the November 9, 2026, regular board meeting.
- Job completion as soon as possible.
- A waiver of lien from subcontractors and equipment suppliers will be required prior to any contract payments.
- Completion and submission of the enclosed bid sheet by deadline.

MISCELLANEOUS:

- Contractor must be licensed, bonded, and insured.
- Russell County USD 407 is tax exempt, and it shall be the responsibility of the contractor to obtain project tax exemptions or coordinate with the school to insure this tax exemption.
- Progress or partial payments will not be considered on this project.
- Russell County USD 407 reserves the right to reject any or all bids or to waive any informalities in the bidding.

Russell County USD 407 appreciates your interest in providing services to our school district.

Simpson Elementary School
(Grades PreK - 1)
1323 N. Main St.
Russell, KS 67665
P: (785) 483-6180
F: (785) 483-5459

Bickerdike Elementary School
(Grades 2 – 6)
348 N. Maple St.
Russell, KS 67665
P: (785) 483-6066
F: (785) 483-5982

Russell Junior-Senior High School
(Grades 7– 12)
565 State St.
Russell, KS 67665
P: (785) 483-5631
F: (785) 483-5636



RUSSELL COUNTY USD 407

400 N. Elm Street, P.O. Box 393, Russell, Kansas 67665 · P: (785) 483-2173 · F: (785) 483-2175 · www.usd407.org

BID SHEET

CONTRACTOR:

ADDRESS:

CITY, ST ZIP:

PHONE:

EMAIL:

Total project cost, including labor, materials, equipment, permits, removal, disposal, and applicable fees

PROJECT COST:

Please provide additional information for these items:

1. A description and specifications of the proposed heating system.
2. Proposed heating capacity and equipment sizing.
3. Description of any required gas-line installation or modifications.
4. Description of any required electrical, ventilation, ductwork, or other supporting work.
5. Anticipated project timeline and estimated duration.
6. Warranty information for equipment, materials, and workmanship.
7. Identification of any exclusions or additional costs.
8. Contractor's license information, contact information, and relevant experience with similar projects.

Simpson Elementary School

(Grades PreK - 1)
1323 N. Main St.
Russell, KS 67665
P: (785) 483-6180
F: (785) 483-5459

Bickerdyke Elementary School

(Grades 2 – 6)
348 N. Maple St.
Russell, KS 67665
P: (785) 483-6066
F: (785) 483-5982

Russell Junior-Senior High School

(Grades 7– 12)
565 State St.
Russell, KS 67665
P: (785) 483-5631
F: (785) 483-5636