



REQUEST FOR PROPOSAL (RFP)

Replacement of Air Handling Unit (AHU) and Condensing Unit

First District Health – Minot, North Dakota

1. Introduction

First District Health is soliciting proposals from qualified mechanical contractors for the removal and replacement of an existing Air Handling Unit (AHU) and condensing unit located in the **1995 section of the building**, Minot, ND. The selected contractor will provide all labor, materials, equipment, and services necessary to complete the project as outlined in this RFP.

2. Project Location

Facility: First District Health **Address:** 801 11th Ave SW, Minot, ND **Building:** 1982 Building
Primary Contact: Jake Windsor **Phone:** 701-721-1709 **Email:** jakewindsor@nd.gov

3. Scope of Work

Contractors shall provide a complete turnkey replacement of the existing AHU and condensing unit. Work includes, but is not limited to:

3.1 Required Work

- Demolition and removal of existing AHU and condensing unit
- Furnishing and installing a new **12.5-ton condensing unit**
- Furnishing and installing a new **Air Handling Unit with air-mixing section**
- Installation of new refrigerant lines
- Copper piping and insulation
- Charging system with refrigerant
- System startup, testing, and verification of proper operation

3.2 Required Deliverables

- Equipment specifications for proposed AHU and condensing unit
- Installation plan and timeline
- Warranty documentation
- Schedule of values (AIA G702 format preferred)

4. Inclusions

The following items **must be included** in proposals unless otherwise stated:

- Roofing work
- Electrical work
- Controls
- Concrete work

5. Contractor Requirements

Contractors responding to this RFP must:

- According to state law, must be licensed for the full amount of the proposal.
- Provide proof of insurance and worker's compensation coverage
- Demonstrate financial stability and acceptable project/payment history
- Provide references for similar HVAC replacement projects
- Agree to execute a formal contract including:
 - Contract amount (written and numeric)
 - Start and completion dates
 - Inclusion of the contractor's full proposal
- Agree to equitable adjustments for changes in scope, schedule, or unforeseen conditions

6. Warranty Requirements

Contractor must provide:

- Minimum **one-year warranty** on equipment and materials installed
- Minimum **one-year warranty** on labor
- Opportunity for contractor to inspect and correct issues before warranty claims are pursued

7. Proposal Format

Proposals must include:

1. Company information and point of contact
2. Detailed project approach
3. Equipment specifications and cut sheets
4. Itemized cost proposal
5. Schedule of values
6. Proposed project schedule
7. Any optional or recommended upgrades
8. Warranty information

The proposal must be accompanied by a separate envelope containing the contractor's license, proof of insurance, and bid security equal to 5% of the full amount of the proposal and must be in the form of a bidder's bond.

8. Payment Terms

Contractor may propose payment terms, but First District Health prefers:

- Final payment within 30 days of project completion and acceptance

9. Submission Instructions

Submit proposal, postmarked, delivered, or emailed no later than August 18, 2026, to:

Jake Windsor
801 11th Ave SW
Minot ND 58701
Phone: 701-721-1709
Email: jakewindsor@nd.gov

Late submissions may not be considered.

Proposals will be opened at 4:00 pm on August 20, 2026, at First District Health Unit.

10. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with RFP requirements
- Total project cost
- Contractor qualifications and experience
- Proposed schedule
- Warranty terms
- Clarity and completeness of proposal

11. Additional Conditions

- First District Health reserves the right to reject any or all proposals.
- Any modifications to contractor terms must be mutually agreed upon in writing.
- This RFP does not guarantee award of contract.