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COUNTY OF PENOBSCOT
COURT OF COUNTY COMMISSIONERS



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REQUEST FOR PROPOSALS (RFP)

CONTRACTED HVAC, MECHANICAL & BUILDING AUTOMATION SERVICES

Issuing Authority: Penobscot County Commissioners & Administration

Location: Penobscot County Complex (Hammond St. & Franklin St., Bangor, ME 04401)

Subject: 24/7 Emergency Response, Boiler/Chiller Plant Care, Backflow Certification & On-Call HVAC/DDC Repairs

Contract Duration: One (1) Year Initial Term (Jan 1, 2027 – Dec 31, 2027) with up to Three (3) Annual Renewals

SECTION 1: PROJECT OVERVIEW & PURPOSE

Penobscot County is seeking competitive, sealed proposals from qualified, licensed heating, ventilation, air conditioning, and refrigeration (HVAC/R) contractors to provide comprehensive commercial and institutional mechanical maintenance, emergency repairs, central boiler plant care (including jail domestic hot water production boilers), complex-wide backflow preventer testing, and Building Automation System (BAS/DDC) support for all four (4) campus facilities located at the Penobscot County Complex at Hammond Street and Franklin Street in Bangor, Maine.

The selected contractor will be responsible for providing guaranteed 24/7/365 emergency response, routine scheduled preventative maintenance, seasonal equipment startup and layup, Building Automation System (BAS/DDC) support, precision environmental control maintenance, annual backflow preventer testing and certification, and on-call mechanical repairs across all four campus buildings. The County intends to award a single master service agreement to a responsive contractor demonstrating exceptional technical capability, commercial refrigeration/chiller expertise, boiler plant competence, institutional detention experience, competitive pricing, and strict adherence to security protocols.

SECTION 2: FACILITY COVERAGE & LOCATIONS

The scope of this contract encompasses all HVAC, mechanical, boiler, and climate control infrastructure across the four (4) primary buildings located on the Penobscot County Complex campus at Hammond Street and Franklin Street in Bangor, ME:

- **The Penobscot County Administrative Building (Historic Courthouse):** A historic four (4) finished-story facility with an unfinished attic, housing executive administration, judicial courtrooms, chambers, central heating/cooling distribution, air handling units (AHUs), variable air volume (VAV) boxes, administrative climate zones, and mission-critical 24/7 precision environmental cooling (CRAC/CRAH) units serving the **24/7 911 Communications Dispatch Center** server rooms.
- **The Annex:** A two (2) story administrative building served by dedicated rooftop units, split systems, and climate control zones.
- **The Sheriff's Office and Correctional Facility:** A four (4) story high-security facility housing the Penobscot County Jail, high-volume cell block exhaust and ventilation systems, tamper-resistant dampers, security air distribution, commercial kitchen/laundry ventilation, and jail administration.
- **Hammond St/Franklin St Building (Old District Court):** A campus facility located at the intersection of Hammond Street and Franklin Street, housing the **Emergency Management Agency (EMA)**, the **Sheriff's Office Patrol Division**, the **Sheriff's Office Civil Division**, hearing rooms, central basement boiler plant (serving heating and jail domestic hot water production), rooftop packaged units (RTUs), hydronic heating loops, and central mechanical spaces.

SECTION 3: DETAILED SCOPE OF SERVICES

The contractor shall furnish all skilled labor, supervision, specialized tools, refrigerant recovery equipment, diagnostic software, backflow testing equipment, transportation, and materials necessary to perform full-service commercial HVAC, refrigeration, boiler, and control system work across all four campus facilities. Services are structured into four primary operational categories:

3.1 Emergency Response Services (24/7/365)

- **Service Level Agreement (SLA):** The contractor must maintain a dedicated emergency dispatch capability 24 hours a day, 7 days a week, 365 days a year.
- **On-Site Arrival Time:** A qualified State of Maine Licensed Master HVAC / Refrigeration Technician or Control Specialist must arrive on-site at the Penobscot County Complex within **two (2) hours** of initial callout by County authorized personnel.
- **Scope of Emergency Work:** Total heating plant failure during freezing weather, failure of basement boilers supplying domestic hot water to the Penobscot County Jail, loss of precision cooling in the 911 dispatch server rooms (Historic Courthouse), central chiller trips during extreme heat, failure of jail cell exhaust ventilation in the 4-story correctional facility, gas leak response, or BAS control system outages threatening critical facilities across any of the 4 campus buildings.

3.2 Routine On-Call Maintenance & Minor Repairs

- **Service Level Agreement (SLA):** For non-emergency routine service requests, the contractor must schedule and initiate work on-site within **forty-eight (48) hours** of request notification.

- **Scope of Routine Work:** Repair and replacement of fan motors, bearings, belts, actuators, thermostatic controls, refrigerant leaks, compressor repairs, hydronic control valves, unit heaters, VAV box recalibration, boiler burner repairs, and minor duct modifications across all 4 buildings (including attic and mechanical areas).

3.3 Specialized HVAC Systems, Boiler Plant & Backflow Scope

The contractor shall execute structured preventative maintenance, seasonal commissioning, and specialized technical support across all campus facilities for the following core systems:

- **Chiller & Central Boiler Plant Maintenance (Including Jail Domestic Hot Water Boilers):**
 - Comprehensive pre-season startup, mid-season checkups, and end-of-season layup for commercial chillers, hydronic heating boilers, cooling towers, expansion tanks, and main circulation pumps.
 - Full preventative maintenance, servicing, and burner tuning for all basement boilers tied into generating domestic hot water for the Penobscot County Jail, ensuring continuous hot water supply.
 - Annual combustion efficiency testing and burner tuning on all space-heating and domestic hot water boilers, with written diagnostic reports submitted to County Facilities Management.
 - Condenser tube cleaning, chemical treatment coordination, refrigerant leak checks, and oil analysis for chillers.
- **Annual Backflow Preventer Testing & Certification (Complex-Wide):**
 - Complete annual inspection, testing, rebuild/repair (as needed), and official State of Maine certification for all backflow prevention assemblies (containment, isolation, mechanical boiler makeup lines, and domestic water service backflows) throughout all four campus facilities.
- **Building Automation System (BAS) / Direct Digital Controls (DDC):**
 - Routine calibration and troubleshooting of BAS field sensors, actuators, electronic control valves, front-end software interfaces, and DDC controllers across all 4 buildings.
 - Optimization of seasonal temperature reset schedules, unoccupied setbacks, and economizer control strategies.
- **Rooftop Units (RTUs) & Air Handling Units (AHUs):**
 - Quarterly filter replacements, belt tensioning/replacement, coil cleaning (evaporator & condenser), burner inspections, economizer damper testing, and lubrication of fan bearings across all RTUs and AHUs on campus.
- **Jail Cell Exhaust & Security Ventilation Systems:**
 - Dedicated inspection, belt/motor maintenance, duct static pressure verification, and airflow testing for high-volume cell block exhaust fans in the 4-story Sheriff's Office & Correctional Facility.
 - Inspection and servicing of security-attenuated grilles, tamper-resistant dampers, and isolation ventilation controls in secure housing units.
- **Computer / Server Room Precision Cooling (911 Dispatch & EMA):**
 - Preventative maintenance for Computer Room Air Conditioning (CRAC) and Computer Room Air Handler (CRAH) precision cooling units serving the 911 Emergency Communications Center (Historic Courthouse) and server/EMA infrastructure (Old District Court).

- Verification of dual-stage cooling, humidity control (humidifiers/dehumidifiers), condensate pump operation, and high-temperature/humidity alarm interlocks.

3.4 Trade Demarcation & Trade Coordination

- **HVAC Scope:** Space-heating boilers, basement boilers dedicated to jail domestic hot water production, hydronic distribution, chillers, RTUs, AHUs, CRAC units, jail exhaust, gas burners, BAS controls, gas lines to burners, AND all Backflow Preventer Testing & Certifications belong exclusively to this HVAC contract.
- **Plumbing Scope Distinction:** Stand-alone domestic hot water heaters (non-boiler-fed), domestic supply/waste piping, fixtures, hydro-jetting, and sump/ejector pumps belong to the Plumbing contract.

SECTION 4: CONTRACT TERM & RENEWAL OPTIONS

The initial contract term shall be for a period of **one (1) year**, commencing on **January 1, 2027** and running through **December 31, 2027**. The County reserves the sole option and right to extend the agreement for up to **three (3) additional one-year terms** (for a maximum total contract duration through December 31, 2030), subject to satisfactory contractor performance, mutual agreement on rate adjustments, and annual budget authorization by the Penobscot County Commissioners.

SECTION 5: SECURITY, BACKGROUND CHECKS & LICENSING REQUIREMENTS

5.1 Trade Licensing & Environmental Certifications

- All HVAC service personnel must hold valid, current State of Maine Master or Journeyman HVAC / Gas Fitter / Oil Burner licenses appropriate for the equipment serviced.
- All technicians servicing refrigeration equipment or chillers must hold valid **EPA Section 608 Universal Refrigerant Certification** in full compliance with Clean Air Act regulations.
- Backflow preventer testing must be conducted by technicians or sub-specialists holding active **State of Maine Backflow Prevention Device Tester Certification**.
- Control technicians servicing BAS/DDC platforms must demonstrate formal factory or technical training in commercial automation systems.

5.2 Security Clearances & CJIS Compliance (Due Diligence Phase)

- **First-Round Submission Exemption:** Background checks are **NOT required** during the initial proposal submission (First Round). Bidders must only submit an attestation confirming their agreement to submit personnel for vetting if selected to advance in the process (Appendix B).
- **Due Diligence Background Check Execution:** Background checks (including CJIS and State/Federal Criminal Background Checks administered by the Penobscot County Sheriff's Office) will be completed during the due diligence phase once a vendor is determined to move forward in the selection process.
- **Disqualification Criteria:** Any individual with felony convictions, active warrants, or severe misdemeanor records involving theft, violence, or security breaches will be permanently barred from working on county property.
- **Identification Badges & Escorts:** Approved contractor personnel must display county-issued photo identification at all times while on County property and adhere to strict security escort protocols inside secure correctional or dispatch areas.

SECTION 6: MINIMUM QUALIFICATIONS & INSURANCE REQUIREMENTS

Bidders must demonstrate that they meet or exceed the following mandatory minimum qualification criteria:

- **Experience:** A minimum of **five (5) consecutive years** of documented experience providing commercial/institutional HVAC maintenance, boiler plant servicing (heating & domestic hot water boilers), backflow testing, precision cooling care, and BAS support in government, correctional, healthcare, or high-security facilities.
- **Financial Stability & Staffing Capacity:** Demonstrated financial stability and sufficient staffing capacity to guarantee 2-hour emergency response times year-round across all 4 campus facilities.

6.1 Mandatory Insurance Coverage

Prior to contract execution, the selected contractor must provide Certificates of Insurance naming *Penobscot County* as an additional insured, maintaining the following minimum liability limits throughout the contract duration:

Insurance Coverage Type	Minimum Required Limit
Commercial General Liability (CGL)	\$1,000,000 per Occurrence / \$2,000,000 Aggregate
Commercial Automobile Liability	\$1,000,000 Combined Single Limit (Owned, Hired, Non-Owned)
Workers' Compensation Insurance	Statutory Limits (State of Maine)
Employer's Liability	\$500,000 Each Accident / \$500,000 Disease Policy Limit

SECTION 7: PROPOSAL FORMAT & FINANCIAL STRUCTURE

Proposals must include a fully itemized price schedule using the standard financial format outlined below and in Appendix D. Bidders must submit all labor rates, markups, and fixed maintenance fees as specified:

7.1 Hourly Labor Rates

Labor Classification	Standard Hours Hourly Rate (Mon–Fri, 7:00 AM – 5:00 PM)	Overtime & Emergency Hourly Rate (Nights, Weekends, Holidays)
Master HVAC / Gas Fitter / Burner Tech	\$ _____ / hr	\$ _____ / hr
Refrigeration / Chiller Specialist	\$ _____ / hr	\$ _____ / hr

Labor Classification	Standard Hours Hourly Rate (Mon–Fri, 7:00 AM – 5:00 PM)	Overtime & Emergency Hourly Rate (Nights, Weekends, Holidays)
BAS / DDC Control Specialist	\$ _____ / hr	\$ _____ / hr
Journeyman HVAC Tech	\$ _____ / hr	\$ _____ / hr
Apprentice / Helper	\$ _____ / hr	\$ _____ / hr

7.2 Material & Parts Markup

Percentage markup over contractor's wholesale cost for HVAC/boiler replacement parts, filters, belts, compressors, controls, and materials supplied under this contract (Invoices must include wholesale supplier receipts upon request):

Material Markup Percentage: _____ %

7.3 Fixed Fees for Scheduled Maintenance & Seasonal Services

Service Description	Fixed Annual / Seasonal Fee
Annual Preventative Maintenance Fee (RTUs, AHUs, Jail Exhaust - All 4 Buildings)	\$ _____ / Year
Seasonal Heating Plant & Jail Hot Water Boiler Startup & Layup Fee	\$ _____ / Year
Seasonal Cooling Plant / Chiller Startup & Layup Fee	\$ _____ / Year
Precision Cooling (911 Dispatch & EMA CRAC Units) Maintenance Fee	\$ _____ / Year
Annual Complex-Wide Backflow Preventer Testing & Certification Fee (Per Assembly)	\$ _____ / Unit

SECTION 8: PRE-BID INFORMATION, PROCUREMENT SCHEDULE & SUBMISSION INSTRUCTIONS

8.1 Procurement Schedule

Procurement Milestone / Event	Target Date & Time
RFP Official Issuance Date	Monday, October 26, 2026

Procurement Milestone / Event	Target Date & Time
Deadline for Written Vendor Questions	Friday, November 6, 2026, by 5:00 PM EST
County Answers / Addenda Issued	Thursday, November 12, 2026
Sealed Proposal Submission Deadline	Friday, November 20, 2026, by 2:00 PM EST
Proposal Evaluation & Reference Checks	November 23, 2026 – December 4, 2026
Contract Award Announcement	Tuesday, December 8, 2026
Contract Effective Start Date	Friday, January 1, 2027

8.2 Pre-Bid Walkthrough & Submission Details

- **Pre-Bid Walkthrough:** Please note that there will be **NO mandatory pre-bid walkthrough** for this procurement. Bidders are expected to submit proposals based on the facility descriptions and scope defined within this document.
- **Submission Instructions:** Bidders must submit one (1) signed original and three (3) copies of their proposal in a sealed envelope clearly marked "*RFP – Penobscot County Complex HVAC Services*" to the Penobscot County Commissioners' Office no later than **November 20, 2026, at 2:00 PM EST**.
- **Required Attachments & Forms:**
 1. Completed & Signed Proposal Cover Sheet (Appendix A).
 2. Signed Security & Background Check Compliance Attestation Form (Appendix B).
 3. Completed Client Reference Form with 3 commercial/institutional contacts (Appendix C).
 4. Completed Financial Proposal Form (Appendix D).
 5. Proof of active State of Maine Master/Journeyman HVAC licenses, Gas Fitter licenses, EPA Universal Refrigerant Certifications, and Maine Backflow Tester Certifications.
 6. Certificates of Insurance meeting Section 6 mandatory limits.

SECTION 9: PROPOSAL EVALUATION & AWARD CRITERIA

Proposals will be reviewed and evaluated by an evaluation committee designated by the Penobscot County Commissioners. Awards will be made to the bidder whose proposal represents the best overall value to Penobscot County, based on the following weighted criteria:

Evaluation Category	Weighting / Percentage	Evaluation Criteria Focus
1. Pricing & Rate Structure	40%	Competitiveness of hourly standard/overtime rates (HVAC, Chiller, BAS), material markup percentage, backflow testing unit fees, and fixed fees for seasonal startup and preventative maintenance across all 4

Evaluation Category	Weighting / Percentage	Evaluation Criteria Focus
		buildings.
2. Contractor Experience & References	30%	Documented track record (min. 5 years) in commercial/institutional HVAC, boiler plants (space heating and jail hot water boilers), backflow testing capabilities, precision cooling, detention ventilation, client references, and financial stability.
3. SLA & Emergency Response Capabilities	20%	Demonstrated capability to consistently fulfill 2-hour emergency and 48-hour routine SLAs across all 4 campus facilities; 24/7 dispatch capabilities, boiler/chiller/CRAC emergency response, and staffing depth.
4. Technical Approach & Security Compliance	10%	Quality of preventative maintenance methodology, BAS/DDC expertise, EPA compliance, safety protocols, trade licensure, and commitment to comply with CJIS/background check requirements during due diligence.

SECTION 10: RESERVATION OF RIGHTS & GENERAL TERMS

Penobscot County reserves the right to accept or reject any or all proposals, to waive informalities or minor irregularities in proposals received, and to award the contract in whole or in part as deemed in the best interest of Penobscot County. This RFP does not commit the County to pay any costs incurred in the preparation or submission of proposals.

APPENDIX A: PROPOSAL SUBMISSION COVER SHEET & AUTHORIZED SIGNATURE PAGE

Instructions: This cover sheet must be completed, signed by an authorized corporate officer, and placed on top of the bidder's proposal submission package.

Legal Business Name:	_____
Doing Business As (DBA, if applicable):	_____
Federal Tax ID Number (FEIN/EIN):	_____
Corporate Headquarters Address:	_____
Local Office Address (Maine):	_____
Primary Contact Name & Title:	_____
Contact Telephone Number:	_____
Contact Email Address:	_____
24/7 Dispatch Phone Number:	_____
State of Maine HVAC / Gas Master License #:	_____

Bidder Certification & Authorized Signature

By signing below, the undersigned representative certifies that they are an authorized officer of the bidding organization legally empowered to submit this proposal. The undersigned further certifies that:

1. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.
2. The bidder has carefully examined and understands all terms, conditions, specifications, SLAs, and security requirements set forth in this RFP for Contracted HVAC, Mechanical & BAS Services.
3. The prices, rates, and markups submitted in Appendix D shall remain firm and valid for a period of ninety (90) days from the proposal submission deadline.

Authorized Representative Name:	
Authorized Representative Title:	
Signature of Authorized Representative:	
Date Signed:	, 2026

APPENDIX B: SECURITY CLEARANCES & CJIS BACKGROUND CHECK COMPLIANCE ATTESTATION FORM

Instructions: All bidders must complete and sign this attestation form. Physical background checks are NOT required during the first round of proposal submission. This form confirms your firm's commitment to comply with security background checks during the post-selection due diligence phase.

Vendor Security Attestation

I, the undersigned authorized representative of _____
(Company Name), hereby certify and attest to Penobscot County as follows:

1. **First-Round Exemption Understanding:** I understand that complete criminal background checks and CJIS security screening forms are not required to be submitted with this initial proposal.
2. **Due Diligence Commitment:** If selected to advance to the due diligence phase or awarded this contract, our firm agrees to submit all employees, technicians, subcontractors, and supervisors assigned to the Penobscot County Complex to background check screening administered by the Penobscot County Sheriff's Office prior to entering County facilities.
3. **Disqualification Criteria Acceptance:** We acknowledge and accept that any individual with a felony conviction, active warrant, or severe misdemeanor record involving theft, violence, or security breaches will be permanently barred from entering or working within Penobscot County facilities.
4. **Identification & Security Protocol Compliance:** Our personnel will strictly abide by all escort, badge, and physical security protocols established by the Penobscot County Sheriff's Office and Facilities Management while on campus.

Company / Firm Name:	_____
Authorized Representative Name:	_____
Title:	_____
Signature:	_____
Date:	_____, 2026

APPENDIX C: COMMERCIAL & INSTITUTIONAL CLIENT REFERENCE FORM

Instructions: Provide contact details for three (3) professional commercial, government, correctional, healthcare, or institutional clients for whom your company has provided HVAC maintenance, boiler plant care, backflow testing, and emergency response services within the past five (5) years.

Reference 1 (Primary Reference)

Client / Organization Name:	_____
Facility Type (e.g. County, Hospital, School):	_____
Contact Person Name & Title:	_____
Telephone Number:	_____
Email Address:	_____
Contract Duration & Dates:	_____
Brief Description of Services Provided:	_____

Reference 2

Client / Organization Name:	_____
Facility Type:	_____
Contact Person Name & Title:	_____
Telephone Number:	_____
Email Address:	_____
Contract Duration & Dates:	_____
Brief Description of	_____

Services Provided:	
Reference 3	
Client / Organization Name:	
Facility Type:	
Contact Person Name & Title:	
Telephone Number:	
Email Address:	
Contract Duration & Dates:	
Brief Description of Services Provided:	

APPENDIX D: HVAC PRICING & FINANCIAL PROPOSAL FORM

Instructions: Bidders must complete all sections of this form. Labor rates, material markups, unit testing fees, and fixed annual fees shall remain binding for the initial 1-year contract term.

1. Hourly Labor Rates

Labor Classification	Standard Hours Hourly Rate (Mon–Fri, 7:00 AM – 5:00 PM)	Overtime & Emergency Hourly Rate (Nights, Weekends, Holidays)
Master HVAC / Gas Fitter / Burner Tech	\$ _____ / hr	\$ _____ / hr
Refrigeration / Chiller Specialist	\$ _____ / hr	\$ _____ / hr
BAS / DDC Control Specialist	\$ _____ / hr	\$ _____ / hr
Journeyman HVAC Tech	\$ _____ / hr	\$ _____ / hr
Apprentice / Helper	\$ _____ / hr	\$ _____ / hr

2. Material & Parts Markup

Percentage Markup over Contractor Wholesale Cost for HVAC & Boiler Replacement Parts: (Invoices must include wholesale supplier receipts upon request)	_____ %
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3. Fixed Fees for Preventative Maintenance, Seasonal Services & Backflow Certification

Service Description	Fixed Annual / Unit Fee
Annual Preventative Maintenance Fee (RTUs, AHUs, Jail Exhaust - All 4 Buildings):	\$ _____ / Year
Seasonal Heating Plant & Jail Hot Water Boiler Startup & Layup Fee:	\$ _____ / Year
Seasonal Cooling Plant / Chiller Startup & Layup Fee:	\$ _____ / Year
Precision Cooling Maintenance Fee:	\$ _____ / Year

Service Description	Fixed Annual / Unit Fee
Annual Complex-Wide Backflow Preventer Testing & Certification Fee (Per Assembly):	\$ _____ / Unit

Submission Signature

Bidding Firm Name:	_____
Authorized Signature & Title:	_____
Date:	_____, 2026