

Consider Award of
RFP 2425-129 Maintenance of Roof Top HVAC Systems Contract

1. Background:

The existing contract for the Maintenance of Roof Top HVAC Systems expires on August 31, 2025. SWISD issued a Request for Proposals for the services needed. The District received three (3) proposals on July 29, 2025. The contract period would be from September 1, 2025 through August 31, 2028, with the option of two (2) additional 1-year extensions.

The scope of work includes general annual cleaning, and inspections as part of a preventative program for all Roof Top Units, Furnaces, Burners, Compressor/Condenser Units, Fans, Motors, Bearings, Evaporator Coils, and bi-monthly Filter changes throughout the District.

2. Process:

The proposals were evaluated based on the published selection criteria included in the District's specifications and _____ was selected as the best value for the District.

3. Recommendation:

District staff recommends the Board approve awarding a maintenance contract for the Roof Top HVAC Systems from September 1, 2025 through August 31, 2028, with the option of two (2) additional 1-year extensions for \$ _____ per year to _____.

4. Fiscal Impact:

The \$ _____ per year from budgeted funds.

5. Required:

Board action