



May 7, 2026

County of Newberry

Purchasing Department
Request for Proposals # 2026-09

HVAC Maintenance for County Facilities

Proposals are due June 3, 2026 no later than 3:00 PM, Local Time

**PLEASE NOTE THAT THE VENDOR IS ULTIMATELY RESPONSIBLE
FOR VERIFYING RECEIPT OF ANY/ALL ADDENDA PRIOR TO THE
PROPOSAL OPENING.**

A. GENERAL REQUIREMENTS

- Specifications, requirements, and inquiry answers may be obtained from the following contact:

Crystal Waldrop, CPPB
Newberry County Procurement Department
1309 College Street
Newberry, S.C. 29108
E-mail: cwaldrop@newberrycounty.gov
Phone: (803) 321-2100

- Proposals will be received at:

Newberry County Courthouse Annex
Procurement Department
Post Office Box 156
1309 College Street
Newberry, S.C. 29108

- Proposals are due June 3, 2026, **no later than 3:00 PM**. Proposals received after this time will be marked “LATE” and will not be considered.
- The deadline for submitting questions is May 20, 2026, by close of business at 5:00 p.m. Questions may be emailed to Crystal Waldrop at the email address above as well as the County Facility Manager, Mac Bartley at mbartley@newberrycounty.gov
- Newberry County reserves the right to reject any or all proposals. Any objections to the specifications/requirements as set forth should be filed in writing prior to the proposal deadline.
- No faxed or e-mailed submittals will be accepted.
- Newberry County will evaluate all qualifying proposals. All requirements in this RFP should be satisfied to ensure that the proposal will qualify for consideration. Newberry County desires to receive proposals only from vendors who can demonstrate the specified qualifications set forth in this RFP. The failure of any submitting firm to demonstrate that its qualifications are consistent with the County’s requirements and expectations will result in that firm’s proposal being disqualified.
- The County shall not be liable for any expenses incurred in connection with preparation of a response to this solicitation. Vendors should prepare a

straightforward and concise description of their ability to meet the requirements of this document.

- All requested information should be provided in order for a proposal to be considered responsive. However, any firm submitting information that is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall, at the County's sole discretion, be disqualified from consideration.
- All ideas that meet or exceed the minimum requirements will be considered.
- Addenda to this RFP will be posted on the Newberry County Procurement Department's website (www.newberrycounty.gov/purchasing/solicitations). PLEASE NOTE THAT THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING ITS RECEIPT OF ANY AND ALL ADDENDA PRIOR TO THE PROPOSAL OPENING.
- Feel free to contact Crystal Waldrop via email at cwaldrop@newberrycounty.gov if any questions arise. No interpretations or clarifications of the meaning of the instructions or Scope of Services will be made orally (except for general information). Every request for such interpretation should be in writing, addressed to Crystal Waldrop, Purchasing Director and in order to be given consideration must be received at least seven days prior to the advertised date of opening. Any and all such interpretations and any supplemental instructions will be provided in the form of written addenda and will become supplemental to this Request for Proposal.

Crystal Waldrop, CPPB
Purchasing Director

C. QUALIFICATIONS SUMMARY

Each vendor responding to this RFP must demonstrate its experience in its capability to maintain the services herein. Consideration will be given to the following:

- Evidence that Proposer is registered in the State of SC as a licensed mechanical contractor and in good standing.
- Evidence that the Proposer has adequate manpower to meet the maintenance schedule of this solicitation.
- Proposer must provide reliable references of similar size and scope.
- Evidence that the Proposer can accommodate emergency on-call issues with facilities that County staff cannot address during normal business hours.

D. MANDATORY REQUIREMENTS FOR PROPOSALS

The following items require a response from your firm. If a response is not received, your proposal may be automatically disqualified. Please follow the format below:

Newberry County requires that proposals be easily understood. Include all information requested, but do not include unnecessary or extraneous information. Responses should be concise, and all reasonable care should be taken to limit responses to pertinent information. Additional company information is welcome and should be presented as attachments to, not in lieu of, the core response.

Section I – Executive Summary

This section should include a brief overview of the key elements of your proposal. Highlight any features or areas that differentiate your services from competitors.

Section II – Profile

Responses to this solicitation shall include a brief description of the vendor's company to include the years in business, number of employees, service trucks and proof of adequate insurance to perform the scope of services of this request for proposal.

Section III – Cost Information

Responses shall include pricing for the initial year, and two subsequent years of the contract. Discount percentage of new unit replacements, service calls and repairs shall be included in the submittals.

Section IV – Additional Information

1. Provide a brief description of your firm's background in maintenance agreements with government agencies or privately held businesses.
2. Supply at least five (5) references, including the names, titles, and contact information, specifically for maintenance agreements, preferably with government agencies.
3. Demonstrate the firm's ability to maintain the scope of work for this request for proposal.
4. Provide a complete list of litigation involving the firm over the past three years, describing the nature of each suit and the firm's involvement.

E. TERMS AND CONDITIONS

Section I – General Requirements

1. Newberry County reserves the right to accept or reject any proposal, to decide not to award a contract, or to negotiate changes in the proposal submitted by the selected firm.
2. The County reserves the right to award the contract to the next qualified firm if the successful firm does not begin contracted services within the prescribed days stated in the contract.
3. There is no expressed or implied obligation for Newberry County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Nor does this solicitation commit Newberry County to award a contract or to procure any services that may be offered by means of a submission to this request.
4. Any exceptions to terms, conditions, or other requirements in any part of this RFP must be clearly pointed out in the offeror's proposal. Otherwise, the County will consider that all items offered are in strict compliance with this RFP, and the successful proposer will be responsible for compliance.
5. The selected firm shall be required, before awarding of contract, to demonstrate to the complete satisfaction of the County that they have the necessary resources to execute the work in a satisfactory manner and

within the time specified; that they have had experience of a same or similar nature; that they have a past history and references which will assure the owner of the firm's qualifications for executing the work.

6. Upon receipt of this RFP by potential proposers, contact with any elected or appointed official, authority or council member, or employee of Newberry County, other than the contacts listed, initiated by a firm representative to promote the firm's selection may result in disqualification. Timely information to all interested parties with regard to progress in the selection process and its results will be provided to all those vendors who respond to this RFP.
7. The vendor shall provide all equipment required in the performance of this contract as set forth.
8. The selected vendor will not discriminate against any person in accordance with Federal and State laws and regulations.
9. **Sub-contracting of an awarded contract will not be permitted in part or whole, under any circumstances.**
10. In case of default by the vendor, Newberry County Council reserves the right to purchase the services in default in the open market, charging the firm with any additional costs.
11. Newberry County reserves the right to terminate the contract at any time, with 60 days prior written notice, if not satisfied with the quality of service provided or if the Proposer fails to fulfill any of the conditions of this RFP.
12. All firms are hereby placed on formal notice that neither the County Council, nor any employees from Newberry County Government, nor any members who may be involved with the evaluation of the responses, are to be contacted either individually or collectively concerning this solicitation. Vendors who intend to respond to this solicitation are hereby placed on formal notice that they are not to contact members of the County Council, candidates for County Council, or staff members outside regular County Council meetings relating to the selection process, or other meetings specifically scheduled for negotiations. Dinners, lunches, or any other actions that may be interpreted as contrary to these instructions may result in an immediate disqualification of such vendors by the County from further consideration for this work.
13. Indemnity: The Contractor shall indemnify and hold harmless Newberry County, its officers, agents, and employees from and against all losses, costs, damages, expenses, and liabilities caused by an accident or other

occurrence resulting in bodily injury, including death, sickness and disease to any person(s); and against all damage or destruction to property, real or personal, arising directly or indirectly from the work performed by the consultant, its subcontractors, or employees.

Section II – Insurance Requirements

The coverages must be as follows:

Worker’s Compensation	Must provide regardless of number Of employees and state statute
General Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
- Including bodily injury, property damage and contractual liability	
Automobile liability	\$1,000,000 per occurrence
- Including bodily injury and property damage	

The Certificate of Insurance must list Newberry County, SC as the Certificate Holder as well as AN ADDITIONAL INSURED on the General Liability Policy. The box in the bottom right-hand corner must have the word “Prior” inserted after 30 days so that it reads as follows:

Should any of the above-described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days prior written notice to the certificate holder named to the left.

F. PROCEDURES FOR SUBMITTING PROPOSALS

- Questions about the response to this request for proposal should be directed to:

Mailing Address: Crystal Waldrop, CPPB
Purchasing Director
Newberry County Courthouse Annex
Post Office Box 156
Newberry, SC 29108

E-mail: cwaldrop@newberrycounty.gov
Phone: 803-321-1420

- The deadline for questions shall be by close of business at 5:00 p.m. on May 20, 2026.

- Proposals shall arrive at the above listed address no later than **June 3, 2026, at 3:00 p.m.** to be considered. It is the sole responsibility of proposers to ensure timely arrival of any proposal submitted. Responses received after this time will be unopened and will not be considered for evaluation.
- One (1) original of the submitted proposal should be furnished on or before the deadline.
- Responses will be retained as property of Newberry County.
- Proposals should contain an original manual signature of an authorized representative of the responding vendor.
- Newberry County is not liable for any costs incurred by proposers prior to the issuance of a Notice to Proceed.
- The contents of the Proposal of the successful firm may become part of any subsequent contractual obligation.
- Any questions concerning this Request for Proposal should be directed to Crystal Waldrop, Procurement Director at cwaldrop@newberrycounty.gov **And** Mac Bartley, Facilities Manager at mbartley@newberrycounty.gov
- No interpretation or clarification of the meaning of the instructions or Scope of Services will be made orally (except for general information). Every request for such interpretation should be in writing, addressed to Crystal Waldrop, Procurement and in order to be given consideration must be received by the deadline indicated in this solicitation. Any and all such interpretations and supplemental instructions will be provided in the form of written addenda and will become supplemental to this Request for Proposal.

G. SELECTION PROCESS

1. General

The Evaluation Committee will evaluate all qualifying proposals. All requirements of this RFP should be satisfied to ensure that the proposal will qualify for consideration. Newberry County desires to receive proposals only from firms who can demonstrate the specified qualifications mentioned in this RFP.

2. References

Current and previous clients of each vendor that submits a proposal may be approached with specific questions regarding performance.

Responses to these questions will be used as part of the evaluation process.

3. Proposal Evaluation Criteria

The criteria outlined below and described further hereinafter will be used to evaluate the RFPs. The evaluation is based on a total maximum score of 100, with the following point breakdown per category.

<u>REQUIREMENTS</u>	<u>POINTS</u>
A. Qualifications (Licensure, credentials, experience of staff, etc.)	25
B. Experience (Volume and similarity to RFP requirements)	25
C. References (Last 5 engagements)	25
D. Costs associated with annual contract pricing	<u>25</u>
Total Points	100

4. Final Selection

The Evaluation Committee will present their recommendation to the County Council, who will make the final decision.

H. VENDOR INFORMATION FORM

The undersigned, on behalf of the respondent, certifies that; (1) this information is made without previous understanding, agreement or connection with any person, firm, or corporation providing a response to the same document; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the response is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if officially proposed in response to any Request for Proposal accepted by Newberry County, the capabilities identified are guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted response will be their responsibility.

Vendor Name as Registered with the SC Secretary of State

Type of Organization (check one):

Sole Proprietorship **Partnership** **Corporation** **Public Corp.**

Authorized Contact Name Printed

Title

Authorized Signature

Date

Mailing Address

Physical Address

City/State/Zip

City/State/Zip

Phone Number

Fax Number

Company Website Address

E-Mail

Tax I.D. Number

General Description:

Newberry County is soliciting sealed bids to perform regularly scheduled maintenance for all HVAC units at the 35 buildings listed on the attached spreadsheet. The frequency of the maintenance is noted on the spreadsheet.

Contract Term:

Newberry County intends to award the contract to the lowest responsible bidder for an initial three-year term: July 1, 2026-June 30, 2029. The maintenance services are to be priced annually for the duration of the contract period. Newberry County may choose to extend the contract for two subsequent one-year extensions, renewed at the onset of the County Fiscal Year, beginning in July.

Pricing for this solicitation shall be for three years.

Scope of Work:

The work shall include regularly scheduled maintenance to include the following:

- Filter replacement (cleaning where applicable)
- Cleaning indoor and outdoor evaporator coils
- Refrigerant level monitoring
- Condensate drain cleaning
- Electrical wiring inspection
- Treatment for insects and other pests.
- Lubrication on motors and blowers where applicable
- Belt and pulley checks for tensioning and wear
- System leaks
- Thermostat and control calibration
- Check blower motor belts (where applicable)
- Checking electrical components to manufacturer specifications.

All filters, refrigerant and cleaning material costs are to be included in the price.

The vendor shall provide a proposed maintenance schedule for each building for the contract duration.

A detailed maintenance log shall be provided and kept current at each location, a copy of the log for each location will be submitted with each payment application.

Any repair work shall be approved in advance, and a separate purchase order will be issued for each request. Invoicing shall include a breakdown of material and labor costs associated with each request.

State any discounts for service calls, repairs, and unit replacements in your submission. While the County may utilize the awarded vendor for this solicitation for replacement units, it may choose to solicit quotes from other vendors for the purchase of new units if it is advantageous to the County.

Payments will be processed monthly, except for approved repairs.

Site Visits:

A pre-proposal meeting will not be held for this solicitation; however, it is recommended that each bidder acquaint themselves with each location in the scope of work.

Site visits can be scheduled by contacting Mac Bartley at (803)-944-0510 or mbartley@newberrycounty.gov

Exhibit A

**Newberry County
HVAC Maintenance Agreement
Site Locations**

ALL UNITS AT THESE LOCATIONS ARE TO BE SERVICED BI-ANNUALLY

Site	Address	Notes
County Courthouse	1226 College Street	All units & fan coils, not the chiller
Courthouse Annex	1309 College Street	All units
Magistrate's Office	833 Main Street	All units
AG Building	1512 Martin Street	All, ductless units included
Treasurer/Auditor Office	1400 Martin Street	All, ductless units included
Old Service Station	1302 College Street	All units
Community Hall	1207 Caldwell Street	All units
Newberry Square	1840 Wilson Road	All units/suites, not Piedmont Tech
Sheriff's Office	540 Wilson Road	All, ductless units included
Emergency Operations Center	520 Wilson Road	All units
Market Basket Building	1107 Harrington Street	All units
Public Works Office	540 Public Works Dr.	All units
Detention Center	3239 Louis Rich Rd	All units
Pope Building	1119 Harrington St	All units
Helena Comm. Center	902 Giff Street	All units
Airport Terminal Building	1239 Airport Rd	All units
DSS/DHEC Facilities	2115 Wilson Road	All units

GREENHECK ERV AND CLEANING OF DUCT MOUNTED SMOKE ALARMS SHOULD BE SERVICED MONTHLY

Site	Address	Note
Animal Shelter	520 Public Works Drive	All other units bi-annually

ALL UNITS AT THESE LOCATIONS ARE TO BE SERVICED ANNUALLY

Site	Address	Notes
Friendly Fire Station	919 Harrington Street, Nby	All units
Prosperity Fire & Rescue	118 McNeary St., Prosperity	All units
Stoney Hill FD	88 Harmon's Qtr Rd. Prosp.	All units
Whitmire FD	199 Gilliam Street, Whitmire	All units
Pomaria FD	241 Holloway St. Pomaria	All units
Peak FD	56 Rivers Street, Peak	All units
Consolidated FD	3464 SC Hwy 34, Pomaria	All units
Maybinton FD	296 Tyger River Rd, Whitmire	All units
Little Mtn FD	219 N. Boundary St. Lt. Mtn	All units

Silverstreet FD and EMS sub-station	1233 Main St. Silverstreet	All units
Fairview FD	149 Siebert Rd, Prosperity	All units
O'Neal FD	1350 Ira Kinard Rd, Prosperity	All units
Chappells FD	3219 SC 39, Chappells	All units
St. Phillips FD	166 Mud Creek Rd, Prosperity	All units
Indian Creek Substation FD	19324 US 176, Newberry	All units
Newberry Rescue	2327 Adelaide Street, Nby	All units
Whitmire Rescue	26350 US 121, Whitmire	All units

Exhibit B

HVAC Maintenance for County Facilities

Price Proposal Form:

(to be returned with submittal)

Annual Maintenance Fiscal Year 2026-2027: \$ _____

Annual Maintenance Fiscal Year 2027-2028: \$ _____

Annual Maintenance Fiscal Year 2028-2029: \$ _____

Discount Amount (%)
(new unit replacements, services calls and repairs) _____