

Request for Proposals (RFP)

HVAC Maintenance & Repair Services

Wayne County Schools (WCS), West Virginia

Issue Date: 6/10/26

Proposal Due: July 7, 2026 at 4 p.m.(ET)

Contact for Questions / Submission:

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1. Introduction & Purpose

Wayne County Schools (WCS) invites qualified firms to submit proposals to provide **as-needed, supplemental HVAC services** to **augment** WCS maintenance staff. Services will be requested **only when additional help is required** (e.g., overflow workload, specialized repairs, seasonal start-ups/shutdowns, emergencies) and are intended to support, not replace, WCS's in-house maintenance program. The intent is to establish one or more on-call contractors with pre-negotiated rates and response commitments.

Key Characteristics of This Contract

- **As-needed / On-call** basis; **no guaranteed volume**.
- Work initiated **only by WCS** through written/email authorization.
- Contractor must **coordinate with the WCS Maintenance Supervisor** and comply with school safety and scheduling constraints.
- Preventive maintenance remains primarily the responsibility of WCS; the Contractor may perform **supplemental PM tasks when specifically authorized**.

2. Scope of Services

2.1 Covered Equipment (typical)

- Manufacturers: Mitsubishi, Daikin, Trane, Goodman, Carrier, York, and others
- Rooftop units (RTUs), split systems, packaged heat pumps
- Variable refrigerant flow (VRF/VRV) systems
- Boilers (hot water/steam), associated pumps and hydronic components
- Chillers (air-cooled/water-cooled), cooling towers, plate/frame heat exchangers
- Dedicated outside air units (DOAS)
- Unit ventilators, fan coil units, cabinet heaters

- Exhaust fans (general & kitchen), make-up air units
- Dehumidification systems and specialty HVAC where applicable

2.2 Supplemental Preventive Maintenance (PM) – If Authorized

When requested in writing by WCS, the Contractor may perform **specific PM tasks** to assist WCS during peak periods or staffing shortages. Any PM performed under this contract shall follow OEM and industry standards and be limited to the **tasks and locations** expressly authorized by WCS in the work order. Deliverables include PM service reports with findings and recommendations.

2.3 On-Call Repairs & Emergency Response

- **Dispatch:** Work is dispatched by WCS via work order/email. No work commences without written authorization.
- **Emergency** (system down affecting instruction, critical areas, or safety): on-site response within **2 hours**.
- **Priority** (comfort issue impacting learning areas): on-site within **24 hours**.
- **Routine:** on-site within **72 hours**.
- After-hours/weekend coverage shall be available. Work shall be coordinated to minimize instructional disruption.
- The Contractor shall provide **status updates** to the WCS Maintenance Director until resolution.

2.4 Materials, Parts, and Warranty

- Parts and materials shall be OEM or equivalent meeting or exceeding specifications.
- Provide standard **parts markup (%)** and **subcontractor markup (%)** in Pricing Schedule.
- All replacement parts shall carry manufacturer warranty; Contractor shall warrant labor for **90 days** minimum.

2.5 Deliverables & Reporting

- Work orders/service tickets showing authorization ID, labor by craft, time on-site, travel, materials, photos, and recommendations.
- Quarterly asset updates for any equipment materially serviced by the Contractor (if requested by WCS).
- **Coordination notes** documenting integration with WCS staff (what WCS performed vs. Contractor performed).

3. Term of Contract

Initial term **one (1) year** from award, with up to **three (3)** one-year renewal options at WCS's sole discretion. This is an **as-needed, non-exclusive** contract with **no minimum purchase commitment**. Any annual rate increase shall be limited to the lesser of **3%** or the prior 12-month CPI-U for the U.S. city average, unless otherwise agreed.

4. Minimum Qualifications

- WV licensed contractor; technicians with appropriate certifications.
- Demonstrated K-12 or similar multi-facility experience.
- Ability to meet response times and staffing levels; 24/7 emergency capability.

5. Proposal Requirements

A complete proposal shall include:

1. **Cover Letter** with firm profile and point of contact.
2. **Service Approach for On-Call Support:** dispatch process, communication, escalation, sample reports.
3. **Experience & References:** on-call/supplemental support clients (preferably public sector/K-12).
4. **Licenses/Certifications** and proof of **insurance**.
5. **Pricing Schedule** (Section 8) completed and signed (hourly rates, surcharges, markups, minimums).
6. **Exceptions/Clarifications:** any exceptions to terms must be clearly identified.

6. Evaluation Criteria

WCS intends to award to the responsible Offeror whose proposal is most advantageous considering price and other factors. Proposals will be evaluated on:

- **Pricing & Value**
- **Technical Approach & PM Quality**
- **Experience with Similar Districts/Facilities**
- **Staffing, Response, and Service Levels**
- **Safety Record & Training**

WCS may conduct interviews, request best-and-final offers, or negotiate terms. WCS reserves the right to award multiple contracts or none.

7. Administrative Terms & Conditions

7.1 Invoicing & Payment

- Invoice **per work order**, itemizing labor by craft/rate category and time on-site; list travel/mileage and any surcharges as separate line items consistent with the Pricing Schedule.
- Materials at cost plus agreed markup; include copies of supplier invoices upon request.
- **Charges not listed in the accepted Pricing Schedule will not be honored** without prior written approval.

7.2 Background Checks & Conduct

- All on-site personnel must pass background checks consistent with WCS policy and applicable WV law; maintain drug-free workplace; comply with school safety and visitor protocols.
- This agreement **does not create a staffing or joint employment relationship**; Contractor personnel remain under Contractor supervision and control at all times.

7.3 Insurance & Indemnification (minimums)

- Commercial General Liability
- Auto Liability
- Workers' Compensation per WV statute; Employer's Liability

7.4 Permits, Codes, and Standards

- Comply with all applicable codes and standards (ASHRAE, NFPA, OSHA, EPA), manufacturer requirements, and WV state/local requirements. Contractor obtains/coordinates necessary permits.

7.5 Subcontracting

- Subcontractors must be disclosed and approved by WCS; same qualifications and insurance apply.

7.6 Non-Exclusivity & No Guaranteed Volume

- This contract is **non-exclusive** and **as-needed**. WCS makes no guarantee of volume and retains the right to self-perform work or engage other contractors. WCS may cancel or defer a call-out if in-house staff become available.

8. Pricing Schedule (Offeror to Complete)

All rates shall be fully burdened (wages, overhead, profit). Identify any minimums. Where a charge does not apply, indicate N/A. Attach additional sheets if needed.

8.1 Labor Rates (Hourly)

Labor Category	Standard Hours (M–F, 7a–5p)	After-Hours (M– F, 5p–7a)	Weekend Holiday	
HVAC Technician (Journeyman)	\$_____	\$_____	\$_____	\$_____
HVAC Technician (Apprentice/Helper)	\$_____	\$_____	\$_____	\$_____
Controls Technician	\$_____	\$_____	\$_____	\$_____
Boiler/Chiller Specialist	\$_____	\$_____	\$_____	\$_____
Project/Startup/Commissioning (as requested)	\$_____	\$_____	\$_____	\$_____

Minimum Billable Hours per call: _____

Diagnostic/Trip/Truck Charge (if any): \$_____ per call

After-Hours Minimum (if different): _____ hours

8.2 Travel & Surcharges

Charge Type	Basis	Rate/Amount	Notes
Fuel Surcharge	per call / % / per mile	\$_____ / % / \$/mile	_____
Service/Truck Charge	per call	\$_____	_____
Mileage	per mile (portal-to-portal?)	\$_____/mile	_____

WCS prefers **no** fuel surcharge and **no** mileage within county boundaries; if proposed, clearly state basis and limits.

8.3 Materials & Subcontractors

Item	Pricing Method	Amount
Parts/Materials Markup over Contractor Cost	% markup (attach sample invoice basis)	_____%
Refrigerant (R-410A)	\$/lb	\$_____
Refrigerant (R-134a)	\$/lb	\$_____
Refrigerant (R-407C / other)	\$/lb	\$_____

Item	Pricing Method	Amount
Rental Equipment (lifts, vacuum pump, etc.)	at cost + markup / flat	at cost + % / \$
Crane/Hoist	at cost + markup / flat	at cost + % / \$
Subcontractor Markup	%	_____%

8.4 Consumables & Disposables

Item	Unit	Price
Standard Filters (MERV __)	each	\$_____
Belts (common sizes)	each	\$_____
Coil Cleaner/Chemicals	per job	\$_____
Refrigerant Recovery/Disposal	per lb / per job	\$_____

9. Submission Instructions

- Submit **one (1) PDF** via email to the Contact above, or deliver sealed hard copy to the address listed.
- Subject line / envelope: “**RFP – HVAC Maintenance & Repair Services**, Offeror: [Company Name]”.

10. Site Conditions & Access

- Contractor is responsible to verify site conditions. Roof access will be coordinated; adhere to ladder/roof safety and fall protection. Work areas must be left clean and safe.

11. Acceptance & Negotiation

WCS may waive minor irregularities, accept or reject any/all proposals, negotiate with one or more Offerors, and award as deemed in WCS’s best interest.

Notes for Offerors

- Clearly identify **all** potential charges: hourly rates (by category & time), trip/diagnostic, fuel, mileage, surcharges, minimums, parts/refrigerant pricing, markups, subcontractor markups, rental equipment, and alternates. Charges not listed may not be honored.
- Indicate any OEM certifications or factory partnerships relevant to district equipment.