



REQUEST FOR PROPOSAL

Three Furnaces & Air Conditioning Units & Installation

ADMINISTRATION
401 S. Capitol Avenue
Lansing MI 48933
517.367.6300
FAX 517.374.1068

I. INTRODUCTION

Objective

The Capital Area District Libraries (CADL) is requesting proposals to replace three furnaces and air-conditioning units at our Local History Center (LHC) at 2175 University Park Drive, Okemos, MI 48864.

Schedule of Events

- March 6, 2026 - Bid notice posted on CADL website
- **March 17, 2026, 12:00 p.m.** EST - Deadline for emailed submission
- March 10-12, 2026 – Vendor pre-scheduled building tour 9:00 a.m. – 1:00 p.m.
- March 17, 2026 – Vendor selection completed / CADL Board Recommendation prepared
- **March 26, 2026 – Bid winner and others notified**
- Installation of the product at the LHC address as listed in the Objective by June 2026.

II. INFORMATION

Description

The Capital Area District Libraries requests proposals to replace three original 1997-dated furnaces and air-conditioning units at our Local History Center. Mechanical inspection has determined that two of the units have failed heat exchangers and all three have failed condensers, either due to leaking coils or faulty compressors. Specifications are defined in the Scope of Work section below. Installation of awarded bid materials is preferred by June 2026.

Schedule Walkthrough

Please schedule on-site walkthroughs with CADL Operations Director Michael Moore at moorem@cadl.org or by calling 517-862-4175. Date and Time windows are Tuesday, March 10th, Wednesday, March 11th, or Thursday, March 12th, from 9:00 a.m. to 1:00 p.m. daily. The walkthrough should take 30-45 minutes.

Preparation of Proposals

Proposals will be accepted via email to the CADL Operations Director, Michael Moore, at moorem@cadl.org by 12:00 p.m. Eastern Daylight Time on **March 17, 2026**. Questions regarding this RFP process can also be sent to Michael via email or by phone at 517-862-4175.

Price Quotations

Price quotations are to include all required permits, parts, and installation. Pricing should be broken down by equipment cost, labor cost, and permitting and other related fees. Additional discussions regarding annual service may also be awarded to the bidder, including the remaining functional units at the site.

The Capital Area District Libraries is a political subdivision of the State of Michigan and is exempt from Michigan Retail Sales and Use Taxes and Federal Manufacturer's Excise Tax. The price quotations will therefore exclude taxes.

Proposal Binding Period

Prices quoted in the Vendor's response for all labor and materials will remain in effect for 60 days from the date of issuance.

Omissions

Omission in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation requisite to the complete and satisfactory delivery, operation, and support of all materials.

Payment

Payment shall be made in accordance with the agreed parameters upon award of the bid. The product will be deemed acceptable when the Vendor delivers:

- Documents meeting all outlined specifications in this RFP
- Guaranteed product availability
- Acceptable installation timeline.

Payment terms are Net 30 days if by PO or by other arranged payment method.

Sales Contact

The Vendor will identify and provide a primary sales contact for all communication regarding this bid opportunity.

III. EVALUATION AND AWARD

Evaluation of Proposals and Contract Award

CADL reserves the right to award the contract to the most responsible bidder or the bidder offering the best value, not necessarily the lowest price.

CADL reserves the right to amend or terminate this Request at any time, accept all or any part of a proposal, reject all or part of any or all submittals and waive technicalities and informalities.

CADL reserves the right to award the work without further discussion. Therefore, responses should initially be submitted with the most favorable terms the Vendor can propose.

IV. SCOPE OF THE WORK:

Specifications and Requirements:

- Replace “Unit #1” Furnace and AC with comparable equipment
 - Furnace Trane Model TUD100C972H4 80% efficient
 - AC Trane Model TTA073C300A0 3-phase
- Replace “Unit #7” Furnace and AC with comparable equipment
 - Furnace Trane Model TUD100C972H4 80% efficient
 - AC Trane Model TTA073C300A0 3-phase
- Replace “Unit #8” Furnace and AC with comparable equipment
 - Furnace Trane Model TUE100A960K0 80% efficient
 - AC Trane Model 2TTA0060A3000AA 3-phase
- Reuse existing ducting and venting where applicable
- Inspect the power source to gauge if it is reusable
- Inspect copper lines to gauge if reusable, all original 1997 installations.
- New automatic condensation removal pumps have been installed and should be reused.
- Removal and disposal of old equipment; there may be a discussion about saving functional components at the time of demolition with the CADL representative.
- Fix and seal wall damage, interior and exterior.
- Work to be done to the current state and local building codes, with all proper permits and supplies by the bidder. The bidder is responsible for the compliance of work on only the three units they are replacing.

Bidding:

- The submitted bid shall be simple and easy to read and understand.
- Pricing should be broken down by equipment cost, labor cost, and permitting and other related fees.
- Submittal must include the estimated time of equipment arrival and installation.

Warranty

The Vendor shall stand behind any applicable warranties offered by the products and materials purchased.

Indemnification

The vendor shall indemnify and hold harmless CADL, its agents and their employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequences of any negligence (excluding negligence by CADL, its agents or their employees) in connection with the same; or by use

of any improper materials or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants, or their employees.

The Vendor further agrees to indemnify and hold harmless CADL, its agents or their employees, against claims or liability arising from or based upon the violation of any Federal, State, county, city or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or their employees.

Safety

The Vendor should take necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall comply with the regulations set forth by Federal, state and local laws, rules and regulations, "OSHA" and all applicable state labor laws, regulations and standards.

Special Conditions

No smoking is permitted in any of the Capital Area District Libraries.

The Vendor will be required to work under all conditions listed above and to work with the CADL staff to minimize disruptions to normal library activities.

Compliance with Laws and Regulations

The vendor shall comply with applicable Federal, state and local laws, rules and regulations. The Vendor shall give the required notices, shall procure the necessary governmental licenses, permits, and inspections, and pay, without burdening, the Capital Area District Libraries all fees and charges in connection with any normal maintenance projects. In the event of a violation, the Vendor shall pay all fines, penalties, and costs, including attorney's fees and other defense costs and expenses.

Choice of Law

This agreement shall be governed by and interpreted exclusively in accordance with the laws of the State of Michigan. The parties hereto irrevocably agree that any legal action or proceeding with respect to the Agreement shall be brought in the courts of the State of Michigan in the County of Ingham or in the US District Court for the Western District of Michigan. By the execution and delivery of the Agreement, the parties hereto irrevocably submit to the jurisdiction and venue of such courts.

End of document
