



REQUEST FOR PROPOSALS

HVAC / HEATING MAINTENANCE, REPAIR SERVICES & EMERGENCY RESPONSE

*Preventive Maintenance • Repair Services • 24/7 Emergency Response
Warranty Service Authorization Required*



ISSUE DATE

6/3/26



PROPOSAL DUE DATE

7/7/26



DELIVER PROPOSALS TO

City of Wynne
209 South Falls Boulevard
Wynne, AR 72396

CITY OF WYNNE, ARKANSAS

209 South Falls Boulevard | Wynne, AR 72396 | 870-238-0027 | www.cityofwynne.gov

**REQUEST FOR PROPOSALS
HVAC PREVENTIVE MAINTENANCE, REPAIR SERVICES, AND
EMERGENCY RESPONSE**

City of Wynne, AR
206 S. Falls BLVD
Wynne, AR 72396

Issue Date: June 2, 2026
Proposal Due Date: June 26, 2026

1. INVITATION

The City of Wynne, Arkansas, is soliciting sealed proposals from qualified HVAC contractors to provide preventive maintenance, repair services, emergency response, and warranty service for heating, ventilation, and air conditioning (HVAC) systems located at various municipal facilities.

The City intends to award a contract to the responsible proposer whose submission is determined to be in the best interest of the City, considering qualifications, experience, service capabilities, responsiveness, and cost.

2. SCOPE OF SERVICES

The selected contractor shall provide all labor, supervision, equipment, tools, materials, transportation, and incidentals necessary to perform the following:

A. Preventive Maintenance Services

The contractor shall provide scheduled preventive maintenance (PM) services for all municipal HVAC equipment. Services shall include, but not be limited to:

- Inspection of all HVAC equipment
- Replacement of standard air filters
- Inspection and cleaning of condenser and evaporator coils as needed
- Inspection of electrical components and connections
- Inspection of belts, pulleys, bearings, and motors
- Refrigerant level checks
- Thermostat calibration and testing
- Condensate drain inspection and cleaning
- Operational testing of heating and cooling systems
- Written service reports documenting findings and recommendations

Preventive maintenance shall be performed at a minimum of:

- Spring Cooling Inspection (March–May)
- Summer Mid-Season Inspection (June–August)

- Fall Heating Inspection (September–November)
- Winter Operational Inspection (December–February)

Proposers may recommend additional PM visits if deemed beneficial.

B. Repair Services

The contractor shall provide repair services on an as-needed basis for all municipal HVAC equipment.

Repair services shall include:

- Diagnostic services
- Component replacement
- Refrigerant leak detection and repair
- Electrical troubleshooting
- Mechanical repairs
- Emergency repairs
- Warranty repairs where applicable

The City shall approve all repairs exceeding an amount established by the City prior to work commencement.

C. Emergency Service

Contractor shall provide emergency response services twenty-four (24) hours per day, seven (7) days per week, including holidays.

Proposal shall identify:

- Emergency response time
- Standard business hours
- After-hours contact procedures
- Additional charges for emergency response

3. MANDATORY PRE-PROPOSAL SITE SURVEY

A complete survey of all HVAC equipment and facilities is required prior to proposal submission.

Each proposer shall:

- Schedule a site visit with the City representative.
- Inspect all HVAC units and associated equipment.
- Verify quantities, sizes, types, manufacturers, and conditions of equipment.
- Familiarize themselves with all service locations.

Failure to complete the mandatory site survey may result in the proposal being deemed non-responsive.

A signed acknowledgment of site inspection shall be included with the proposal.

4. WARRANTY AUTHORIZATION REQUIREMENT

The proposer must be an authorized service provider capable of performing warranty service on all HVAC equipment owned by the City.

The proposer shall submit documentation demonstrating authorization from applicable manufacturers to:

- Diagnose warranty issues
- Perform warranty repairs
- Process warranty claims
- Obtain warranty replacement parts

Failure to provide evidence of manufacturer authorization may result in disqualification.

5. PROPOSAL REQUIREMENTS

Proposals shall include the following:

A. Company Information

- Legal business name
- Business address
- Arkansas contractor license number
- Contact person
- Telephone number
- Email address

B. Qualifications

- Years in business
- Experience providing municipal HVAC services
- Certifications and manufacturer authorizations
- Resumes of key personnel

C. References

Provide at least three (3) references for commercial clients receiving similar services.

D. Pricing

Provide pricing for the following:

1. Preventive Maintenance
2. Service Call Rates
3. Emergency Service Call Charge
4. Materials and Parts
5. Additional Fees

Provide a list of any additional fees that may apply.

6. CONTRACT TERM

The initial contract term shall be one (1) year with the option to renew annually for up to three (3) additional one-year terms upon mutual agreement of both parties.

7. INSURANCE REQUIREMENTS

The successful contractor shall maintain:

- Commercial General Liability Insurance
- Automobile Liability Insurance
- Workers' Compensation Insurance as required by Arkansas law

Proof of insurance shall be provided prior to contract execution.

8. RESERVATION OF RIGHTS

The City reserves the right to:

- Reject any or all proposals.
- Waive informalities and technicalities.
- Request clarification of proposals.
- Negotiate with one or more proposers.
- Award a contract in the best interest of the City.

9. SUBMISSION INSTRUCTIONS

Sealed proposals shall be clearly marked:

"HVAC PREVENTIVE MAINTENANCE AND REPAIR SERVICES PROPOSAL"

Proposals shall be delivered to:

City of Wynne
ATTN: Meredith McKnight
206 S. Falls BLVD
Wynne, AR 72396

Proposals must be received no later than:

June 26, 2026 – close of business

Proposals will be opened on the morning of June 29, 2026.

Late proposals will not be accepted.

10. CONTACT INFORMATION

Questions regarding this RFP shall be directed to:

Kory Ward
Fire Chief
870-238-8947
kward@cityofwynne.gov

BID SHEET

Company Name: _____

Preventive Maintenance

Annual Cost: \$ _____

Cost per Scheduled Visit: \$ _____

Service Call Rates

Standard Service Call Charge: \$ _____

Hourly Labor Rate (Regular Hours): \$ _____

Hourly Labor Rate (After Hours): \$ _____

Hourly Labor Rate (Weekends/Holidays): \$ _____

Emergency Service Call Charge

Emergency Dispatch Fee: \$ _____

Materials and Parts

Parts Markup Percentage: _____ %

Additional Fees

Provide a list of any additional fees that may apply.

Attach documents for the following items:

- Commercial General Liability Insurance
- Automobile Liability Insurance
- Workers' Compensation Insurance as required by Arkansas law
- Licenses as required by city and state laws

The undersigned certifies that:

- Bidder has examined the bid documents, provided required documentation and completed the required site survey.

Authorized Signature: _____

Printed Name/Title: _____