

Request for Proposal (RFP)
Lake County School District
Cooling System Installation – Classrooms 175A & 175B
Lake County Elementary School

NOTICE TO BIDDERS

The Lake County School District ("District") invites qualified mechanical contractors to submit proposals for the design, furnishing, and installation of a complete cooling system for two classrooms located at Lake County Elementary School.

The District intends to install a permanent cooling solution to improve occupant comfort in two classrooms with significant solar heat gain. Contractors shall propose a complete, turnkey system that is appropriately sized for the spaces and suitable for operation at approximately 10,000 feet elevation.

The District intends to award this project based upon best overall value considering schedule, cost, technical approach, equipment, contractor experience, and warranty.

The District reserves the right to reject any or all proposals, waive informalities or irregularities, negotiate with one or more proposers, and accept the proposal determined to be in the best interest of the District.

PROPOSAL SUBMISSION

Submit proposals labeled:

Cooling System Installation – Classrooms 175A & 175B

to:

Tim Powell

tpowell@lakecountyschools.net

and

Jim Mulcey

jmulcey@lakecountyschools.net

Proposal Due

Friday, July 17, 2026

Late proposals may not be considered.

QUESTIONS

Questions regarding this RFP shall be directed to:

Jim Mulcey

jmulcey@lakecountyschools.net, 719-293-0489

Questions should be submitted no later than Wednesday, July 15, 2026.

PROJECT LOCATION

Lake County Elementary School

130 West 12th Street

Leadville, Colorado 80461

PROJECT DESCRIPTION

The District seeks a qualified contractor to provide a complete turnkey cooling installation serving:

- Classroom 175A
- Classroom 175B

The selected contractor shall furnish all labor, equipment, materials, permits, supervision, startup, commissioning, testing, cleanup, and incidentals necessary to deliver a complete operational cooling system.

The District anticipates that ductless mini-split equipment may be appropriate; however, contractors may propose any cooling-only solution that best meets the project requirements.

EXISTING CONDITIONS

Classroom 175A

- Approximately 859 square feet
- Approximately 30-foot ceilings

Classroom 175B

- Approximately 899 square feet
- Approximately 30-foot ceilings

Additional Information

- Large south-facing window wall
- Approximately 45 feet wide by 20 feet high across the two rooms (one window in each room, and then one window is split between the two rooms by a partition wall)
- Existing rooftop electrical service currently consists of 110-volt single-phase power and is accessible to the likely location of the mini-splits
- Electrical modifications may be proposed if required

No site walkthrough will be conducted due to the expedited procurement schedule.

Submission of a proposal indicates the contractor has reviewed the available information and accepts responsibility for identifying assumptions made in preparing the proposal. Contractors shall verify field conditions prior to installation.

SCOPE OF WORK

The contractor shall provide a complete turnkey installation including, but not limited to:

- Cooling load evaluation and equipment sizing
- Furnishing all equipment
- Indoor units
- Outdoor condensing units
- Refrigerant piping
- Line hide where appropriate
- Condensate drainage
- Mounting hardware
- Electrical connections
- Controls
- Wall and roof penetrations
- Sealing and weatherproofing
- Startup
- Commissioning
- Functional testing
- Owner training
- Final cleanup

All work shall comply with applicable federal, State of Colorado, local building, mechanical, electrical, and energy codes.

EQUIPMENT REQUIREMENTS

Contractors shall propose equipment appropriate for operation in Leadville, Colorado.

Proposals shall include:

- Manufacturer
- Model numbers
- Total cooling capacity (BTU/hr and Tons)
- Number of indoor units
- Number of outdoor units
- Electrical requirements
- Refrigerant type
- Warranty information

Contractors shall clearly explain the basis used to size the proposed equipment.

ELECTRICAL

The contractor shall evaluate existing electrical service.

If electrical upgrades are required, they shall be clearly identified.

The contractor shall include all wiring, disconnects, overcurrent protection, conduit, and associated electrical work required for a complete operational installation.

FUTURE BUILDING AUTOMATION SYSTEM COMPATIBILITY

The proposed cooling system shall be capable of future integration with the District's existing **Alerton Compass 2 Building Automation System (BAS)**. Equipment and controls shall be compatible with industry-standard open communication protocols (such as BACnet) or otherwise support future integration without requiring replacement of major system components.

Integration with the Alerton Compass 2 BAS is **not** included as part of this project and should not be included in the base proposal. However, contractors shall identify any controllers, gateways, communication modules, software licenses, or other components that would be required to facilitate future BAS integration. Proposals shall also identify any equipment limitations that could affect future integration with the District's BAS.

INSTALLATION REQUIREMENTS

The contractor shall:

- Coordinate work with District staff.
- Protect existing finishes.
- Remove all debris.
- Repair any damage caused by installation.

- Obtain required permits.
- Coordinate inspections.
- Complete startup and operational testing.

PROJECT SCHEDULE

Time is of the essence.

The District intends to award immediately following proposal review.

The successful contractor shall:

- Order equipment immediately following award.
- Coordinate installation with District staff.
- Complete installation within four (4) weeks of Notice of Award.

Proposals shall include:

- Equipment lead time
- Earliest installation date
- Estimated completion date

WARRANTY

Provide:

- Minimum one-year labor warranty
- Manufacturer equipment warranty
- Warranty response procedures
- Local service contact

PROPOSAL REQUIREMENTS

Provide:

Company Information

- Company name
- Address
- Contact person
- Colorado license information
- Years in business

Technical Proposal

- Proposed system description

- Equipment specifications
- Cooling capacity
- Equipment layout
- Electrical requirements
- Installation approach
- Assumptions

Project Schedule

- Equipment availability
- Installation schedule
- Completion date

Pricing

Provide itemized pricing including:

- Equipment
- Labor
- Electrical work
- Mounting hardware
- Refrigerant piping
- Permits
- Startup
- Commissioning
- Training

Clearly identify any optional pricing.

References

Minimum two projects of similar size.

Legal Documentation

- W-9
- Certificate of Insurance

EVALUATION CRITERIA

Criterion	Weight
Ability to meet required installation schedule	35%
Cost	30%

Criterion	Weight
Technical approach and equipment	20%
Experience and references	10%
Warranty and support	5%

DISTRICT RIGHTS

The District reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request clarification
- Negotiate with one or more proposers
- Award based on best overall value rather than lowest price

INSURANCE

The successful contractor shall provide proof of general liability insurance and workers' compensation insurance prior to commencing work.

CONTRACT REQUIREMENTS

The successful contractor may be required to execute a written contract acceptable to the District.

The contract shall comply with applicable Colorado law and Lake County School District policies.

ADDITIONAL INFORMATION

Photographs or additional information may be provided by the District upon request.

The contractor shall verify all field dimensions and existing conditions prior to installation.

Submission of a proposal indicates acceptance of these requirements.

