



# York County Municipal Government, Maine

OFFICE OF THE COUNTY COMMISSIONERS  
Issuance and Notification for Bidders

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***Request for Proposal (RFP) # YC-2026-4681381***

***HVAC Maintenance Services  
Issuance and Notification Date: May 22, 2026***

***All proposals/Bids must be received in-hand by:  
June 18, 2026 at 3:30 p.m. EST***

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You are cordially invited to submit a proposal for the **HVAC Maintenance Services** in accordance with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Please Click this link or go to <https://www.yorkcountymaine.gov/facilities> and select the action menu item named RFP/Bids on our website for the complete documentation associated with this RFP.

One (1) copy of the RFP response may be emailed to [ycg.procurement@yorkcountymaine.gov](mailto:ycg.procurement@yorkcountymaine.gov)  
Please use the following text in the SUBJECT field: YORK COUNTY PROCUREMENT# YC-2026-4681381  
OR submitted in a sealed envelope, plainly marked:

RFP # **YC-2026-4681381**

**HVAC Maintenance Services  
Finance Office/Procurement  
149 Jordan Spring Road  
Alfred, Maine 04002**

## IMPORTANT:

We respectfully request conformance to our procedure for asking questions related to this RFP. See the addendum named: [Submittal of qualified Questions and Respective Answers](#).

Vendors may request addition to the York County bidders vendor database by sending an email to [ycg.procurement@yorkcountymaine.gov](mailto:ycg.procurement@yorkcountymaine.gov) please use the following text in the SUBJECT field: VENDOR BID NOTIFICATION DATABASE – RFP – HVAC Maintenance Services. In the body, please give us Company Mailing Information, Industry/Sector and commodity provider or service provider or both.



# **York County Municipal Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

## **General Information for Bidders/Contractors (Part A)**

The following terms, conditions and instructions apply to all York County solicitations whether they are bids, proposals, request for qualifications or other types of solicitations. The term "bidder" is used collectively for bidder, proposer, vendor, contractor, consultant and all other terms implying or meaning one who is responding to an opportunity with the County. The submission of a response means that the vendor understands and agrees with the County's "General Information for Vendors." Any variance is to be clearly noted on the submittal document. The County will be the sole judge as to whether the variance is "material" or "immaterial" to the bid.

### **1. Acceptance**

The County will select the offer deemed most advantageous, appropriate and beneficial to the County.

### **2. Addenda**

In the event that an addendum to a solicitation is issued, all solicitation terms and conditions shall remain in effect unless they are specifically changed by the addendum. Offers shall include acknowledgment of all addenda or be subject to rejection. The County shall post the addendum to its web page.

### **3. Assignment/Subcontracting**

The bidder shall not assign or subcontract any agreement, sublet or subcontract any portion of the work without the written consent of the County. The bidder shall bind all subcontractors approved by the County to all the terms and conditions of the contract.

### **4. Award/Results**

As soon as practicable after evaluation, the County shall post the award decision and a tabulation of all offers received, to its web page. Individual notes are not mailed or emailed.

### **5. Compliance with laws**

The bidder is assumed to be familiar with and agrees to observe and comply with all Federal, State and local laws, statutes, ordinances and regulations. The bidder shall fully indemnify, save harmless and protect the County, their successors, assigns, agents, customers, affiliates, agents and employees against any loss, claim liability damage, and expense arising from the bidder's actual or alleged noncompliance with such laws and regulations.

### **6. Deliveries**

All deliveries shall be to the designated County property stated in the solicitation and must be Freight on Board (FOB) Alfred, Maine with all delivery, handling, surcharges and other changes included in the offered price. Failure to do so may cause rejection of bid. The County will not pay additional surcharges.



# **York County Municipal Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

## **General Information for Bidders/Contractors (Part A)**

### **7. Equal Employment Opportunity**

Bidders agree not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex or national origin. Bidders shall comply with applicable laws, Executive Orders, and regulations concerning nondiscrimination in employment, including the Equal Opportunity Clause of Section 202. Executive Order 11246, as amended, which is hereby incorporated by reference.

### **8. Freedom of Access Act (FOAA)**

Under Maine's Freedom of Access Act (FOAA), all records in possession of the County are public, unless designated by law as confidential, privileged, or otherwise exempt. Accordingly, any documents you submit may be available to the public. If you believe that documents you submit contain information that is exempt from disclosure under the FOAA, you must mark those sections you believe exempt as "confidential." You may also request that the County inform you of any FOAA requests for your submitted documents. The County's Legal representation shall make the final determination over what is and is not public.

### **9. Incurring Costs**

All costs incurred in the preparation and submission of an offer will be borne by the bidder.

### **10. Informalities**

The County reserves the right to waive informalities, irregularities or minor defects in an offer response or variations from the exact requirements of the solicitation provided that the defects or variations do not affect the price, quality, quantity or delivery of the service.

### **11. Inspections/Examination of Documents**

The bidder is responsible for thoroughly inspecting the site of the proposed work, carefully examine the solicitation and for becoming completely familiar with any circumstances under which the work will be performed or equipment, material etc. be provided. Each bidder shall make his/her offer from his/her own examinations and estimates and shall not hold the County, its agents or employees responsible for any information received from them.

### **12. Late Bids**

It is the responsibility of the bidder to see that their offers have sufficient time to be received by the Procurement Officer before the submittal deadline. All submittal deadlines are to be the standard time for Alfred, ME. Any offer, portion of an offer, or unrequested revision received at the County of York, 145 Jordan Springs Road, Alfred Me 04002 after the time and date specified will not be considered.

### **13. Permits**

In connection with any work to be performed, the bidders shall procure all necessary permits and licenses applicable to the performance of work contained in the solicitation.



# York County Municipal Government, Maine

## OFFICE OF THE COUNTY COMMISSIONERS General Information for Bidders/Contractors (Part A)

### 14. Materials

All material submitted becomes the property of the County of York, Maine and shall become public information.

### 15. Questions.

All questions must be directed in writing to [ycg.procurement@yorkcountymaine.gov](mailto:ycg.procurement@yorkcountymaine.gov). The County will issue a response in the form of an addendum, which will be available on the County's website. In addition, the County will notify all Bidders on file as being in receipt of the solicitation.

### 16. Rejection.

The County of York, Maine reserves the right to reject any and all offers or to accept a higher cost offer if it is deemed to be in the best interest of the County. The County also reserves the right to negotiate with the lowest qualified responsive Bidder. Rejection of any proposal shall be construed as meaning simply that the County does not deem the offer to be acceptable or that another offer is deemed to be more advantageous to the County for the particular services offered.

### 17. Taxes

The County of York, Maine is exempt from paying sales or use tax by State of Maine Statute and has been issued a Permanent Exemption Certification by the State of Maine. Permanent Exemption Certificate Number: E81874 Federal Identification Number: 01-6000017.

### 18. Termination

a. Termination for Convenience: The County may terminate any contract, in whole or in part, whenever the County determines that such termination is in the best interest of the County, without showing cause, upon giving thirty (30) days written notice to the bidder.

b. Termination for Default: When the bidder has not performed or has unsatisfactorily performed the work, the County may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of the bidder to fulfill contractual obligations shall be considered just cause for termination.

### 19. Withdrawal

No bidder may withdraw his/her offer for a period of ninety (90) days from the date of opening. All offers will be subject to acceptance by the County during that time.



# **York County Municipal Government, Maine**

## **OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)**

### **Section 1 – Introduction and Background**

York County Government is seeking proposals from qualified vendors to furnish all labor, materials, equipment and transportation necessary to perform all operations for preventive maintenance and repair for the HVAC systems at York County. The contract will be for a 3 year period covering 6 facilities to begin July 1, 2026 with potential for a one-year contract extension; the facilities are as follows;

#### **York County Government Building**

45 Kennebunk Road  
Alfred, Maine, 04002

#### **York County Superior Courthouse**

149 Jordan Springs Road  
Alfred, Maine, 04002

#### **York County Jail**

1 Layman Way  
Alfred, Maine, 04002

#### **York County Maintenance Garage**

3 Layman Way  
Alfred, Maine 04002

#### **York County Regional Training Center**

79 First county Way  
Alfred, Maine 04002

#### **York County Food Pantry Building**

5 Swett's Bridge Rd  
Alfred, Maine 04002

The HVAC contractor receiving the awards will provide preventive maintenance and repair services on equipment listed on the attached equipment list, at above listed York County facilities. All work shall be in accordance with the County's procedures and shall be consistent with manufacturers' recommendations and industry standards. The services include the provision of labor, materials, transportation and equipment necessary to perform regular monthly maintenance and repair (M&R) services. M&R is defined as the maintenance and repair that is required to keep the system and related equipment running properly and efficiently. This includes preventive maintenance per the manufacturer's recommendations or as required by the equipment's operating conditions. It also includes periodic minor repairs and emergency repairs on an as-needed basis. Major repairs and replacement (M&R) will also be provided by the contractor for work specifically excluded or for equipment not listed on the equipment list excluded under the procedures described below. Contracts may be awarded by individual location or combined.



# York County Municipal Government, Maine

## OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)

### Section 2 – Dates and Times

May 22, 2026	RFP is released
June 4, 2026 at 9:00 am	Pre-Bid meeting and Walk-Throughs of facilities if requested
June 11, 2026 by 3:00 pm	Final date for Questions to be submitted by Vendors
No Later than June 15, 2026	Answers to questions released in form of addenda
June 18, 2026	Proposals Due from Vendors
June 19, 2026- June 24, 2026	Proposals Reviewed
<i>As Needed Basis</i>	Oral Interviews/Demonstrations Conducted
On, or about, July 1, 2026	Anticipated Award Date

### Section 3 – Scope of Work

The selected vendor shall be responsible for:

#### A. Tasks:

- Prior to starting work the contractor that receives the award shall survey all of the equipment and document the equipment's operating condition.
- The contractor shall provide a comprehensive M&R services program for the maintained equipment. This program shall include major seasonal start-up/shut down, scheduled preventive maintenance, periodic inspections, and operational service repair calls.
- The preventive maintenance tasks and inspections shall be performed on a basis defined by the manufacturer's recommendations or as operational conditions require. Preventive maintenance tasks (filter changes, belt adjustments, etc.), will be performed quarterly or as defined by operational conditions.



# **York County Municipal Government, Maine**

## **OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)**

### **Section 3 – Scope of Work (continued)**

- The contractor shall provide all the preventive maintenance necessary to keep the covered equipment functioning and in good working order, including all labor, materials, travel labor and travel expenses required to clean, align, calibrate, tighten, adjust, lubricate and test the equipment covered by the services.
- Typical maintenance activities including;
  - Cleaning and of electrical contacts, fan blades, coil surfaces, burner orifices, flue passages and nozzles, pilot and igniter, cooling tower baffles, basin, sump, chiller, condenser, and boiler tubes etc.
  - Alignment of drive couplings, belt drives, air fins etc
  - Calibration of safety controls, temperature and pressure controls.
  - Tightening of electrical connections, mounting bolts, pipe clamps, refrigerant pipe fittings, damper sections etc.
  - Adjustment of belt tension, refrigerant charge, fans RPM, water chemical feed and feed rate, burner air/fuel ratios etc.
  - Lubrication of motors, fan and damper bearings, linkages etc.
  - Changing belts and filters as required.
- The contractor shall provide all labor (including job, materials, travel and parts procurement labor) and travel expenses required to repair or replace defective, broken, worn and/ or doubtful, components and/or maintained parts covered under the services.
- All of the contractor's labor costs, all materials, and emergency services are included under the Services.
- The contractor shall provide an inventory of, or demonstrate the ability to access whenever required, the components, parts, and supplies required to keep the equipment covered by the services operating properly. Replacements will be of like or current design to minimize system obsolescence.
- The contractor shall provide all the required standard maintenance supplies to effectively implement this program; it includes but is not limited to, proper tools, lubricant and cleaning supplies.
- The contractor shall assist the County in complying with applicable rules and regulations governing refrigerant management issues and other environmental products, as well as facilitating short term and long term strategic planning.



# **York County Municipal Government, Maine**

## **OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)**

### **Section 3 – Scope of Work (continued)**

- Contractor shall annually perform an inspection of the equipment with the County Facilities Director.
- For the York County Jail, the Contractor will operate the system within the established Standards for County jails as published by the Maine Department of Corrections. If the system at the jail is out of compliance, the Contractor is required to work with the County's designee to bring the system into compliance.
- Contractor shall provide all M&R services in a timely manner and consistent with manufacturer instructions and recommendations or as required by the equipment's operating conditions.
- In the event of a category 1 emergency (see Category 1 section, pg. 5) the contractor shall repair or replace, at its option, the non-functioning components of the maintained equipment.
- Maintained equipment includes equipment shown on the attached equipment list.
- Prior to the termination of the Services, all maintained equipment shall be inspected by the County and the Contractor and certified to be in good working order.

#### **B. Inspect/Test:**

The Contractor shall provide all labor, travel required to visually and/or manually test and inspect the covered equipment on a monthly basis or as may be required by operating conditions.

#### **C. Service Calls:**

- The Contractor will be responsible for responding to all service calls related to the equipment. The County will direct service calls to the contractor or contractor designee.
- The Contractor shall provide service including all labor (job and travel, including overtime) plus travel expenses necessary to address deficient or abnormal equipment condition or operation.



# **York County Municipal Government, Maine**

## **OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)**

### **Section 3 – Scope of Work (continued)**

#### **D. Emergency Service:**

The Contractor shall provide emergency service including all labor (job and travel, including overtime) plus travel expenses necessary to address deficient or abnormal equipment condition or operation. Emergency service shall be provided on a 24-hour basis, 365 days per year. The contractor shall respond to calls for emergency service within 2 hours.

#### **E. Guidelines:**

- Access will be provided to the facility. Prior notice shall be given to the County (Facilities Director) before any planned stoppage of the HVAC systems, or operation of the system at a reduced capacity.
- All planned M&R services will be performed during regular hours.
- The Contractor shall conform to all security requirements, since one of the project sites is the jail.
- For security issues the Contractor shall provide a list of all personnel that will be accessing the project sites. Background checks will be done at the discretion of the County.
- The Contractor will be responsible for the on-going management of the M&R services, which includes scheduling, inventory and follow-up.
- The Contractor shall submit standard service and maintenance summary reports to the County designee on a regular basis.
- The Contractor shall attend meetings as requested by the County.
- The M&R services program will be administered and monitored by the County.



# York County Municipal Government, Maine

## OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)

### Section 3 – Scope of Work (continued)

#### **F. Equipment Included in scope of work:**

The Contractor will be responsible for all the equipment outlined on the attached equipment list.

The following is excluded from the services;

1. Fuel oil tank
2. Plumbing
3. Sprinklers
4. Lighting
5. Emergency generator system
6. Main electrical service
7. Electrical power wiring
8. Design of system
9. Obsolescence
10. Safety tests

#### **G. Preventive Maintenance Procedures:**

Overview:

The Contractor will conduct scheduled preventive maintenance for all equipment included in the Services as identified in the equipment list.

Outline of PM Procedures:

An outline of the expected PM scope of services is presented below. These outlines are intended as a guide and are not intended to be comprehensive. They in no way limit the contractor's scope nor alleviate the Contractor of the responsibility of developing a comprehensive PM program addressing all of the covered equipment.

Monthly

1. Visually inspect all of the equipment.
2. Conduct monthly maintenance according to (but not limited to) the maintenance tasks outlined by the manufacturer or as required by the condition of the equipment.

Bi-Monthly

1. Conduct all PM procedures on air handlers.



# **York County Municipal Government, Maine**

## **OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)**

### **Section 3 – Scope of Work (continued)**

#### Quarterly

1. Conduct all PM procedures on heating and air conditioning equipment.

#### Annual

1. Conduct annual and (monthly) maintenance according to (but not limited to) the maintenance tasks outlined by the manufacturer.
2. Include all items from monthly, bi-monthly and quarterly inspections and maintenance.
3. Provide annual boiler cleaning (determine specific month)
4. Provide annual belt changes on all belt driven equipment.

#### **H. Service Call Procedures:**

The Contractor shall be responsible for responding to all service calls related to the equipment. The County designee will direct service calls directly to the Contractor designee. In summary, the Contractor shall be notified of equipment problems via the following mechanisms;

- Notified by the County designee.
- Periodic inspection by the County designee and Contractor personnel.

Contractor personnel shall be available by phone 24 hours per day, 7 days per week. The Contractor shall provide updated primary and backup telephone numbers. The Contractor shall respond to equipment problems according to the following three response priority categories or as indicated by the County in placing the request.

When a service call is received, the Contractor shall log the call and write up a service work order.

The appropriate supervisory personnel shall review the service work order to determine the priority and assign the work order to a maintenance mechanic. The appropriate maintenance mechanic shall respond to the call, perform the work necessary to complete the work order, and document the work as prescribed. A copy of the completed work order shall be forwarded to the Contractor Project Manager and the County. The response priorities are as follows;

- Emergency Maintenance Priority (Category 1)
- Urgent Maintenance Priority (Category 2)
- Routine Maintenance Priority (Category 3)



# **York County Municipal Government, Maine**

## **OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)**

### **Section 3 – Scope of Work (continued)**

In the event that the Contractor receives a service call involving equipment that may not be in the Contractor's services, the Contractor shall respond in accordance with the appropriate priority level. If, upon inspecting the situation, it is determined that the service call relates to equipment not covered under this agreement, the Contractor shall notify the County designee.

#### ***Category 1. Emergency Maintenance:***

Category 1 is defined as any situation relating to the covered equipment that, if allowed to continue, threatens the loss of life or injury, or damage to property, or may result in serious damage to equipment. Upon notification or receipt of a category 1 work order, the Contractor's staff shall respond within two hours, and

shall initiate corrective action appropriate for the situation within 4 hours of initial notification. Work shall be continuous until the failed system is brought back to a safe and normal operating condition. Corrective action shall be completed within 24 hours.

#### ***Category 2. Urgent Maintenance:***

Category 2 is service work defined as work that does not meet the category 1 definition, but is required because of system, utility, or equipment failure. Upon notification or receipt of a Category 2 work order, Contractor shall respond within 4 hours and shall initiate corrective action within 4 to 24 hours depending upon the situation. Corrective action shall be completed within 2 days unless parts are required and are not available.

Examples of Category 2 system losses/malfunctions include but are not limited to;

- Non-critical equipment failure
- Failure of the controls system or components thereof.

#### ***Category 3. Routine Maintenance:***

Category 3 is routine service work required to maintain systems, utilities, and equipment in good working condition. Upon notification or receipt of a Category 3 work order, the Contractor shall add it to the maintenance task list for the next scheduled maintenance visit. The service work shall be scheduled to be completed within a time frame appropriate to the situation.



# York County Municipal Government, Maine

OFFICE OF THE COUNTY COMMISSIONERS

## Scope of Work for Request for Proposal (Part B)

### Section 3 – Scope of Work (continued)

#### **I. Site Requirements:**

The Contractor shall perform all duties in a safe manner and in accordance with all Energy Control Procedures, safety regulations and requirements, and other pertinent regulations.

#### **J. Check out and Start-up:**

Check out and start-up will be performed per system operation procedure by qualified personnel.

#### **K. Other Project Requirements:**

Unless it is agreed otherwise, the Contractor shall be responsible for directly ordering replacement parts, disposables and other related components required for performing the standard preventive maintenance of the equipment. The Contractor shall maintain and keep an inventory of the appropriate spare parts in stock at the site for all equipment. A recommended list of spare parts shall be developed by the Contractor. The spare parts locations shall be provided for by the County.

#### **L. M&R Tracking and Reporting:**

The Contractor shall track each piece of equipment covered under the Services. The Contractor shall generate and track work orders for unscheduled maintenance work as well as preventive maintenance work, major repairs and upgrades. Data collected during the monthly inspections and PM visits will be recorded on a standard form developed by the County and the Contractor.

For normal inspection and PM visits the Contractor will submit copies of completed work orders and a copy of the standardized PM/inspection form to the County designee within 7 days after each maintenance visit.

The Contractor will track each piece of equipment covered under the services. Tracking will be done utilizing maintenance management software or standard data base capable of generating the following reports.

Within 24 hours of receiving a Category 1 or Category 2 maintenance request, the Contractor shall provide the County with a work order status report. Upon completion of the work order, a copy of the completed work order shall be sent to the County. The work order report shall include the following information:

- A detailed description of work required.
- Labor hours required to complete work and labor cost rate.
- A list of materials with material cost and mark-up listed separately.



# York County Municipal Government, Maine

## OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)

### Section 3 – Scope of Work (continued)

- For Category 3 requests, the Contractor shall submit a completed work order report at the completion of the work order. The Contractor shall supply the County with a work order status report on Category 3 service if requested to do so.

#### **M. Record Keeping:**

In addition to the maintenance tracking above, the Contractor shall develop and maintain the following record systems. The Contractor shall provide any and all of this documentation to the County upon request.

##### Personnel/Subcontractor Records:

- Licenses held by Contractor personnel.
- Injury and accident logs and reports.
- Permits, inspections, or other correspondence related to the equipment.
- Subcontractor information regarding status as a small business, small disadvantaged business, or woman-owned business enterprise.
- Warranty documentation.

#### **N. Documentation:**

Contractor shall maintain a copy of records of the following items listed below and shall provide the original records to the County upon request

- Maintenance and repair Log-Time, activity, components involved; log should also include unusual conditions with the system or specific equipment.
- Unusual conditions that may affect personnel safety should be documented and reported to the County immediately.
- Unplanned shutdowns.
- Planned shutdowns.
- All work orders produced while performing work on site.
- All documentation provided to the Contractor (i.e., drawings and manuals) shall be returned to the County upon termination of contract.

#### **O. Exclusion:**

Excluded from this agreement are repairs and replacement of items not normally mechanically maintainable such as but not limited to ductwork, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, main power service and electrical wiring, variable frequency drives, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, casings, fixtures, grillage and tower fill. All design responsibilities are also excluded from this agreement.



# **York County Municipal Government, Maine**

## **OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)**

### **Section 4 – Proposal Requirements**

Vendors must provide a detailed proposal including:

- An individual bid **per facility** listed in Section 1 of Part B (6 total facilities). Please be sure to review the attached equipment list for each facility.
- Cost proposal, including itemized pricing for materials, labor, and any additional services

### **Section 5 – Proposal Format**

The vendor must provide its proposal in accordance with the structure and content specified in the following sections:

#### Cover Page:

This must include the vendor's legal name and contact information, as well as the name of the RFP and the date the proposal is due.

#### Transmittal Letter:

This must be provided on the vendor's letterhead and must include the following:

- A list of all addenda to the RFP, including the vendor's statement that any responses required by those addenda have been made within the proposal.
- A statement that the proposal will be valid for 180 days from the due date.
- Acknowledgments and responses, as applicable, to sections 1 through 4.

#### Table of Contents:

This must include a paginated list of the information provided within the proposal.

#### Executive Summary:

This must include a minimum of the following information:

- Pricing breakdown



# **York County Municipal Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

## **Scope of Work for Request for Proposal (Part B)**

### **Section 6 - Evaluation of Proposals**

As previously stated, you acknowledge that your proposal will be valid for 6-months to allow us time to thoroughly review everything. Additional clarifying information may be requested from the vendors during the review period.

Evaluation Criteria – Proposals will be evaluated using the following criteria:

- All requirements in the Scope of Work must be met in full including full coverage for the Courthouse and Jail
- Cost-effectiveness and value – Does the proposed provide the needed services at a reasonable cost to the County? This will include evaluation of overall price as well as individual line items including but not limited to emergency response, mileage, and service fees
- Compliance with safety and industry standards as well as compliance with Appendix A
- Insurance – Proof of liability coverage is required. Applicants shall indicate their ability to provide proof of coverage for the following minimum insurance requirements:
  - o General Liability coverage of \$1 million per occurrence and \$2 million in the aggregate
  - o Motor vehicle liability coverage of \$1 million combined single limit
  - o Proof of workers' compensation coverage
  - o Professional errors and omissions coverage of \$1 million

### **Section 7- Submission Details**

Proposals must be submitted by June 18, 2026 in electronic or hard copy format to:

York County Government  
Procurement Office/HVAC RFP  
45 Kennebunk Road  
Alfred, ME 04002  
Email: [ycg.procurement@yorkcountymaine.gov](mailto:ycg.procurement@yorkcountymaine.gov)  
Phone: 207-459-2500

Please send any questions or requests for clarifications via email to:

[ycg.procurement@yorkcountymaine.gov](mailto:ycg.procurement@yorkcountymaine.gov) Enter "RFP – HVAC Maintenance Services" in the subject line. Questions may be submitted until June 11, 2026 at 3:00 pm. All questions will be responded to on or before June 15, 2026.



# York County Municipal Government, Maine

## OFFICE OF THE COUNTY COMMISSIONERS Scope of Work for Request for Proposal (Part B)

### Section 8- Terms and Conditions

The following applies to all proposals:

- Successful proposal must be from a proposer authorized to do business in the State of Maine.
- Services should be by one vendor; we may not accept third-party arrangements for support or services.
- Contact must be directed to [ycg.procurement@yorkcountymaine.gov](mailto:ycg.procurement@yorkcountymaine.gov) this includes any questions regarding this RFP and/or any of its requirements.
- The submitted proposal must follow the rules and format established within this RFP is applicable.
- Submission of a Proposal will represent your company's attestation that it meets, agrees, and adheres to the provisions of this RFP and any associated appendices.
- This organization is tax exempt (Maine Tax Exempt #E81874) and, as such, the proposal price shall not include any federal or state tax.
- Each vendor will be responsible for all costs incurred in preparing and submitting their proposal.
- All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process.
- All proposals will be subject to public disclosure in accordance with state and federal law after the award of the contract. It is the responsibility of the vendor to notify us if any of the information is proprietary in nature and exempt from disclosure.
- Your proposal will be valid for 180 days to facilitate a thorough review.
- York County Government reserves the right to reject any or all proposals and to accept the proposal deemed to be in the best interest of the agency.

Equipment List York County

<b>York County Regional Training Center</b>		
<b>Quantity</b>	<b>Unit Make</b>	<b>Unit Model</b>
1	Indeeco	922IC-4510201FF1B20S000L-W
3	Mitsubishi Electric	PLFY-EP48NEMU1-E <H>
2	Mitsubishi Electric	PKA-AL12NL
1	Indeeco	922IC-3504201FF1B20S000L-WB
1	Mitsubishi Electric	PLFY-EP24NEMU-E
1	Mitsubishi Electric	CMB-P108NU-JA2 <H>
1	Mitsubishi Electric	PKA-AL12NL <H>
2	Mitsubishi Electric	PLFY-P15NFMU-E
1	Indeeco	240-U1025C-R1
1	York Solution Indoor	XTI-030X042
1	A.O. Smith Electric Water heater	100287056 DSE120A3E no c/o
1	A.O. Smith Electric Water heater	CAHP120100
2	Mitsubishi Electric	PLFY-EP30NEMU-E <H>
1	Indeeco	240-U1025C-R1
5	Mitsubishi Electric	PKFY-P06NLMU-E <H>
1	Mitsubishi Electric	PLFY-P08NFMU-E
1	RenewAire – Energy Recover Ventilator	HE10IN
2	Indeeco	240-U1025C-R1
2	Mitsubishi Electric	PV FY-P48NAMU-E1 <G>
6	Mitsubishi Electric	PV FY-P24NAMU-E1 <G>
2	Mitsubishi Electric	PV FY-P30NAMU-E1 <G>
1	Mitsubishi Electric	PLFY-P12NFMU-E
1	A.O. Smith Electric Water heater	HPTS-80 200
1	Indeeco	240-U1025C-R1
1	Mitsubishi Electric	CMB-P108NU-JA2 <H>
2	YORK	JRMH420D6R4EABJEG4
1	YORK	XTO-039X033

<b>Government Building</b>		
<b>Quantity</b>	<b>Unit Make</b>	<b>Unit Model</b>
1	Lennox- RTU	LGH092
1	Carrier- RTU	48HCF20
2	Carrier- RTU	48TCED08
3	Daikin indoor units	
1	Daikin outdoor unit	
1	Mitsubishi electric	PUZ-HA42NKA1
1	Mitsubishi electric	MUZ-FS15NA
1	Renew Aire	HE1XIN
1	Mitsubishi	MSZ-FS15NA
1	Mitsubishi	PEAD-A42AA7
2	Mitsubishi	PKA-A36KA7
1	Trane	TLGHF1200RVX02A
1	Sanyo	CL1271
1	Sanyo	KS1271

<b>Courthouse</b>		
<b>Quantity</b>	<b>Unit Make</b>	<b>Unit Model</b>
3	Renew Aire	Energy Recovery Ventilators
1	Trane	Air Handler
4	Trane	20ton water source heat pumps
2	EK3	System 2000 boilers
2	Carlin	CF500 oil burners

Equipment List York County

2	1hp pumps	
2	3hp pumps	
2	7hp pumps	
2	Taco	Cartridge circulators
2	Mitsubishi	Ductless mini-split AC systems
4	Fujitsu	Ductless mini split AC systems
88	Trane	Self contained fan coils units

<b>Food Pantry Building</b>		
<b>Quantity</b>	<b>Unit Make</b>	<b>Unit Model</b>
1	Biasi	Boiler
1	Riello	Oil fired boiler
2	Modine	Fired unit heaters
1	Rheem- AHU	AHU RGRB-07
1	Rheem- Condensing unit	RANL-037JAZ

<b>York County Jail</b>		
<b>Quantity</b>	<b>Unit Make</b>	<b>Unit Model</b>
2	Trane- Supply/return fan/Ahu	MCCB021VA
2	Trane- Condensing units	RAUCC304BX
2	Trane- Supply/return fan/Ahu	MCCB025UA
2	Trane- Condensing units	RAUCC404BX
2	Bryan-Dual Fired Boilers	RU800-W-FDO
2	Greenheck- Make up air units	CUBE-180HP-15-S
1	Trane	Make-up air unit
2	Taco- Hot water circ pumps	F15011E2
2	Taco- Hot water circ pumps	F13009E2
2	Trane- RTU	TSC120A4RON
4	Trane- RTU	SLHFC204A3
1	Trane- RTU	TCD150C40FC
2	Trane- RTU	TSC090A4ROA
3	Mitsubishi- AHU	PEH30
3	Mitsubishi- Condensing Units	PUH30EJ
2	Greenheck- Smoke exhaust fans	S-CUBE-240-15F
2	Greenheck- Smoke exhaust fans	RBVMO-3H36
26	Greenheck- Exhaust fans	GB/CUE Series
3	Intellihot- Hot water heaters	Model IQ751
1	Intellihot- Hot water heaters	Model IQ1001

<b>Maintenance Garage</b>		
<b>Quantity</b>	<b>Unit Make</b>	<b>Unit Model</b>
1	Prestige Propane & Modine	Solo110



# **York County Municipal Government, Maine**

## **OFFICE OF THE COUNTY COMMISSIONERS Compliance for Request for Proposal (Part C)**

### **Section 9 – Certifications and Assurances**

Municipal, County, and/or private funding, or a combination thereof, may be used in connection with the purchasing of payment of services for HVAC Maintenance. Proposers must comply with the requirements set forth in this RFP, as well as Appendix A.

Submission of a Proposal will represent your company's attestation that it meets, agrees, and adheres to the provisions of this section as to the requirements set forth in Appendix A.

Independent Contractor Status: Vendors shall at all times during the term of the contract perform the services described as an independent contractor and, as such, in not an employee of the County for any purpose whatsoever, including for the purpose of coverage under the Maine Workers Compensation Statute or any other benefits as afforded to county employees.



# **York County Municipal Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

## **Compliance for Request for Proposal (Part C)**

Submission of a Proposal will represent your company's attestation that it meets, agrees, and adheres to the provisions set forth in this RFP including the following:

### **1. GENERAL REQUIREMENTS**

1.1. Contractor shall at all times comply with all applicable state and federal laws, regulations, executive orders, procedures, and directives, and program or grant conditions including, but not limited to the Maine Human Rights Act, the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964 (Title VI); the Civil Rights Act of 1968 (Title VIII); the False Claims Act; Maine wage and employment laws, the Maine Whistleblower Protection Act; the Occupational Safety and Health Act, and all related regulations.

1.2. Contractor shall not subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the County. The County's consent must be sought in writing by the Contractor not less than 15 days prior to the date of any proposed subcontract. The rejection or approval by the County of any subcontractor or the termination of a subcontractor will not relieve Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to the County. In no event will the existence of the subcontract operate to release or reduce the liability of Contractor to the County for any breach in the performance of Contractor's duties.

1.3. Contractor shall not assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the County.

1.4. Contractor agrees and confirms that it has the institutional, managerial and financial capacity to ensure proper planning, management and completion of the Contract. If, at any time, changes in key personnel assigned or their responsibilities under the activities of the contract, or Contractor believes its capacity is compromised or Contractor otherwise needs any sort of assistance, it shall immediately notify the County. The County will make best efforts to provide timely technical assistance to the Contractor to bring the Contract into compliance.

1.5. Conflict of Interest. By executing the Agreement, Contractor certifies that is does not know of any fact which constitutes a violation of any conflict of interest law or policy, and agrees to disclose to the County in writing any potential or actual conflict of interest affecting this Agreement or the funding thereof. Contractor shall provide all additional information necessary for County to fully assess and address such actual or potential conflict of interest as may be requested by the County from time to time.

1.6. Contractor (and its subcontractors, successors, transferees, and assignees) shall comply with all applicable federal, state, and local nondiscrimination laws, rules, and regulations in its employment practices, delivery of services, and performance under this Agreement, and



# **York County Municipal Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

## **Compliance for Request for Proposal (Part C)**

shall not unlawfully discriminate, harass, or allow harassment against any person on the basis of sex, race, color, ancestry, religious creed, national origin, sexual orientation, gender, gender identity, physical disability mental disability, medical condition, age, marital or familial status, family and medical leave, or on any other basis prohibited by law. Contractor shall comply with and administer all activity in conformance with all applicable state and federal laws.

1.7. Contractor shall cooperate with the County and its agents to assess the Contractor's performance under this Contract, including the submission of reports as may be requested by the County from time to time.

1.8. Mandatory Disclosures. Contractor must disclose, in a timely manner, in writing to County all violations of Federal criminal law involving fraud, bribery, or gratuity violations alleged to have been committed by Contractor or its officers and directors.

1.9. Compliance: Contractor shall take timely and appropriate corrective action on all deficiencies pertaining to the Agreement and use of County-provided funds, as detected through audits, on-site reviews, or as indicated by County. Contractor shall provide written confirmation upon request, highlighting the status of actions planned or taken to address any findings, concerns, or other compliance matters as to the Agreement.

1.10. Bonding: Contractor will maintain all bonding requirements, as may be applicable, throughout the term of the Agreement.

## **2. RECORDS**

Contractor shall keep and maintain full, complete, and accurate program, client, statistical, financial, and other supporting records pertaining to all services and payments, expenditures or distributions, and/or assistance under this Agreement, as required by applicable laws and regulations and consistent with sound, best, and generally-accepted accounting and grant management principles and practices.

## **3. DEBARMENT AND SUSPENSION**

Contractor represents, warrants, and certifies that it, and its principals, is and are not debarred, suspended, or otherwise excluded from or disqualified or ineligible for participation in any state or federal contracting program. Contractor agrees that neither Contractor nor any of its third party subcontractors shall enter into any third party subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in any state or federal contracting program.

## **4. WAGE AND HOUR, EMPLOYMENT, LABOR AND SAFETY STANDARDS**



# **York County Municipal Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

## **Compliance for Request for Proposal (Part C)**

Contractor represents, warrants, and certifies that it will comply with all state and federal wage and hour, employment, labor, and safety laws and regulations.

### **5. INDEPENDENT CONTRACTOR STATUS AND INDEMNIFICATION**

In providing services under this Contract, the Contractor is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, workers' compensation insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law. The parties intend that an independent contractor relationship shall be created by this Contract. The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Contractor, its employees, and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Contractor of work, services, materials, or supplies by Contractor employees or other suppliers in connection with or support of the performance of this Contract. If, for any reason, the Contractor's required licenses or certificates are terminated, suspended, revoked or in any manner modified from their status at the time this Contract becomes effective, the Contractor shall notify the County immediately of such condition in writing. The Contractor and Subcontractor(s) shall maintain and be liable for payment of all applicable taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as may be required to provide the Work under this Contract. To the maximum extent permitted by law, Contractor shall, at its cost and expense, protect, defend, indemnify and hold harmless the County, its directors, officers, employees, and agents, from and against any and all demands, liabilities, causes of action, costs and expenses (including attorney's fees), claims, judgments, or awards of damages, arising out of or in any way resulting from the acts or omissions of Contractor, its directors, officers, employees, or agents, relating in any way to the Contractor's performance or nonperformance under the Contract. These indemnification obligations shall survive the termination of the Contract.

### **6. APPLICABLE LAW AND VENUE**

This Contract shall be construed and interpreted in accordance with the laws of the State of Maine. The venue for any action hereunder shall be in York County, Maine. Waiver of any default shall not be deemed to be a waiver of any subsequent default. No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County modify the terms of the Contract or constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.



# York County Municipal Government, Maine

## OFFICE OF THE COUNTY COMMISSIONERS Compliance for Request for Proposal (Part C)

### Appendix A: Debarment and Judgment Affidavit

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from bidding or working on contracts issued by any government agency.
- b. Have not within the five (5) year period preceding the submission of this proposal:
  - i. Been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or Local government transaction or contract;
  - ii. Been convicted of or had a civil judgment rendered against them for violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (b), subparagraphs (i) and (ii) of this certification;
- d. Have not within the five (5) year period preceding the submission of this proposal had one or more Federal, State, or Local government transactions terminated for cause or default.
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.
- f. Is not a foreign adversary business entity (<https://www.maine.gov/oit/prohibited-technologies>).
- g. Is not on the list of prohibited companies (<https://www.maine.gov/oit/prohibited-technologies>) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services <https://www.maine.gov/oit/prohibited-technologies> (Title 5 §2030-B).

Name:	Title:
Authorized Signature:	Date:



# **York County Municipal Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

## **QUESTIONS RELATED TO THE REQUEST FOR BIDS or PROPOSALS**

Pre-emptively we will accept all questions regarding this solicitation, submitted via email, to the Solicitation Coordinator at [ycg.procurement@yorkcountymaine.gov](mailto:ycg.procurement@yorkcountymaine.gov). The York County Committee created to review and evaluate the responses will provide written answers for questions received if they are received within the question-and-answer period's deadline date of **June 11, 2026**. Answers will be posted as an addendum, to the same location as the posting of the original solicitation. It is the sole responsibility of the bidder to view and download documents from the same location as the posting of the original solicitation. Verbal responses to questions will not be provided. Both Questions and their corresponding Answers will be compiled into a PDF document and posted as an addendum. Only written answers will be considered official and binding. Bidders will not be identified in the answers. If interpretations or other changes to this Solicitation are required because of inquiries made during the question-and-answer period, the Solicitation may be amended. All amendments are posted to the same location as the posting of the original solicitation. Please use the following text in the SUBJECT area of the email being sent to [ycg.procurement@yorkcountymaine.gov](mailto:ycg.procurement@yorkcountymaine.gov) the Solicitation Coordinator.

**YORK COUNTY PROCUREMENT# YC-2026-4681381**