

# Request for Proposal

## For Replacement of Pandemic Building HVAC Unit



2/3/2026

**County of Montcalm**

Brenda A. Taeter  
County Controller/Administrator  
County Controller's Office  
211 W. Main Street  
P O Box 368  
Stanton, MI 48888

**For Replacement of Pandemic Building HVAC Unit**

The following proposal and specifications are to ensure which materials, labor, and services are included to complete the project.

**Location of Project**

County of Montcalm Pandemic Readiness Building: 651 N. State Street, Stanton, MI 48888

**Detailed Specifications to Include**

- Liability insurance of \$1,000,000 minimum required.
- Demo and legally dispose of existing Carrier Packaged unit.
- Provide and install a new Carrier Packaged unit of equal size in its place.
- Installation includes connecting condensate drain trap, connecting to existing supply and return ducts, connecting to high and low voltage electric service.
- Contractor must perform system start up when system has been installed.
- Contractor must acquire all necessary local permits.
- Work to be performed during normal business hours, 7:00am-4:00pm.
- Clearly defined warranty required.

**Note: The County has equipment available for purposes of lifting the unit into place.**

Total Project Cost: \$ \_\_\_\_\_

Additional Cost for Extended Warranty \$ \_\_\_\_\_

**Submission Details****Submission Deadlines**

All bids must be submitted on paper and mailed or delivered to our office, address stated below, no later than:

**12:45pm on Tuesday, February 17, 2026  
Public Opening of bids at 12:50pm on February 17<sup>th</sup>.**

**Please indicate on the outside of the envelope “Replace Pandemic Bldg HVAC Unit RFP”.**

**Submission Delivery Address**

The delivery address for all submissions is:

Brenda A. Taeter  
County Controller's Office  
County of Montcalm  
211 W Main Street  
P O Box 368  
Stanton, MI 48888

**Submission Questions and Clarifications**

You may contact the following persons, if you have any questions or require clarification on any topics covered in this Request for Proposal, no later than 3:00pm on February 11, 2026:

Doug Gietzen  
Director of Buildings & Grounds  
County of Montcalm  
Cell: 989-818-2047  
Email: [dgietzen@montcalm.us](mailto:dgietzen@montcalm.us)

Brenda A. Taeter  
County Controller/Administrator  
County of Montcalm  
Voice: 989-831-7398  
Email: [btaeter@montcalm.us](mailto:btaeter@montcalm.us)

**There will be no mandatory walk-thru scheduled for this project; however, if you'd like to view the current unit/location, please contact Doug at 989-818-2047, at your earliest convenience.**

**Terms of Payment**

- Payment for the project will be made upon completion of the project, unless specified otherwise in contract.
- Any additional work requiring additional cost must be submitted to the Director of Buildings & Grounds and approved in writing (or by signature) before work is performed; additional approved work will become part of the original contract and paid accordingly.

We appreciate your interest in this project.