



NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Road Nixa, MO 65714
Business (417) 725-4025 Fax (417) 725-2393

REQUEST FOR QUOTE (RFQ)

MINI-SPLIT HVAC SYSTEM INSTALLATION — NIXA FIRE TRAINING CENTER

Nixa Fire Protection District | Christian County, Missouri

Issue Date: March 11, 2025 **Bid Due Date:** April 17, 2025 by 1:00 p.m.

Nixa Fire Protection District — Training Center 711 N. Main Street, Nixa, MO 65714
Contact: (417) 725-7314

1. INTRODUCTION AND PURPOSE

The Nixa Fire Protection District ("District") is soliciting sealed bids from qualified, licensed HVAC contractors for the supply and installation of a commercial mini-split heat pump system at the **Nixa Fire Training Center, 711 N. Main Street, Nixa, MO 65714**. The District is a public entity organized under Missouri Revised Statutes Chapter 321 and is committed to procuring services in a competitive, transparent, and fiscally responsible manner.

The Training Center is approximately **2,000 square feet** and is currently served by an existing 5-ton central HVAC system. The mini-split system will provide **supplemental cooling capacity on high-occupancy days** and is not intended to replace the existing system.

Quotes must be submitted in a sealed envelope clearly marked "**SEALED BID – Mini-Split HVAC Installation – Training Center**" and delivered to the District no later than **1:00 p.m. on Thursday, April 17, 2025**. Bids will be presented to the Board of Directors for consideration and award on or after **April 21, 2025**.

2. SCOPE OF WORK

The selected contractor shall furnish all labor, materials, equipment, tools, and supervision necessary to complete the following:

- **Supply and install one (1) 3-ton mini-split heat pump condenser** (outdoor unit), commercial-grade, suitable for supplemental cooling and heating in a training/assembly occupancy; contractor shall provide manufacturer and model number with bid
- **Supply and install two (2) 18,000 BTU (1.5-ton) 2×2 ceiling cassette air handler heads** (indoor units), for a combined capacity of 3 tons; cassettes shall be ceiling-recessed, compatible with standard commercial ceiling grid
- **Install refrigerant line sets** from the outdoor condenser to each cassette air handler, properly insulated and secured
- **Install PVC condensate drain lines** from each cassette to an appropriate drain location; contractor to verify and confirm drain routing during site visit
- **Connect system to electrical service** provided and installed by the District's separately contracted electrician; winning contractor shall provide electrical requirements (voltage, amperage, disconnect specs, breaker size) to the District in writing within five (5) business days of contract award
- **System startup, commissioning, and operational check** — contractor shall verify correct refrigerant charge, airflow, controls operation, and overall system performance prior to project closeout
- **Full and thorough cleanup** of all installation areas upon project completion
- All work shall comply with applicable **Missouri mechanical codes**, local building codes, manufacturer installation specifications, and **OSHA safety regulations**
- Contractor is responsible for obtaining all required **permits**

Warranty: Contractor shall clearly state in their bid submittal the following:

- Manufacturer's parts warranty for the condenser and cassette units
- Manufacturer's compressor warranty
- Contractor's workmanship warranty (minimum 1-year labor warranty expected)

3. SYSTEM SPECIFICATIONS — MINIMUM REQUIREMENTS

Bidders shall propose a system meeting the following minimum criteria:

Specification	Requirement
System type	Mini-split heat pump (cooling and heating)
Total capacity	3 ton (36,000 BTU)
Indoor units	2x ceiling cassette, 18,000 BTU each
Cassette style	2×2 ceiling-recessed cassette
Voltage	230V (contractor to confirm with District electrician)

Specification	Requirement
Refrigerant	Current code-compliant refrigerant
Application	Commercial/light commercial rated

Substitutions or alternate configurations must be clearly noted and justified in the bid submittal. The District reserves the right to accept or reject alternate proposals.

4. ELECTRICAL COORDINATION

The District will contract separately with a licensed electrician to install all new electrical service required by the winning HVAC contractor. The selected HVAC contractor **shall not** include electrical installation in their scope of work, but **shall provide written electrical requirements** to the District within five (5) business days of award to allow the electrical work to be scheduled concurrently. Electrical coordination will be managed by the District's project manager.

5. PRE-BID SITE VISIT

A pre-bid site visit is **optional but strongly encouraged**. Prospective bidders wishing to inspect the Training Center, assess ceiling conditions, confirm drain routing, and review the existing HVAC configuration must schedule an appointment with:

Whitney Weaver, Assistant Chief
 Nixa Fire Protection District
 wwweaver@nixafire.gov
 (417) 725-7314

Site visits will be accommodated during normal business hours. Contractors are responsible for all conditions observed during the visit and for incorporating necessary work into their bid.

6. PROJECT TIMELINE

Milestone	Date
RFQ Issued	March 11, 2025
Bids Due	April 17, 2025 by 1:00 p.m.
Board Award (on or after)	April 21, 2025
Electrical Requirements Submitted by Contractor	Within 5 business days of award
Notice to Proceed	Within 5 business days of contract execution
Substantial Completion	No later than June 30, 2025

Time is of the essence. The Training Center must remain operational during construction. Contractor shall coordinate all work schedules with the District project manager. Disruption to training activities shall be minimized.

7. SUBMITTAL REQUIREMENTS

All proposals must include the following to be considered responsive:

1. **Contractor Qualifications** — company name, years in business, primary contact, Missouri HVAC contractor license number
2. **Itemized Bid** — equipment and labor broken out separately
3. **Equipment Specifications** — manufacturer, model numbers, and cut sheets for the proposed condenser and cassette units
4. **Electrical Requirements** — voltage, amperage, disconnect specs, and breaker sizing for the proposed system
5. **Proposed Project Schedule** — anticipated start date and completion timeline
6. **References** — minimum of three (3) from comparable commercial HVAC or mini-split installation projects within the past five (5) years; include contact name and phone number
7. **Certificate of Liability Insurance** — see Section 8
8. **Proof of Workers' Compensation Insurance** — current and valid
9. **Warranty Documentation** — manufacturer parts warranty, compressor warranty, and contractor workmanship warranty terms

Incomplete submissions may be deemed non-responsive at the District's discretion.

8. INSURANCE REQUIREMENTS

The selected contractor shall procure and maintain the following minimum insurance coverage throughout the duration of the project:

- **Commercial General Liability:** \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Workers' Compensation:** As required by Missouri law
- **Automobile Liability:** \$1,000,000 combined single limit

The **Nixa Fire Protection District shall be named as Additional Insured** on the contractor's Commercial General Liability policy. Certificates of Insurance must be submitted to the District prior to commencement of any work.

9. EVALUATION CRITERIA

Bids will be evaluated based on the following:

- Total bid cost
- Contractor qualifications, licensure, and references
- Equipment quality, manufacturer warranty, and compliance with specifications
- Proposed project schedule
- Completeness and responsiveness of the submittal

The District is not obligated to accept the lowest bid. The Nixa Fire Protection District reserves the right to reject any or all bids, waive minor informalities, and award to the proposal deemed most advantageous to the District.

10. SUBMISSION INSTRUCTIONS

Sealed bids must be received no later than **1:00 p.m. on Thursday, April 17, 2025**, at:

Nixa Fire Protection District
"SEALED BID – Mini-Split HVAC Installation – Training Center"
301 S. Nicholas Road, Nixa, MO 65714

Late, faxed, or emailed bids will not be accepted. Bidders are welcome to attend the bid opening following the deadline.

11. QUESTIONS AND CONTACT

All questions regarding this RFQ must be submitted to:

Whitney Weaver, Assistant Chief
wweaver@nixafire.gov
(417) 725-7314

Responses to material questions will be issued to all prospective bidders via written addendum. No oral clarifications shall be binding.

12. GENERAL PROVISIONS

The District reserves the right to cancel this solicitation at any time prior to the execution of the contract. Submission of a bid constitutes acknowledgment and acceptance of all terms and

conditions set forth herein. All submitted bids become public records subject to the Missouri Sunshine Law (RSMo Chapter 610) following contract award. Contractors and their employees are prohibited from offering gifts, entertainment, or other benefits to District personnel in connection with this procurement.

This Request for Quote is issued by the Nixa Fire Protection District pursuant to Missouri Revised Statutes Chapter 321. NFPD is an equal opportunity organization and encourages responses from minority-owned, women-owned, and veteran-owned businesses.

Issued by: Whitney Weaver, Assistant Chief, Nixa Fire Protection District

Date Issued: March 11, 2025