

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 17th.

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

Brenda A. Taeter
County Controller/Administrator
County of Montcalm
Voice: 989-831-7398
Email: 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.