

OGEMAW COUNTY  
REQUEST FOR PROPOSALS (RFP)  
AIR HANDLING UNIT TEMPERATURE CONTROL SYSTEM UPGRADES

Ogemaw County Building  
806 W. Houghton Avenue  
West Branch, MI 48661  
Proposal Submission Deadline: November 13, 2026

1. PURPOSE

Ogemaw County is soliciting sealed proposals from qualified heating, ventilation, and air conditioning (HVAC) temperature control contractors to provide all necessary labor, equipment, materials, programming, and technical services to replace and upgrade outdated controllers serving four (4) Air Handling Units (AHUs) at the Ogemaw County Building.

The purpose of this project is to improve the reliability, efficiency, and functionality of the existing temperature control system while ensuring full integration with the County's current building temperature control infrastructure.

2. SCOPE OF WORK

The selected contractor shall furnish all necessary labor, materials, equipment, programming, and technical services required to complete the temperature control system upgrades for four (4) existing Air Handling Units.

A. Equipment to Be Controlled and Monitored

The project shall include the following:

- Four (4) existing Air Handling Units serving the Ogemaw County Building.
- Integration of all upgraded controls into the existing Temperature Control System.
- Distech Unitary Controllers are compatible with the existing system.
- Hot-water and chilled-water control valves to be installed by others.
- All pertinent input/output sensors are required for proper system operation.

B. Installation and System Integration

The contractor shall be responsible for:

1. Removing or replacing outdated temperature control components as necessary.
2. Furnishing and installing new Distech Unitary Controllers for the four Air Handling Units.
3. Providing all necessary wiring, connections, sensors, and related control materials.
4. Integrating the new controllers into the existing building Temperature Control System.
5. Coordinating with other contractors responsible for the installation of hot water and chilled water control valves.
6. Ensuring that all new control components are compatible with existing equipment and systems.
7. Completing all installation work in accordance with applicable codes, manufacturer specifications, and industry standards.

### 3. SYSTEM PROGRAMMING AND GRAPHICS

The selected contractor shall provide complete system programming and graphics implementation, including:

1. Programming all new controllers for proper operation of the four Air Handling Units.
2. Establishing appropriate operating sequences, temperature setpoints, and control functions.
3. Integrating all applicable input/output sensors and control valves.
4. Implementing updated graphics within the existing Temperature Control System.
5. Ensuring that authorized County personnel can monitor and adjust system operations through the existing interface.
6. Testing communication between the upgraded controllers and the existing system.

### 4. SYSTEM START-UP AND CHECK-OUT

Upon completion of installation, the contractor shall perform comprehensive system start-up, testing, and operational verification.

The contractor shall:

1. Verify proper operation of all four Air Handling Units.
2. Confirm functionality of all installed controllers and sensors.
3. Test the applicable hot-water and chilled-water control functions.
4. Verify proper communication and integration with the existing Temperature Control System.
5. Confirm that programming and graphics are functioning as intended.
6. Correct deficiencies identified during system start-up and testing.
7. Provide the County with documentation confirming satisfactory completion and operation of the system.

### 5. OWNER TRAINING

The selected contractor shall provide training to designated personnel of the Ogemaw County Maintenance Department.

Training shall include:

1. Basic operation of the upgraded temperature control system.
2. Monitoring and adjusting temperature setpoints.
3. Understanding system graphics and operational displays.
4. Identifying alarms, faults, and common troubleshooting issues.
5. Procedures for requesting technical assistance and warranty service.

Training shall be included in the total proposed project cost.

### 6. WARRANTY REQUIREMENTS

The successful contractor shall provide the following minimum warranties:

#### A. One-Year Parts Warranty

A minimum one (1) year warranty covering parts and equipment supplied under the contract.

#### B. Three-Year Installation Satisfaction Warranty

A minimum three (3) year installation satisfaction warranty covering the quality of the installation.

The contractor shall identify all warranty terms, limitations, exclusions, and procedures for obtaining warranty service in the proposal.

## 7. CONTRACTOR RESPONSIBILITIES

The contractor shall:

1. Furnish all labor, equipment, materials, tools, and supervision necessary to complete the project.
2. Coordinate project activities with the Ogemaw County Maintenance Department Head.
3. Minimize disruption to normal County Building operations.
4. Maintain a safe work environment throughout the project.
5. Protect existing County property, equipment, and building systems from damage.
6. Remove and properly dispose of obsolete components and installation debris.
7. Obtain prior County approval before performing additional work that would increase the approved contract price.
8. Provide all final system documentation, programming information, and applicable access credentials to the County upon project completion.

## 8. PROPOSAL REQUIREMENTS

Interested contractors shall submit a written proposal containing:

1. Company name, address, telephone number, and contact information.
2. Description of the contractor's qualifications and experience with HVAC temperature control systems.
3. Experience installing and programming Distech controllers and integrating them with existing building automation systems.
4. Detailed description of the proposed equipment, materials, and installation services.
5. Proposed project schedule, including estimated start and completion dates.
6. Itemized project pricing.
7. Warranty information confirming the required one-year parts warranty and three-year installation satisfaction warranty.
8. At least three professional references for similar projects, if available.
9. Identification of any exclusions, additional costs, or work to be performed by others.

## 9. PROPOSAL PRICING

Contractors shall provide a detailed cost proposal for the following:

Description Proposed Cost

Distech Unitary Controllers – 4 AHUs \$ \_\_\_\_\_

Input/output sensors and related control materials \$ \_\_\_\_\_

Installation labor and materials \$ \_\_\_\_\_

Integration into existing Temperature Control System \$ \_\_\_\_\_

System programming \$ \_\_\_\_\_

Graphics implementation \$ \_\_\_\_\_

System start-up and check-out \$ \_\_\_\_\_

Owner training \$ \_\_\_\_\_

Other costs (specify) \$ \_\_\_\_\_

TOTAL PROJECT COST \$ \_\_\_\_\_

The total proposal price shall include all labor, materials, equipment, programming, training, and other services necessary to complete the project as specified.

Others should install hot-water and chilled-water control valves. Contractors shall clearly identify whether furnishing the valves is included in their proposal.

#### 10. INSURANCE REQUIREMENTS

The successful contractor shall provide proof of appropriate liability insurance at the time of contract signing and before beginning work.

Insurance coverage shall remain in effect throughout the project.

#### 11. PROJECT COORDINATION AND INSPECTION

The Ogemaw County Maintenance Department Head shall serve as the primary County contact for project coordination.

Contractors may be required to inspect the existing equipment and Temperature Control System before submitting a proposal to ensure compatibility and accurate pricing.

All work shall be subject to inspection and acceptance by Ogemaw County.

#### 12. EVALUATION OF PROPOSALS

Ogemaw County will evaluate proposals based on the following:

- Contractor qualifications and relevant experience.
- Compatibility with the existing Temperature Control System.
- Quality and suitability of proposed equipment.
- Total project cost.
- Proposed project completion schedule.
- Warranty coverage.
- References and demonstrated ability to complete similar projects.
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The County reserves the right to select the proposal that is in its best interests and is not obligated to accept the lowest-priced proposal.

#### 13. SUBMISSION OF PROPOSALS

Sealed proposals shall be clearly marked:

"RFP – OGEMAW COUNTY AIR HANDLING UNIT CONTROL UPGRADES"

Proposal Deadline: November 13, 2026 by 4:30 pm.

Submit to:

Ogemaw County Administrator's Office  
806 W. Houghton Avenue  
West Branch, MI 48661 or [zyskf@ocmi.us](mailto:zyskf@ocmi.us)

#### 14. RESERVATION OF RIGHTS

Ogemaw County reserves the right to accept or reject any or all proposals, waive informalities, request additional information, and negotiate contract terms in the best interests of the County.

Issuance of this Request for Proposals does not oblige Ogemaw County to award a contract or reimburse costs incurred in preparing or submitting proposals.