



145 Congress Street
Rumford, Maine 04276
(207) 364-4576
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www.rumfordme.org

Request for Proposal – HVAC System Maintenance 2025 – 2026

The Town of Rumford is requesting proposals from qualified HVAC service providers for routine preventive maintenance and on-call services for HVAC systems located in various Town and municipal buildings. Services will be performed according to a regular maintenance schedule, and emergency repair services will be provided on an as-needed basis.

Scope of Work Includes:

1. Scheduled preventive maintenance (semi-annual or quarterly depending on equipment)
2. Emergency repair response within a specified time frame
3. Filter replacement, coil cleaning, and system inspections
4. Refrigerant level checks, leak testing, and minor repairs
5. Lubrication of moving parts and tightening of electrical connections
6. Thermostat and control calibration
7. Documentation of service performed and recommendations for system improvements

A full list of HVAC units, their locations, and required service frequency will be made available upon request or can be viewed at the Town Office.

Service Locations:

- Municipal Building – 145 Congress Street, Rumford
- Fire Station - 61 Falmouth Street, Rumford
- Rumford Public Library – 56 Rumford Avenue, Rumford
- Public Works – 1022 Route 2, Rumford
- Parks and Recreation - Hosmer Lane

Exact site details and equipment specifications will be provided to interested bidders.

Bid Proposal Must Include:

- Annual cost for preventive maintenance (including filter changes and basic inspections)
- Hourly labor rate for repairs (standard and emergency rates)
- List of personnel certifications (EPA, State of Maine HVAC license, etc.)
- Proof of insurance (liability and workers' comp)
- Sample maintenance checklist (optional but recommended)

Submission Instructions:

Sealed Bid Proposals must be submitted to the Town Manager's Office,
145 Congress Street, Rumford, Maine, no later than **10:00 a.m. on October 14th**.
Bids will be opened on **October 14th at 2:00 p.m.**

Please clearly mark your sealed envelope:
"HVAC Maintenance Bid"

Bid Selection & Contract Term

Bids will be reviewed and selected at the **Select Board Meeting of October 16th, 2025**, beginning at 6:00 p.m. The Town of Rumford reserves the right to accept or reject any or all proposals, to waive technicalities, and to select the proposal deemed in the best interest of the Town.

Contact for Information:

For further details or to request equipment listings or site visits, please contact:
George O'Keefe, Town Manager
(207) 364-4576, Extension #212