



REQUEST FOR QUOTES

TOWN OF SMITHFIELD

HVAC SYSTEM- SARAH YARD COMMUNITY CENTER

Issue Date: November 10, 2025

Submission Deadline: November 24, 2025 at 3:00 PM

Request for Quotes (RFQ)

Town of Smithfield HVAC System

Date of Issue: November 10, 2025

Due Date for Submissions: November 24, 2025 at 3:00 PM

Procurement and installation of HVAC system at the Sarah Yard Community Center

1.0 Project Overview

The Town of Smithfield Parks and Recreation Department is seeking qualified contractors to provide all labor, materials, and equipment necessary for the removal and replacement of the existing HVAC system at the Sarah Yard Community Center, located in Smithfield, North Carolina. The project includes the procurement and installation of one (1) 3-ton air conditioner, one (1) 80% efficiency gas furnace, and one (1) matching evaporator coil, including all associated work to ensure a fully operational system.

2.0 Scope of Work

- Safely remove and properly dispose of the existing air conditioner, gas furnace, and evaporator coil in accordance with regulations.
- Furnish and install one (1) 3-ton air conditioning unit.
- Furnish and install one (1) 80% gas furnace.
- Furnish and install one (1) compatible evaporator coil.
- Connect all components to existing ductwork.
- Connect to existing electrical service.
- Connect to existing natural gas service.
- Pressurize system with nitrogen and check for leaks.
- Pull vacuum below 500 microns prior to charging with refrigerant.
- Ensure system is charged, balanced, and fully operational upon completion.
- Test and verify proper system operation and provide start-up report and warranty information.

3.0 Contractor Requirements

- Must be a licensed HVAC contractor in the State of North Carolina.
- Must provide proof of liability and workers' compensation insurance.
- Must provide references for similar work performed within the past three (3) years.
- All equipment must be new and carry manufacturer warranties.

4.0 Site Visit

Contractors are encouraged to visit the site prior to submitting a quote to verify conditions and confirm compatibility with existing systems. Site visits can be scheduled by contacting Gary Johnson at (919) 934-2148.

5.0 Submission Requirements

Quotes must include:

- Total project cost (including labor, materials, and disposal).
- Proposed equipment make and model numbers.
- Estimated project timeline from notice to proceed to completion.
- Warranty information for equipment and labor.

Quotes should be submitted by November 24, 2025 by 3:00 PM to:

Town of Smithfield
Parks and Recreation Department
Attn: Gary Johnson
600 M. Durwood Stephenson Pkwy
PO Box 2344
Smithfield, NC 27577

Electronic submissions may also be sent to: gary.johnson@smithfield-nc.com

6.0 Evaluation and Award

Quotes will be evaluated based on cost, contractor qualifications, equipment quality, and timeline. The Town of Smithfield reserves the right to accept or reject any and all quotes and to award the contract in the best interest of the Town.

7.0 Project Location

Sarah Yard Community Center

909 E. Lee St.
Smithfield, NC 27577

8.0 Contact Information

Gary Johnson, Director
Town of Smithfield
Parks and Recreation Department
Phone: (919) 934-2148
Email: gary.johnson@smithfield-nc.com