

Franklin County Request for Proposals (RFP)

Mechanical Services – HVAC Systems and Steam Boilers (Hourly Rate)

RFP Number: FC-MECH-2025-002

Issue Date: August 12th 2025

Submission Deadline: August 28th 2025 2:00 PM

Contact:

Franklin County Facilities Department

120 County Way

Farmington, Maine 04938

npalmer@franklincountymaine.gov

(207) 491-6892

1. Introduction

Franklin County is soliciting proposals from qualified mechanical contractors to provide on-call mechanical services for HVAC systems and steam boiler systems, including routine maintenance, troubleshooting, repair, and emergency response at various County facilities. This agreement will be based on hourly rates with no guaranteed minimum work volume.

2. Scope of Work

The selected contractor(s) will perform services including, but not limited to:

General HVAC Services:

- Maintenance and repair of air handling units, rooftop units, chillers, mini-splits, and ductless systems
- Diagnostics and repair of building automation and energy management systems (BAS/BMS)
- Thermostat replacement, damper control calibration, sensor configuration
- Seasonal start-up and shutdown of air conditioning and heating systems
- Coil cleaning, refrigerant recovery/charging, and filter changes
- Compliance with EPA, OSHA, and ASHRAE standards

Steam Boiler System Services:

- Maintenance, repair, and troubleshooting of low- and high-pressure steam boiler systems

- Burner tuning, flame safeguard testing, and control valve calibration
- Annual inspections, combustion analysis, and efficiency optimization
- Steam trap testing and replacement, condensate system diagnostics
- Boiler feed pump, deaerator tank, and water treatment system servicing
- Pressure relief valve inspections and code compliance
- Emergency shutdown response and safe restart protocols
- Compliance with ASME Boiler and Pressure Vessel Code, NFPA 85, and applicable state boiler safety regulations
- Repair leaky pipes

3. Facilities Covered

Work may be required at any of the following Franklin County facilities (non-exhaustive):

- Courthouse
- County Jail/Detention Center
- Dispatch center
- Emergency Operations Center

4. Contractor Qualifications

Minimum requirements include:

- Valid mechanical contractor license in the State of Maine
- At least 5 years of experience in both commercial HVAC and steam boiler system service
- EPA Section 608 Certification for HVAC refrigerants
- Certified boiler technicians trained in ASME and state boiler codes
- OSHA 10/30 certified employees and current safety training
- Capability to respond to emergencies within 2 hours, 24/7

5. Proposal Requirements

Submitted proposals must include:

- Company overview, including number of licensed boiler/HVAC techs
- Description of experience with steam boiler and hydronic systems
- Hourly labor rates:
 - Standard time
 - Overtime
 - Emergency response
- Parts/materials markup rate
- Service area response time commitments
- List of supported HVAC and boiler equipment manufacturers
- Sample work order or invoice
- List of tools/equipment used for diagnostics and testing

- References (minimum of three similar clients)
- Copies of applicable licenses and insurance documents

6. Sample Pricing Table

Description	Regular Hourly Rate	Overtime Rate	Emergency Rate
Licensed HVAC Technician			
Licensed Steam Boiler Technician			
Apprentice/Helper			
Service Call Fee (if any)			
Material Markup (%)			

7. Evaluation Criteria

Category	Weight
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Relevant experience & certifications	30%
Pricing and hourly rates	25%
Response time and availability	20%
Past performance and references	15%
Proposal completeness	10%

8. Contract Term

- Initial contract period of two (2) years
- Option for one (1) additional one-year extension
- Franklin County reserves the right to assign work to multiple contractors based on availability and needs

9. Submission Instructions

Submit proposals in PDF format or sealed hard copy to:

Franklin County Facilities Department
 120 County Way
 Farmington, Maine 04938
jsullivan@franklincountymaine.gov

Late submissions will not be accepted.

10. Questions and Addenda

All inquiries must be submitted in writing to the contact listed above by [Insert Deadline for Questions]. Responses will be shared with all known proposers.