

REQUEST FOR PROPOSALS
Three (3) Year Preventative Maintenance of
Air Conditioning, Heating, Ventilation and Refrigeration Systems

The County of Oceana is accepting proposals for spring and fall preventative maintenance of air conditioning, heating, ventilation and refrigeration at the following locations:

- County Building 100 S. State Street Hart, Michigan 49420
- County Jail and Sheriff Department 216 Lincoln Street Hart, Michigan 49420
- District Health Department #10 3986 N. Oceana Drive Hart, Michigan 49420
- Oceana County EMS 3966 N. Oceana Drive Hart, Michigan 49420
- Oceana County EMS 562 S. State Street Shelby, Michigan 49455
- County Services Building 844 Griswold St. Hart, MI 49420

If a bid is awarded, it will be for a three (3) year contract effective Monday, June 1, 2026, through Thursday, May 31, 2029. The selected contractor will perform preventative maintenance inspection checks on all heating equipment and ventilation during the fall service and air conditioning during the spring service to insure proper equipment function. Service will include cleaning fan coil units used for heating and air conditioning condenser and evaporator coils. The contractor shall provide all necessary v belts and filters necessary to keep equipment in proper operating condition. The cost of v belts and filters is to be included in your quote.

Interested contractors should submit bids no later than Tuesday, May 26, 2026, at noon. Any bids received after this date will be disqualified.

Bids are to be opened in the County Administrator Office on Tuesday, May 26, 2026, at 1:00 p.m.

The Oceana County Board of Commissioners reserves the right to reject any or all proposals submitted, to request additional information from any bidder and to waive any irregularities in the bidding process if it is in the best interest of the County.

The award of the bid will be made to the firm which, in the opinion of the Oceana County Board of Commissioners, is best qualified to meet Oceana County's needs.



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Interested organizations should submit the following information:

- 1) References from three clients with jobs of similar size. Include contact names and phone numbers.
- 2) Business background
- 3) MSDS for any products proposed
- 4) Work schedule
- 5) List scope of services
- 6) Emergency Contact Information
- 7) Emergency response time
- 8) On a separate sheet, note which of the listed equipment (if any) you are not able to maintain
- 9) If desired, please add provision that **“contract may be renewed for an additional term upon mutual agreement of both parties”**.

Bid Award Submissions

- 1) Certificate of Workers’ Compensation – Statutory limit
- 2) Certificate of General Liability - \$1,000,000

Equipment Coverage

County Building:

- One (1) American Blower Chiller
- One (1) MINI-Split AC System, Tech office
- One (1) Split AC system, 2 fan coils, Circuit Courtroom
- Two (2) Viessmann Heating Boilers

Oceana County Jail:

- Two (2) Viessmann Heating Boilers
- One (1) Lochinvar Armor Domestic Boiler
- Pneumatic Control System
- Three (3) Split System AC
- One (1) AC unit, forced air
- One (1) Rooftop HVAC unit
- Seven (7) AC Fan Coil units
- Six (6) Exhaust Fans
- Two (2) refrigeration units, Walk in Refrigerator/Freezer **(two condenser cleanings per year required)**



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Oceana County Sheriff Department:

- Three (3) Split System AC
- Four (4) AC units, forced air
- Two (2) Fan Coil units

District Health Department #10:

- Six Rooftop HVAC units

Hart EMS:

- One (1) HVAC unit with split AC condenser

Shelby EMS:

- One (1) HVAC unit with split AC condenser
- One (1) in floor heating system (Garage)

County Services Building:

- Three (3) Trane furnace
- Three (3) Comfort maker Furnace
- One (1) Daiken Mini Split AC
- One (1) Inter-City Products condenser
- Two (2) ICP condensers
- Three (3) Trane condensers

Proposals are due no later than 12:00 PM on Tuesday, May 26, 2026 and may be mailed or hand delivered to:

County Administrator
100 S. State Street, Suite M4
Hart, MI 49420

Proposals received after the above-mentioned time will be considered a late quote and will not be accepted.

- Please clearly mark your sealed envelope with the following:
“PROPOSAL – PREVENTATIVE MAINTENANCE”
- Direct questions regarding this RFP to the Oceana County Maintenance Supervisor at
- 231 873 6744



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