

Request for Quotes (RFQ) HVAC System Replacement

German Township Branch
52807 Lynnewood Avenue
South Bend, IN 46628

Introduction:

The St. Joseph County Public Library (SJCPL) is soliciting quotes for the replacement of the current Heating, Ventilation, and Air Conditioning (HVAC) system at the German Township Branch (hereinafter referred to as the "Facility").

The Facility is a single-story building which totals approximately 15,600 square feet and includes a large public space, meeting rooms, staff area with kitchen, restrooms and storage areas.

Project Goal:

Replacing the current HVAC system of Carrier Air Handler Unit Model: 39MN25C010JKB11X6S, Serial Number: 3408U24868, and ground located Carrier Condenser Unit Model: 38AH-044-521BH, Serial Number: 3305026491 with an equivalent sized unit suitable for the building. The new system must be energy-efficient, comply with all relevant regulations and codes, and ensure optimal climate control throughout the Facility. Major HVAC brands are preferred.

Scope of Work:

1. Conduct a thorough assessment of the current HVAC system at the Facility and provide a detailed itemized quote for a replacement system.
2. Remove and dispose of existing units.
3. Supply and install new units.
4. Replace the existing refrigerant lines and insulate per industry standards.
5. Integrate units with the existing control system.
6. Replace building controls sensors on the condenser and Air Handler Unit (AHU) and ensure they operate with existing SJCPL building controls programming. Coordinate with Technical Control Solutions, Inc. Contact Information: Cory Schweizer cory@tcsforcomfort.com.
7. Conduct testing, commissioning, and verification of system functionality.
8. Pre-test and post-test air balance (TAB) to ensure proper system operation.
9. Train SJCPL staff on the new system.
10. Comply with all applicable local codes and regulations.
11. Assist SJCPL with identifying of any potential energy rebates applicable to this project.

Qualifications:

Interested contractors should have a proven track record in HVAC system installation and replacement, with experience in similar projects for public buildings. Contractors must have the proper certification to perform HVAC work in St. Joseph County, IN, must be able to obtain any required permits for the requested work, and must be licensed (if applicable), bonded, insured, and compliant with any other relevant federal, state and local laws and regulations.

Quote Submission Deadline:

All quotes shall be sealed in an envelope and received no later than Friday, October 16, at 4:15PM.

Drop off or US Mail: SJCPL Main Branch
 ATTN: Admin Office (HVAC Quote)
 304 South Main St.
 South Bend, IN 46601

If a quote will be submitted after 3:30PM on Friday, October 16, it must be hand-delivered to Karen Mann or Executive Director, Stephanie Murphy, at the SJCPL regular board meeting location.

Late quotes will not be considered.

All quotes will be opened publicly and read aloud at the SJCPL regular board meeting.

Quote Evaluation Criteria:

SJCPL is seeking the lowest responsible and responsive quote. Quotes will be evaluated based on criteria that include, but are not necessarily limited to the following:

- Total cost of the project, including installation and any additional fees, itemized in a detailed breakdown.
- Experience and qualifications of the contractor.
- Experience with control systems.
- Ability to perform the scope of work.
- Competitive pricing and cost transparency.
- Timeline for completion.
- Proposed HVAC system design and efficiency.
- Overall quality of quote submitted.

SJCPL is not obligated to accept any quote. It is possible SJCPL may reject all quotes submitted.

Timeline:

RFQ Issued: Friday September 18, 2026

Contractor walkthrough date at German location: Tuesday, September 29, 2026 at 8 AM

Quote Submission Deadline: Friday, October 16, 2026

SJCPL Board Approval: Monday, October 26, 2026

Contract Offered: On or after Tuesday, October 27, 2026

Installation: April 2027

Revision of Request for Quote:

SJCPL may elect to amend this RFQ prior to the quote submission deadline. If it is necessary to revise any part of this RFQ, an amendment will be provided to all contractors of record and posted online no later than seven (7) days prior to the quote submission deadline. If it is necessary to amend this RFQ within seven (7) days of the quote submission deadline, the amendment will include an extension of time to allow at least seven (7) days between the amendment and the quote submission deadline. SJCPL will not be responsible for any costs incurred as a result of submitting a quote or submitting an amended quote in response to an amended RFQ.

Contact Information:

For questions regarding the RFQ, please contact Karen Mann via email at k.mann@sjcpl.org. To schedule a walk-through of the Facility, please call 574-282-4646 and request to speak with SJCPL Facilities Manager, Joe Goepfrich.

We appreciate your interest and look forward to receiving your quote. Thank you.