



**INDEPENDENT SCHOOL DISTRICT NO. 508 ST. PETER.
MINNESOTA**

QUOTATION FORM

June 22, 2026

TO: Mechanical Maintenance Labor Quotation Contractors

St. Peter Public School District #508 is seeking quotes from local mechanical contractors for the purpose of providing mechanical preventive maintenance and repair maintenance for the year of 2021. Specifications and expectations of the mechanical contractor selected to serve the St. Peter School District are outlined below. **Quotations will be received at this office by June 30th, 2026, at 3:00 p.m.**

Quotes to be delivered to: Seth Putz
Director of Operations and Maintenance.
St. Peter Public Schools
100 Lincoln Drive
St. Peter, MN 56082

Please contact Seth Putz at 507-934-5703 ext. 1034 or via email at sputz@stpeterschools.org if you have any questions regarding the specifications or expectations of the mechanical contractor.

SPECIFICATIONS:

- Contract term to be effective July 1, 2026 - June 30, 2029. School reserves the right to reject any or all quotations.
- Minimum of one-hour time charged per call.
- Available 24 hours/day, seven days a week, year-round.
- A minimum of a licensed journeyman is required to be on all calls.
- The maximum charge per event does not exceed \$300. Projects in excess of \$300 will require prior notification from your firm and separate quotations or prior permission to complete work by the Director of Operations and Maintenance.
- Contractor must provide current Mechanical Contractor Bond from the State of Minnesota with submission of this quotation.
- Contractor will provide current certificate of workmen's compensation, and comprehensive general insurance and shall maintain such insurance in full force and effect in all times work is being performed.
- Work commonly requested will include HVAC and Pneumatic troubleshooting, immediate repairs, preventative maintenance, coordination with district controls contractors and other work associated with HVAC systems.
- Preventative maintenance will include inspecting and providing recommendations to HVAC systems at all sites prior to the start of the heating and cooling season.

- Contractor duties shall encompass the initiation of chiller operations and verification of mechanical performance, followed by decommissioning at the conclusion of the summer period.
- Contractor shall furnish proof that all staff possess necessary permits and have completed routine safety and AHERA training. It is further affirmed that all personnel deployed to the premises are certified to perform tasks safely in the presence of asbestos.
- Non-essential situations will be allowed to accumulate and be completed within a reasonable (5 working days) time period.
- A top priority project, as determined by the district, shall be completed within 36 hours of notification. In the event a licensed mechanic from your firm is not available to complete the priority project within 36 hours, the school district retains the right to contract another mechanical firm to complete the work. If your firm is unable to provide a minimum of a journeyman more than twice, the school district retains the right to void the contract.
- In the event a journeyman or master level mechanic from your firm is not available in district-determined emergency situations, the school district shall have the right to contract another mechanical firm to complete the emergency.
- Separate monthly invoices consisting of name of mechanic, labor hours and materials are required for each visit unless negotiated with the Operations and Maintenance Supervisor. Billings submitted to the district business office by the 1st working day of the month shall be paid on or before the 16th of the month.
- The school district reserves the right to purchase all materials, or any portion of materials, directly from the wholesaler. The school district is a tax-free organization.
- Rates will include all the associated costs. Additional charges for mileage, resources needed to complete work and time to and from shop will not be accepted.
- The School district retains the right to terminate this agreement at the end of each contract year with a 30 day notice to the contractor.

HOURLY RATE PER LICENSED JOURNEYMAN \$ 1st year = \$110.00,
2nd year = \$112.00, 3rd year = \$114.00 p e r / h r

NAME OF PRIMARY MECHANIC ASSIGNED TO SAINT PETER SCHOOLS

CONTRACTOR MECHANICAL CONTRACTOR BOND NUMBER_____

CONTRACTOR SIGNATURE AND TITLE

EMAIL ADDRESS

COMPANY NAME

PHONE NUMBER

MAILING ADDRESS

CITY, STATE, ZIP CODE
