

NORTH PENN FIRE COMPANY

OFFICIAL BID PROPOSAL FORM

Project Name: HVAC Modernization & Replacement Project

Issue Date: August 17, 2026

Submission Deadline: September 17, 2026 by 7:00 PM EST

Submission Location: North Penn Fire Company, Attn: Shawn Hart

INSTRUCTIONS TO BIDDERS

Contractors must complete this form in its entirety. Failure to provide all requested information, itemized breakdowns, or required signatures may result in the immediate disqualification of the bid. Attach additional technical specification sheets, manufacturer warranties, and proof of licensing/insurance as appendices.

1. BIDDER IDENTIFICATION & CORE QUALIFICATIONS

Company Profile

- **Legal Business Name:** _____
- **Corporate Address:** _____
- **City, State, ZIP:** _____
- **Primary Contact Person / Title:** _____
- **Phone Number:** _____ **Email:** _____
- **Web Address:** _____

Licensing & Certifications

- **State Contractor License Number:** _____
 - **HVAC / Mechanical License Number:** _____
 - **EPA Refrigerant Certification No (if applicable):** _____
 - **Federal EIN / Tax ID Number:** _____
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2. BASE BID PRICING & COST BREAKDOWN

The bidder agrees to perform all work described in the project specifications, including code compliance, site preparation, permitting, component removal, installation, and final balancing for the lump sum stated below.

Total Base Bid Figure

- **Total: \$** _____

Itemized Cost Allocations

Provide a direct transparency breakdown of the total base bid price.

Line Item	Description of Cost Element	Total Cost
01	Engineering, Permits, and Initial Site Surveys	\$ _____
02	Removal and Demolition of Legacy HVAC Equipment	\$ _____
03	Procurement of Core Equipment (RTUs, Split Systems, Controls)	\$ _____
04	Ductwork Modification, Dampers, Ventilation, and Piping	\$ _____
05	Direct Mechanical & Electrical Installation Labor	\$ _____
06	Controls Integration, Testing, Adjusting, and Balancing (TAB)	\$ _____
07	Contingency / Administrative Overhead / Project Management	\$ _____
TOTAL	Sum of Lines 01 through 07 (Must match Total Base Bid above)	\$ _____

Alternates / Optional Add-ons

(The Fire Company reserves the right to accept or reject any alternate bid items independent of the Base Bid.)

- **Alternate 1: Multi-Year Preventive Maintenance Contract (Years 1–3)**
Add/Deduct: \$ _____
 - **Alternate 2: Upgrade to High-Efficiency Variable Refrigerant Flow (VRF) Units**
Add/Deduct: \$ _____
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3. EQUIPMENT & DESIGN SPECIFICATIONS COMPLIANCE

Bidders must state the primary equipment brands and models proposed for this project to ensure safety, industrial grade capacity, and building compatibility.

Equipment Type	Proposed Manufacturer	Model / Series Number	SEER2 / EER / Efficiency Rating
Primary Rooftop Units (RTUs)			
Split System Condensers			
Furnaces / Air Handlers			
Smart Thermostats / Building Automation Controls			
• Compliance Statement: Does the proposed equipment meet or exceed all specifications outlined in the Request for Proposal (RFP)? ☐ YES ☐ NO <i>(If NO, attach a comprehensive list of deviations and architectural rationale).</i>			

4. PROJECT TIMELINE & MILESTONES

The Fire Company operates 24/7/365 as an emergency response facility. Minimize disruptions to active operations during execution.

- **Estimated Mobilization / On-Site Start Date:** _____
- **Guaranteed Full Project Substantial Completion Date:** _____
- **Total Estimated Work Weeks Required:** _____

Critical Operations Continuity Plan

Briefly outline how your crew will maintain ventilation, temperature regulation, and apparatus bay accessibility during system changeover:

5. SUBCONTRACTOR REGISTRATION

List all third-party sub-contractors (e.g., electrical, structural rigging, crane operations) to be utilized on this project. If none, write "None".

1. **Subcontractor Name:** _____ **Trade:** _____

License #: _____

2. **Subcontractor Name:** _____ **Trade:** _____

License #: _____

6. MANDATORY LEGAL DECLARATIONS & NON-COLLUSION

Non-Collusion Affidavit

By checking this box and executing below, the bidder certifies under penalty of perjury that this proposal is made without any prior understanding, agreement, or connection with any corporation, firm, or person submitting a competing proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. [☐] **I Certified & Agree**

Conflict of Interest Disclosures

Are there any familiar, financial, or political relationships between your organization's management and any officers, board members, or active leadership personnel of the North Penn Fire Company?

☐ **NO**

☐ **YES** (If YES, clarify context here):

7. EXECUTION & ACKNOWLEDGEMENT

The undersigned contractor hereby declares they have carefully examined the Scope of Work associated with the job site, project specifications, and local code demands. They guarantee that the stated prices cover all hidden conditions accessible and may request standard pre-bid walkthrough by contacting S. Hart @ shawn.hart@northpennfire.com.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date Signed: _____