



TOWN OF SMITHFIELD

REQUEST FOR PROPOSAL

FOR

AIR CONDITIONING MAINTENANCE
FOR FY 2026 - 2028

Bid Opening: January 22, 2026 2:00 PM

by

Jacqui Smith, Purchasing Agent

Lawrence Davis, Public Works Director

INSTRUCTIONS TO BIDDER
AND
GENERAL CONDITIONS

All proposals shall be submitted on the forms provided.

The Town of Smithfield reserves the right to reject any and all bids and to waive informalities.

In accordance with State Law GS 143-129, the award shall be made to the lowest responsible bidder meeting all requirements, qualifications and specifications, taking into consideration quality, performance and time specified in the proposal for delivery of services.

All proposals shall be firm and not subject to increases without the Public Works Director's approval.

Tabulations will be provided upon request. To receive tabulations, vendors must enclose a self-addressed stamped envelope.

Prices quoted in this proposal shall be delivered, FOB Smithfield, North Carolina. North Carolina sales tax shall not be included in the proposal. If a unit price and its extended price are inconsistent, the unit price will be considered to be the price proposed and the extended price will be adjusted accordingly.

No proposal will be considered or accepted unless at its time of filing the same shall be accompanied by a current Certificate of Insurance.

Any deviations from specifications set forth must be clearly indicated in the proposal; otherwise, it will be considered that items offered are in strict compliance with these specifications and the bidder will be held responsible for providing the same.

In submitting a proposal, vendor agrees not to use the results as a part of any commercial promotion or advertising without prior written approval from the Town of Smithfield.

Please direct technical questions to Lawrence Davis, Public Works Director, at 919-934-2580.

NOTE: It is important that prospective bidders be familiar with all locations at which services are required. For that reason, an optional walk-through at all locations has been scheduled for January 15, 2026, beginning at 11:00 am in the Public Works Facility, located at 231 Hospital Road. If for some reason you will be unable to attend at the noted time, you are advised to call immediately and schedule another time for a walk-through prior to date and time of bid opening. To schedule another time/date for your walk-through, contact Michael Sliger at (919) 989-6570 or Lawrence Davis (919) 934-2580. Questions concerning the services required will be answered at the time of the Walk-through.

PUBLIC WORKS DIVISION
BID SPECIFICATIONS FOR PREVENTIVE
MAINTENANCE ON AIR CONDITIONING SYSTEMS

The air conditioning systems requiring service under this contract are located at the following locations:

1. Water Plant, 515 N 2nd Street
2. Garage/Public Works, 231 Hospital Road
3. Operations Center – including window units, 230 Hospital Road
4. Smithfield Fire Department, 111 S. 4th Street
5. Smithfield Fire Department Station 2, 1200 W. Market St.
6. Town Hall, 350 E Market Street
7. Smithfield Police Department, 110 S 5th Street
8. Sarah Yard Community Center, 909 E. Lee St.
9. Hastings House, 200 S. Front Street

Please provide cost proposals for the following services:

1. Change all A/C filters twelve (12) times per year with regular throw away type air filters. Please provide documentation when filters have been changed.
2. Perform a thorough check inspection of equipment two times per year. Provide written documentation of results.
3. A thorough check and inspection shall include the following:
 - Verify proper function of all operating controls and safety devices.
 - Lubricate motors and bearings when possible.
 - Clean condenser and evaporator coils as needed, but not less than once a year.
 - Check refrigerant pressure levels, both high and low sides.
 - Check all electrical connections for tightness.
 - Check condensate drains, clear when needed.
 - Verify and document proper operation.
4. Report to the Town of Smithfield representative any conditions that shall require correction or repair.
5. Please provide an itemized per building cost and total cost of contract.

The Town of Smithfield reserves the right to reject any and all bids.

To receive consideration, quotes must be mailed or faxed to (919) 934-1522 to Town of Smithfield Public Works, Attention: Lawrence Davis, 231 Hospital Road, Box 761, Smithfield North Carolina by **January 22, 2026, 2:00 PM**. Quotes received after this time and date shall not be considered.



PROPOSAL

| | | |
|---------------------------------------|----------|-----------|
| Water Plant | \$ _____ | per month |
| Garage/Public Works | \$ _____ | per month |
| Operations Center | \$ _____ | per month |
| Smithfield Fire Department | \$ _____ | per month |
| Smithfield Fire Department-Station #2 | \$ _____ | per month |
| Town Hall | \$ _____ | per month |
| Smithfield Police Department | \$ _____ | per month |
| Sarah Yard Community Center | \$ _____ | per month |
| Hastings House | \$ _____ | per month |

TOTAL PRICE \$ _____ PER MONTH

Price quote above shall be in effect for the complete term of the contract. Contract shall be in effect for a period of twelve (12) months beginning July 1, 2026. The Town reserves the right to extend this contract for an additional two (2) year period pending successful completion of the contract and with the agreement of the successful vendor and the Public Works Superintendent. This contract may also be cancelled at any time by either party for any reason upon submission of a thirty (30) day written notice advising intend to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal were accepted within _____ days from the opening, to furnish the services as described herein at the prices quoted.

The undersigned, having carefully read and considered the terms and conditions of the Bid Document for Air Conditioning Maintenance, does hereby offer such services/materials on behalf of the Town, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Bid Document at the rates (expressed in words and figures).

SEAL (If corporation)

BIDDER

ADDRESS

Facility Filter Sizes and Unit Information

Town Hall

7 gas packaged rooftop units

- 4 ea 20 x 25 x 2 filters
- 6 ea 15 x 20 x 2 filters
- 3 ea 14 x 25 x 2 filters
- 3 ea 16 x 20 x 1 filters

Police Station

7 gas packaged unit

- 1 ea 24 x 24 x 1 (?)
- 6 ea 16 x 25 x 2
- 3 wall units

Garage/Public works

1 split system

- 2 ea 20 x 25 x 1

Water Plant

2 split systems

- 4 Windows
- 2 Portables
- 4 ea 20 x 20 x 1
- Electric Heater 1,1, 1

Operations Center

3 split systems

- 2 ea 24 x 24 x 1
- 1 ea 20 x 30 x 1

Hastings House

2 split systems

- 1 ea 20 x 20 x 1
- 1 ea 14 x 30 x 1

Fire Station

5 split heat pumps (not sure filter sizes on new large unit)

- 2 ea 19 7/8 x 21 1/2 x 1
- 4 ea 16 x 25 x 1
- 6 ea 20 x 20 x 1

Fire Station #2

- (6) 20 x 20 x 1

Facility Filter Sizes and Unit Information

Sarah Yard Community Center

3 bar units; 3 split heat pumps

- 5 ea 14 x 20 x 1
- 4 ea 20 x 20 x 1
- 4 ea Rudd Gas Furnaces