

Invitation to Submit Sealed Bids – HVAC Heat Pump Systems Installation

Dear Prospective Bidder,

Eastern Idaho Community Action Partnership (EICAP) is requesting sealed bids from qualified HVAC contractors for the furnishing and installation of multiple single-zone and multi-zone ductless and ducted heat pump systems at our facility. The scope of work is detailed in the attached HVAC Specifications and supporting documents.

Bids must be submitted in accordance with the requirements outlined in the specifications and shall include all labor, materials, equipment, coordination, testing, commissioning, and documentation necessary to provide a complete and fully operational system.

Sealed bids must be received no later than **10:00 am, . MDT, on May 1, 2026**, at the following location:

Physical Delivery:

935 E. Lincoln Road
Idaho Falls, ID 83401

If submitting by mail:

Mailing Address:

PO Box 51098
Idaho Falls, ID 83405

You can also email bids to purchasing@eicap.org

Late bids will not be accepted. The exterior of the envelope must be clearly marked: **“Sealed Bid - HVAC Heat Pump Systems.”**

Bid Opening:

Sealed bids received by the submission deadline will be publicly opened and read at **10:00 a.m. on May 5, 2026**, at the offices of Eastern Idaho Community Action Partnership, located at 935 E. Lincoln Road, Idaho Falls, Idaho. Only bids received in accordance with the submission requirements will be opened. Bidders or their authorized representatives are welcome to attend.

All bidders are responsible for reviewing the project specifications, attachments, and site conditions prior to submitting a bid. Questions or requests for clarification must be submitted via email to purchasing@eicap.org no later than **April 27, 2026**. Responses will be issued by email.

EICAP reserves the right to reject any or all bids, waive informalities, and award the contract in the best interest of the organization.

Thank you for your interest in this project. We look forward to receiving your submission.

Sincerely,

Eastern Idaho Community Action Partnership (EICAP)

BID FORM - HVAC

Project: _____
Bidder: (Legal Company Name) _____
Address: _____
Phone: _____ **Email:** _____
State License #: _____

The undersigned bidder certifies that they have:

- Examined the project site (or made themselves familiar with site conditions),
- Reviewed all HVAC specifications, drawings, and attachments, including **Attachment A and B.**
- Included all labor, materials, equipment, supervision, coordination, startup, commissioning, and documentation necessary to provide a **complete, code-compliant HVAC installation** in accordance with the specification.
- This project exceeds \$2,000 and is therefore subject to Davis-Bacon requirements. Current Davis-Bacon Wage Determinations are attached for your reference, and compliance with these wages is mandatory. Contractors will be required to submit Davis-Bacon payroll documentation on a weekly basis.

Total Lump Sum Bid Price:
\$ _____

Eastern Idaho Community Action Partnership (EICAP) will award the contract to the lowest responsible bidder for the HVAC project; however, EICAP reserves the right to reject any and all bids.

Does your bid include Davis-Bacon prevailing wages.

YES NO

Bid Valid For: _____ Days

Proposed Start Date: _____

Estimated Completion Duration: _____ Calendar Days

This project needs completed by October 31, 2026.

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

HVAC SPECIFICATION

Multiple Single-Zone and Multi-Zone Ductless & Ducted Heat Pump Systems

1. GENERAL

1.1 PROJECT DESCRIPTION

Provide all labor, materials, equipment, supervision, and coordination necessary to furnish and install multiple single-zone and multi-zone ductless and ducted heat pump systems serving offices, conference rooms, hallways, and common areas as specified in attachment A.

All systems shall provide **independent temperature control** for designated priority spaces, regardless of the operation of other systems within the building.

1.2 CONTRACTOR RESPONSIBILITIES

The HVAC Contractor shall be responsible for the following:

- Review existing site conditions and verify dimensions, routing, and availability of utilities prior to bidding.
- Coordinate all work with electrical, roofing, and other affected trades.
- Provide all labor, tools, materials, testing, startup, commissioning, and documentation required for a complete and fully operational HVAC system.
- Comply with all applicable federal, state, and local codes, ordinances, and regulations.
- Install all equipment in accordance with manufacturer's written instructions and industry best practices.
- Engage a licensed Professional Engineer to evaluate existing roof structure and perform load analysis for all rooftop HVAC equipment, including outdoor units, supports, and associated appurtenances. Engineer shall verify structural adequacy and provide written certification prior to equipment installation.

1.3 CODES & STANDARDS

All work shall comply with the latest adopted editions of the following, as applicable:

- International Mechanical Code (IMC)
- National Electrical Code (NEC)
- Local building, mechanical, and fire codes
- Manufacturer installation requirements
- AHRI performance and certification standards

1.4 REFRIGERANT REQUIREMENTS

- All equipment identified by AHRI number shall be **A2L refrigerant compliant**.
- Contractor shall comply with all A2L refrigerant safety requirements, including labeling, ventilation, leak detection (if required), and installation practices per code and manufacturer guidance.

1.5 BIDDER QUALIFICATIONS

- HVAC contractor shall be licensed, insured, and experienced in installation of ductless and ducted inverter-driven heat pump systems.
- Contractor shall be authorized by the equipment manufacturer to install and commission the proposed systems.

1.6 BID BASIS

- Bids shall be based on a **complete, lump-sum turnkey HVAC installation** in accordance with these specifications.
- It is the responsibility of the bidding HVAC contractor to review all drawings, specifications, and site conditions prior to bid submission.
- Failure to identify discrepancies or omissions prior to bidding shall not relieve the contractor of responsibility to provide a complete and operational system.

2. SCOPE OF WORK

2.1 MECHANICAL WORK

Provide and install the following:

- Indoor air handling units including wall-mounted, ceiling cassette, and ducted units as specified.
- Outdoor heat pump condensing units.
- Refrigerant piping (line sets) between indoor and outdoor units, including insulation and supports.
- Condensate drain piping from indoor units to approved interior drain locations or exterior discharge points.
- Reuse of existing ductwork where specified; contractor shall inspect existing ductwork prior to connection. Any repairs, resizing, sealing, or insulation beyond minor connections are excluded unless addressed by change order.
- Individual wall-mounted controllers for each zone.

2.2 ELECTRICAL WORK (COORDINATED)

Unless otherwise noted, the HVAC contractor shall include the following in the bid and coordinate with other trades:

- Furnishing and installation of new electrical panels and/or circuits required to serve HVAC equipment.
- High-voltage power wiring from panels to outdoor condensing units.
- Low-voltage control wiring between indoor units and wall-mounted controllers.
- Electrical disconnects and overcurrent protection for all outdoor units.
- All electrical work shall comply with NEC and manufacturer requirements.

2.3 ROOF PENETRATIONS

- Contractor shall create all roof penetrations required for refrigerant piping, condensate drains, and control wiring.
- Contractor shall have a roofing contractor provide flashing and final sealing of penetrations.
- HVAC contractor shall coordinate exact penetration locations prior to installation.

2.4 STRUCTURAL / ROOF LOAD EVALUATION

Contractor shall retain a licensed Structural Engineer to perform a roof load evaluation for all proposed rooftop HVAC equipment.

Evaluation shall include, but not be limited to:

- Dead loads from outdoor units, curbs, stands, and piping
- Live loads, snow loads, and wind loads as applicable
- Load distribution and point loads at equipment supports

Engineer shall provide stamped calculations and written confirmation that the existing roof structure is adequate to support the proposed equipment in accordance with applicable building codes.

3. INSTALLATION REQUIREMENTS

3.1 REFRIGERANT PIPING

- Provide new refrigerant line sets for all systems.
- Pressure test all piping with dry nitrogen to verify zero leakage prior to evacuation.
- Evacuate systems to manufacturer-required micron levels prior to charging.

3.2 CONDENSATE DRAINAGE

- Gravity drainage shall be used where feasible.
- Provide proper slope, traps, and cleanouts in accordance with code.
- Route condensate to approved interior drain locations or discharge to exterior at nearest practical location.

3.3 CONTROLS

- Provide individual wall-mounted controllers for each room or zone as specified.
- Systems shall operate independently to allow full temperature control in priority areas.

3.4 EQUIPMENT PLACEMENT

- Install indoor and outdoor units in accordance with manufacturer clearance, airflow, and service access requirements.
 - Final locations shall be field verified and coordinated with Eastern Idaho Community Action Partnerships (EICAP) representative prior to installation.
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4. SYSTEM PERFORMANCE REQUIREMENTS

- All systems shall be inverter-driven heat pump systems.
 - Heating and cooling capacities shall meet or exceed the values listed in Section 5.
 - Equipment shall be listed and labeled by a nationally recognized testing laboratory (NRTL).
 - Equipment shall meet or exceed minimum federal efficiency standards in effect at time of bid.
 - HSPF2 rating of 9.2 or greater for each unit.
 - Minimum operating temperature of -13 Fahrenheit.
 - Electrical work is limited to HVAC-related equipment and controls as described herein. Modifications to building electrical service, utility feeders, transformers, or switchgear are excluded unless expressly noted.
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5. SYSTEM ORGANIZATION & EQUIPMENT SCHEDULE

- List number of zones, BTU rating, and AHRI number for each area.
- Attachment B shows a list of which areas could be single zone, and which areas could be multi zone.

| Area No. See Attachment A | Zones (Single or Multi) | Area/Rooms Served | BTU Rating | AHRI# |
|----------------------------------|--------------------------------|-----------------------------|-------------------|--------------|
| A-1 | | WX Directors Office | | |
| A-2 | | Weatherization open Office | | |
| A-3 | | Tech Support Room | | |
| A-4 | | Server Room | | |
| A-5 | | Assistant HR | | |
| A-6 | | HS Deputy Director | | |
| A-7 | | Community Services Director | | |
| A-8 | | Controller | | |
| A-9 | | IT Director | | |
| A-10 | | Purchasing | | |
| A-11 | | Meeting Room | | |
| A-12 | | Ombudsman | | |
| A-13 | | EA Receptionist | | |
| A-14 | | CEO | | |
| A-15 | | CFO | | |
| A-16 | | AAA Director | | |
| A-17 | | HR Director | | |
| A-18 | | HS Director | | |
| A-19 | | Men's Rest Room | | |
| A-20 | | Women's Rest Room | | |
| A-21 | | Facility Manager | | |
| A-22 | | Family Advocates | | |
| A-23 | | Energy Assistance Office | | |
| A-24 | | Aging Open Office | | |
| A-25 | | Reception | | |
| A-26 | | AAA Office & HS Office | | |
| A-27 | | Admin and Fiscal Office | | |
| A-28 | | Break Room | | |

| | | | | |
|------|--|-------------------------------|--|--|
| A-29 | | Conference Room | | |
| A-30 | | Board Room | | |
| A-31 | | Hallway – 110 Sq Ft. | | |
| A-32 | | Hallway – 144 Sq Ft. | | |
| A-33 | | Hallway – 339 Sq Ft. | | |
| A-34 | | Hallway – 153 Sq Ft. | | |
| A-35 | | Hallway – 187 Sq Ft. | | |
| A-36 | | Hallway – 122 Sq Ft. | | |
| A-37 | | Foyer – 436 Sq. Ft. | | |
| A-38 | | Teachers Office – 594 Sq. Ft. | | |

6. STARTUP & COMMISSIONING

- Contractor shall perform startup of all systems.
 - Verify proper heating, cooling, airflow, controls, and safety operation.
 - Provide written commissioning and startup documentation.
 - Systems shall be left fully operational and properly balanced.
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7. EXCLUSIONS & ASSUMPTIONS

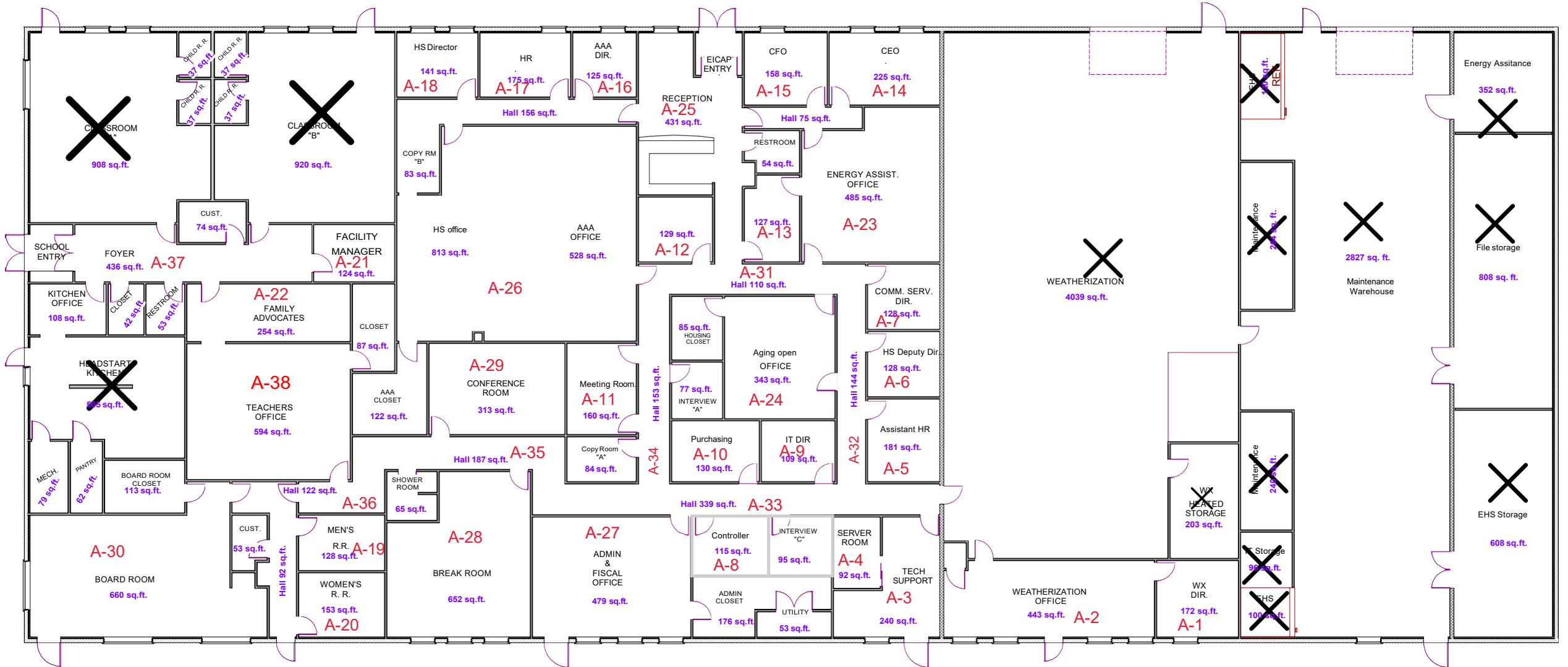
- Structural modifications not expressly listed herein.
 - Roofing repairs beyond flashing and sealing of penetrations.
 - Electrical service upgrades beyond specified panels and circuits unless required by code.
 - Unforeseen conditions requiring additional labor or materials shall be addressed by written change order.
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8. WARRANTY

- Provide manufacturer's standard warranties for all equipment.
 - Contractor shall warrant labor for a minimum period of **one (1) year** from date of substantial completion.
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Attachment A

We do not want anything installed in areas with an X.



Total 25,000 SQ.FT.

This is for bidding information only
 it is upto you the contractor to determine
 which areas are single zone or multi.

Attachment B

SINGLE-ZONE SYSTEMS

| Location | BTU Rating | AHRI# |
|-----------------------------|------------|-------|
| WX Director Office | | |
| Weatherization Office | | |
| Tech Support Room | | |
| Housing Director | | |
| HS Ed Director | | |
| Community Services Director | | |
| AAA Director | | |
| Head Start Director | | |
| HR Director | | |
| Facility Manager | | |
| IT Director | | |
| Fiscal Director | | |
| Executive Director | | |
| Conference Room | | |

MULTI-ZONE & DUCTED SYSTEMS

| Location | BTU Rating | AHRI# |
|--|------------|-------|
| AAA Office & HS Office | | |
| Energy Assist Office, Office 127, Office 129 | | |
| Break Room, Admin & Fiscal, Controller | | |
| HR Assist, Copy Room A, Meeting Room | | |
| Reception & Hallways | | |
| Housing Office & Remaining Hallways | | |
| Hall | | |
| Housing Office | | |
| Board Room | | |
| Teachers Office, Foyer, Family Advocates | | |
