

REQUEST FOR PROPOSAL

Services Requested: Replacement of three (3) Roof Top Units

Property Locations: RTU #1	RTU #2	RTU #3
American Red Cross 2401 N. Reserve St., Suite #6 Missoula, MT 59808	Buff City Soaps 2230 N. Reserve St., Suite 450 Missoula, MT 59808	Rent-A-Center 2230 N. Reserve St., Suite 115 Missoula, MT 59808

Gateway Limited Partnership (“**Owner**” or “**GLP**”) is requesting proposals to replace three (3) HVAC units, one at each of the above-referenced properties.

Contractors (“**Contractor**”, “**Company**”, “**your**” or “**you**”) are hereby invited to submit a statement of qualification and a proposal to provide these services in accordance with this request for proposal (“**RFP**”).

1. RFP SCHEDULE

Issue Date	February 20, 2026
Pre-proposal Site Visit	March 10, 2026
Proposal Submissions Due	March 31, 2026 at Midnight
Notification of Award	April 21, 2026

Proposals will only be considered if all requested documents are submitted in a complete package. The information outline represents the minimum requirements for qualification. Your statement of qualifications should include company history, key principals, safety program details, and appropriate licenses. The selected contractor will be required to enter into an agreement based on the specifications outlined in this RFP.

The property is managed by the Washington Corporations’ Facilities Department.

2. SCOPE OF WORK

2.1 **See the scope of work (“SOW”) for details.**

The SOW includes the following documents:

1. SOW (3 pages)

2.2 Any modifications to the SOW shall require a formal change order which must be mutually agreed upon in writing and executed by both parties.

3. PRE-PROPOSAL SITE VISITS

Contractors are strongly encouraged to thoroughly examine the property prior to submitting a proposal and fully understand the conditions that may affect their proposal. Failure to conduct a site visit will not relieve the Contractor from the obligation to perform satisfactorily under the terms of their proposal. **A pre-proposal site visit is scheduled for Tuesday, March 10, 2026 at 11:00 A.M. meeting in the rear lot behind the American Red Cross building, 2401 N. Reserve St., Missoula, MT 59808.**

4. PRE-PROPOSAL QUESTIONS

All questions concerning this RFP and all correspondence must be submitted in writing by contacting:

Brian Brush, bbrush@washcorp.com
cc: maintenancebids@washcorp.com

Questions will not be accepted by phone. All questions must include contractor's name and email address and be submitted 72 hours prior to proposal due date.

5. QUALITY CONTROL & SUBCONTRACTING

Work performed under this proposal shall be performed in accordance with a contract between you and Owner. If the contract allows, subject to approval in writing by Owner's representative, you may subcontract any work to be performed under this contract. However, subcontracting any part of the work does not relieve you from any responsibility or liability under this contract. Work must be successfully completed in accordance with all applicable state and federal regulations and laws.

6. INSURANCE REQUIREMENTS

Contractor and all subcontractors shall procure and maintain the following types and limits of insurance for the duration of this Agreement:

<u>Type of Insurance</u>	<u>Limits of Liability</u>
Worker's Compensation	Statutory
Employer's Liability	\$1,000,000
Commercial General Liability – Personal Injury/Property Damage	\$1,000,000 combined single limit per occurrence; \$2,000,000 aggregate
Automobile Liability – Bodily Injury And Property Damage -Hired car, owned and non-owned autos	\$1,000,000 combined single limit per occurrence

Owner shall be an additional insured on Contractor's commercial general liability and automobile liability policies, including a waiver of subrogation on both policies in favor of GLP.

A signed Certificate or Certificates of Insurance shall be furnished to Owner before work is performed or furnished by Contractor. Contractor shall provide notice to Owner in accordance with the insurance policy of any change, modification, cancellation or termination of any insurance policy.

Contractor shall proactively provide Owner with updated insurance certificates on an annual basis.

7. PROPOSALS

7.1 Proposals are due by **11:59 P.M. Tuesday, March 31, 2026**

PROPOSALS must be submitted online at: <https://maintenancebid.washcorp.com>.

Bid Detail/Proposal must be priced according to this schedule of values:

Item	Description	AMOUNT
1	Mobilization/Installation	
2	Cost of labor per hour	
3	Cost of 3 HVAC units	
4	Other Costs not specified*	
TOTAL COST OF PROJECT		

* Contractor's bid shall include costs of all equipment, fuels, materials, insurances, fees and transportation costs associated with all aspects of the work.

7.2 Required Documents (Current contractors only need to submit the proposal, a list of subcontractors, and work schedule)

- Proposal (broken out in line items the same as the schedule of values above)
- List of any/all Subcontractors
- Schedule of work
- Statement of qualification & certifications
- Licenses – Business, etc.
- Sample invoice
- References - three to five independent references required
- Certificate of insurance evidencing current coverage as noted in this RFP

All contractors submitting a proposal may be subject to a background check.

8. CONTRACTOR QUALIFICATIONS

- 8.1 Contractor certifies that they have completed within the past three (3) years a minimum of three (3) projects of similar nature and scope of work.
- 8.2 Contractor maintains a permanent place of business with a minimum of five (5) years in the business.

9. OWNER RESERVATIONS

- 9.1 Owner reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Owner to be in the best interests of Owner even though not the lowest bid.
- 9.2 Owner reserves the right to negotiate any and all elements of any proposal.

Disclaimer

By submitting a proposal, Contractor acknowledges that the services specified in this RFP are not intended to express every detail of the services to be provided by Contractor and Contractor hereby represents that it is experienced and competent in providing HVAC services that meet or exceed generally accepted practices commensurate with those provided by other companies that provide such services in this region of the United States.

****End of RFP****