Request For Quote (RFQ)

POSTED DATE: November 9, 2026
DEADLINE: Quotes will be reviewed through 2:00 p.m., Monday, November 30, 2026

HVAC PREVENTIVE MAINTENANCE SERVICES

Barton County Courthouse
Great Bend, Kansas

Issued By:	Barton County, Kansas
Project:	HVAC Preventive Maintenance Program
Quote Due Date:	Reviewed through 2:00 p.m., Monday, November 30, 2026
Contract Term:	One (1) year with optional annual renewals upon mutual agreement

Introduction – Barton County is soliciting proposals from qualified HVAC contractors to provide preventive maintenance services for the HVAC systems located at the Barton County Courthouse. The County has made significant investments in its HVAC infrastructure, including new boilers, cooling tower systems, pumps, and dedicated outdoor air systems. The County intends to move from a primarily reactive maintenance approach to a proactive, documented maintenance program that improves equipment reliability, extends asset life, and supports responsible budget planning. As such, the County seeks a qualified service provider to establish a structured preventive maintenance program designed to protect these assets, maximize reliability, and support long-term facility planning.

Project Objectives – The selected contractor shall provide preventive maintenance services that accomplish the following objectives:

- Protect the County's HVAC investment through routine inspections, testing, and maintenance.
- Improve system reliability and reduce unplanned equipment failures.
- Identify developing deficiencies before they become major repairs.
- Provide documentation supporting repair prioritization and capital planning.
- Establish a baseline condition assessment for all covered equipment.
- Deliver ongoing recommendations regarding equipment condition and lifecycle planning.

Facility Information

Facility: Barton County Courthouse
Location: 1400 Main, Great Bend, Kansas

The Courthouse HVAC infrastructure consists primarily of equipment installed between 2022 and 2023 and includes the following systems:

Equipment	Manufacturer/Model	Quantity	Year
Cooling Tower	REYMSA RTU-709103-A-SLS	1	2023
Hot Water Boilers	Lochinvar FTX1000N	2	2022
Boiler Circulation Pumps	Taco	2	2023
Cooling Tower Pumps	Taco	2	2023
Main System Pumps	Taco	2	2023
DOAS Units	Greenheck Dedicated Outdoor Air Systems	2	2023

Scope of Services – The selected contractor shall provide comprehensive preventive maintenance services including, but not limited to:

Initial Baseline Assessment – Within thirty (30) days of contract award, the contractor shall:

- Perform a comprehensive inspection of all covered equipment.
- Verify operating conditions and system functionality.
- Document equipment condition.
- Verify equipment nameplate information, serial numbers, pressures, and capacities.
- Identify deficiencies, operational concerns, and maintenance needs.
- Establish maintenance records and baseline performance metrics.
- Provide a written report summarizing findings and recommendations.

Preventive Maintenance Program – The contractor shall provide annual preventive maintenance services in accordance with manufacturer recommendations and industry best practices.

Maintenance activities may include but are not limited to:

Cooling Tower

- Fan motor inspection and testing
- Rotor, shaft, rotation, and fan blade inspection
- Bearing inspection
- Vibration assessment
- Basin inspection and cleaning
- Water distribution inspection
- Mechanical component testing

Boilers

- Burner inspection
- Heat exchanger inspection
- Combustion safety checks
- Controls testing
- Condensate system inspection
- Neutralizer kit maintenance/replacement
- Operational efficiency verification

Hydronic Pumps

- Motor testing
- Bearing inspection and lubrication
- Coupling inspection
- Seal inspection
- Vibration checks
- Electrical connection inspection
- Operating condition verification

DOAS Units

- Filter inspection and replacement recommendations
- Fan and motor inspection
- Coil cleaning
- Drain inspection
- Economizer and control verification
- Fresh-air delivery verification

Building Controls

- Controls inspection
- Inspect VFD Drives that control motors and equipment throughout the plant
- Operating sequence verification
- Sensor validation
- Alarm review
- Trend review and operational recommendations

Maintenance Schedule – The County anticipates a minimum of two scheduled preventative maintenance visits annually (spring and fall.) Proposers may recommend additional service frequencies when necessary based upon manufacturer requirements and industry standards.

Required Deliverables – The selected contractor shall provide:

Initial Report

- Equipment inventory verification
- Condition assessment
- A detailed annual asset-condition based report with deficiency prioritization, estimated repair costs, and one (1) year and five (5) year capital replacement recommendations
- Repair recommendations

Ongoing Service Reports – Following each maintenance visit, provide:

- Services performed
- Equipment condition
- Identified deficiencies with pictures when practical.
- Recommended corrective actions
- Safety concerns
- Budget planning considerations
- Priority ranking of deficiencies

Annual Summary Report, determined with successful proposer

- Overall system condition
- Completed maintenance tasks
- Outstanding deficiencies
- Capital planning recommendations
- Asset lifecycle considerations

Contractor Qualifications – Proposers should demonstrate:

- Experience maintaining commercial HVAC systems of comparable size and complexity.
- Experience servicing cooling towers, hydronic systems, boilers, and DOAS units.
- Licensed and qualified HVAC technicians.
- Adequate staffing to support emergency and routine service needs.
- Ability to provide detailed service documentation and reporting.

Preference may be given to firms with demonstrated experience servicing Lochinvar boilers, Greenheck DOAS Systems, cooling tower equipment, and/or public-sector facilities.

Proposal Requirements – Proposals shall include:

Company Information

- Company name and address
- Primary contact information
- Years in business

Proof of Insurance

Experience

- Relevant project experience
- Experience with courthouse, municipal, or government facilities

References should include comparable facilities utilizing boilers, hydronic systems, cooling towers, and dedicated outdoor air systems (DOAS.)

Staffing

- Proposed service personnel
- Certifications and qualifications
- Local service capabilities

Scope Approach

- Description of proposed maintenance methodology
- Recommended service schedule
- Reporting format and documentation examples

Pricing – Provide separate pricing for:

1. Initial baseline assessment
2. Annual preventive maintenance program
3. Hourly service rates
4. Emergency service rates
5. Additional repair work rates
6. Response time to report on-site from notification – non-emergency, three (3) – five(5) days, emergency – 24 hours.
7. Any recommended optional services
8. Provide annual pricing for Years One (1), Two (2) and Three (3), if renewed

Term of Contract – The initial term shall be one (1) year from the date of award. Barton County may renew the contract for additional one-year terms subject to satisfactory performance and mutual agreement.

Reservation of Rights – Barton County reserves the right to:

- Reject any or all proposals.
- Waive informalities and minor irregularities.
- Request clarification from proposers.
- Negotiate with the highest-ranked proposer.
- Award the contract in the best interest of the County.

Proposal Submission – Proposals shall be submitted to:

Matt J. Patzner
County Administrator
Barton County, Kansas
1400 Main Street, Suite 108
Great Bend, KS 67530

Email: mpatzner@bartoncounty.org

Phone: Trent Bitter, Facilities Manager, 620.617.9334

Quote Deadline: Quotes will be reviewed through 2:00 p.m., Monday, November 30, 2026. Late proposals may not be considered.