



**CITY OF  
Federal Way**  
**HVAC (mini split) – Quote Sheet**  
 33325 8<sup>th</sup> Ave S., Federal Way, WA 98003-6325

Company Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROJECT SUMMARY:** The City of Federal Way Parks Department is requesting quotes for *HVAC (mini split) design and installation* as well as on-going maintenance services: **LOCATIONS:** All City of Federal Way facilities within the City limits.

1. HVAC services shall include but not be limited to, installation of a Mini Split Air Conditioner and Heat Pump (contractor recommendation of product), maintenance of existing furnaces, heat pumps and mini split systems within current satellite facilities (excluding City Hall and Federal Way Community Center).
2. Please list your preferred manufacturer and justification.
3. HVAC Mini Split Bid pricing shall include entire design and installation, as well as thermostat installation to control comfort levels.
4. Contractor and employees shall be trained and skilled to perform all related services, and have experience with all types of interior/exterior paint materials and all work shall be performed per manufacturer’s recommendation.
5. Contractor shall be responsible for entire design, permitting, electrical and installation.
6. Installation dates will be determined upon selection of contractor.
7. Contractor provided materials for on-going maintenance (not the mini split system) will be marked up at an agreed upon percentage rate above wholesale, per contract. All invoices shall be required to include wholesale cost.
8. City of Federal Way reserves the right to solicit quotes on any additional HVAC services outside of the scope included in this quote sheet.

**QUOTES:** Please submit the following rates which will be the basis for invoicing HVAC (mini split) installation work. Rates should be based upon **prevailing wages**.

Mini Split Air Conditioner and Heat Pump Bid

Materials charged at \_\_\_\_\_ % mark up above wholesale cost                      Labor   \$   \_\_\_\_\_ /hr

Product Description and Justification

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Warranty Term & Guarantee for Temperature Control and Comfort:

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On-going Maintenance Services

Materials charged at \_\_\_\_\_ % mark up above wholesale cost                      Labor   \$   \_\_\_\_\_ /hr

**SELECTION CRITERIA:**

Responsiveness to quote – 25%                      Ability and history to complete this type of contract – 25%                      Price – 50%

All quotes must be received no later than 2:00 PM, ~~November 15~~<sup>December 2<sup>nd</sup></sup>, 2019. Questions may be referred to Autumn Gressett at (253) 835-6914 or [autumn.gressett@cityoffederalway.com](mailto:autumn.gressett@cityoffederalway.com). All quotes must be received in paper copy and sent to Attn: Dana AlMBERG, Finance, please include 3 copies with your submission.