



# Procurement MEMO

## Request for Quotes

**To:** Prospective Vendors

**From:** Phil Thompson Director of Operations VRT

**CC:** Mike Socha, Transit Manager Central; Sally Dehler Director of Financial Services

**Date:** 6.10.2021

---

**Procurement Project:** Rooftop HVAC replacement (5 Units)

**Procurement Type:** Quote / Fixed Price / Small Purchase / Grant Funded

**Grant #:** 42021-53

**Project Description:** Virginia Regional Transit is seeking competitive quotes for replacement of five rooftop heating and air-conditioning units at its 1099 Brandy Knoll Ct Culpeper Virginia facility. Scope of service may be required to change slightly due to unforeseen needs or obstacles identified during quotation and should be listed as such in a vendors quote. Please see picture of 4 of the 5 rooftop units in “exhibit a”. This project does not include or require replacement of pictured mini-split unit.

**Project Requires Specific Installation of:**

1. Provision of 5 new rooftop HVAC units with comparable BTU’s, airflow and capabilities to original units currently in service.
2. Shipping of units to site.
3. Provision of crane for old unit removal, and new unit installations.

4. Certified professional removal of old units to include disconnection and proper handling / capping / storage of exposed duct, wiring, line-set, gas lines or other appurtenances.
5. Removal and disposal of old HVAC units.
6. Certified professional installation of new HVAC rooftop units in place of old units to ensure rooftop is not damaged at installation or after installation of equipment by providing padding and appropriate wood or composite blocks for units to rest upon.
7. Connection of existing ducts, wiring, line-sets, gas lines, thermostat wires or other appurtenances as needed or required to ensure proper and professional installation free from leaks and free from hazard.
8. Installation of new thermostat for each unit / zone.
9. Sealing of all areas of roof penetration to prevent moisture intrusion.
10. Charging of units with refrigerant as necessary.
11. Testing of Heating and Air-conditioning capabilities after installation
12. Registration of any and all warranties applicable.
13. Removal of all waste and debris from project to include old HVAC units.

### **Additional Expenses**

Quotes shall also list any additional expenses the agency may incur including but not limited to parts, subcontract labor, permits, fees or service contract costs for current or subsequent years if applicable.

### **Quote Provision:**

Quotes should be submitted by email to: [phil@vatransit.org](mailto:phil@vatransit.org)

Or mailed to: Virginia Regional Transit 1099 Brandy Knoll Ct Culpeper, Va. 22701  
ATTN: Phil Thompson

Or hand delivered to: Mike Socha 1099 Brandy Knoll Ct. Culpeper Va. 22701

Quotes should list clearly the total cost of the turnkey project.

### **Deadline for Quote Receipt:**

July 30<sup>th</sup> 2021

**Exhibit A**

