

***East Lake Tarpon Special
Fire Control District***

***REQUEST
FOR PROPOSAL***

**6 Ton HVAC
Replacement(2A)**

RFP Title: RFP #57–2026 HVAC System Replacement(2A) – Station 57

Submission Deadline: February 23, 2026

RFP #57–2026 HVAC System Replacement – Station 57

East Lake Tarpon Special Fire Control District

3375 Tarpon Lake Blvd, Palm Harbor, FL 34685

Issue Date: January 18, 2026

Proposal Submission Deadline: February 23, 2026, 3:00 PM EST

Submission Method: Sealed bid mailed to the address above, Attention: Jason Gennaro

1. Notice to Bidders

The East Lake Tarpon Special Fire Control District (ELTSFCD) is soliciting sealed proposals for the replacement of the HVAC system at Station 57. This RFP provides potential bidders with the necessary information to submit proposals in accordance with the requirements outlined herein.

All proposals must be submitted in a sealed envelope clearly marked:

“RFP #57–2026 HVAC System Replacement – Station 57 DO NOT OPEN” ATTN: Jason Gennaro”

Late proposals will not be accepted.

2. Project Overview

The purpose of this RFP is to procure a qualified contractor to replace the existing HVAC system 2A at Station 57, ensuring reliable climate control and energy-efficient operation. The work must comply with all applicable local, state, and federal codes.

3. Scope of Work

The selected contractor will provide all labor, materials, permits, and equipment necessary to complete the HVAC system replacement, including but not limited to:

- One 6-ton straight cool condensing unit placed and secured on existing pad.

- Crane service to remove existing unit.
- One 6-ton horizontal air handler (Climate Changer model) placed and secured in the “above ceiling” location.
- New coordinating heat strip.
- One new thermostat/control.
- Flush out and connection to existing copper refrigerant lines.
- Electrical hookup to the existing main panel.
- Removal and proper disposal of the existing AC system.
- All additional labor and materials necessary for a complete installation.
- Pull any required permits for work performed.

The contractor shall ensure all work meets manufacturer specifications and industry best practices.

4. Proposal Requirements

Each proposal must include the following:

1. Company information and license number.
 2. Detailed project approach and timeline.
 3. Itemized cost breakdown for labor, materials, and equipment.
 4. Proof of insurance and any applicable certifications.
 5. References for similar projects completed within the past five years.
 6. Any proposed warranties for equipment and labor.
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5. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with RFP requirements.
- Experience and qualifications of the contractor.
- Proposed cost and value.

- Project timeline and ability to meet the required schedule.
- References and past performance.

ELTSFCD reserves the right to reject any or all proposals, waive informalities, and award the contract in the best interest of the District.

6. Submission Instructions

Proposals must be submitted as a sealed bid and mailed to:

East Lake Tarpon Special Fire Control District

Attention: Jason Gennaro
3375 Tarpon Lake Blvd
Palm Harbor, FL 34685

Deadline: February 23, 2026, 3:00 PM EST

Late or incomplete submissions will not be considered.

7. Public Records

In accordance with Florida Statutes Chapter 119, all proposals and related communications are subject to public records requests and disclosure.

Additional Services

If during the contractual period covered by the agreement, additional service is requested by the district, it will be performed at a negotiated rate.

Evaluations of Proposals

1. Proposals will be evaluated using a predetermined method to ascertain which vendor best meets the qualifications and needs of the district. In some circumstances, qualifications may be so similar that oral interviews may have to be arranged to assist in making the final selection. Evaluation considerations will include the following:

- a. Responsiveness of the Proposal is clearly stating the understanding of the work to be performed.
 - b. The quality, availability, and adaptability of the HVAC services to be rendered.
 - c. Technical experience of the vendor.
 - d. Ability, capacity, and skill of the proposer to perform the HVAC replacement.
 - e. Responses of the customer references and reviews.
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General Information

The principal contact with the East Lake Tarpon Special Fire Control District will be the Fire Chief/designee, who will coordinate the assistance to be provided by the East Lake Tarpon Special Fire Control District to the vendor.

Background Information

The East Lake Tarpon Special Fire Control District is a self-governing “independent special fire district” established by the Florida Legislature. It is an independent governmental unit whose primary source of operating funds is ad valorem tax. The East Lake Tarpon Special Fire Control District operates East Lake Tarpon Fire District with 3 fire stations and a total staff of 45 personnel.

Working Papers

Work papers are the property of the vendor and shall be retained for a period of three years and shall be available to inspect and reproduce upon request of the district or its authorized representatives.

Staff Assignment

The district reserves the right to approve or reject staff assigned to the CRA/SOC project.

Manner of Payment

Payments shall be made through our procurement process and Purchase Order tied to ELTSFCD Capital Outlay Expenditures.

Appendix A – Public Entity Crime

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in S.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

All invitations for proposals, as defined by S.287.012(11), requests for proposals as defined by S.287.012(16), and any contract document described by S.287.058 shall contain a statement informing persons of the provisions of the above paragraph.

Appendix B – Insurance Requirements

Indemnification and Insurance Requirements

a. Indemnifications:

The proposer shall hold harmless, indemnify and defend the district, its members, officers, and employees, against any claim, action, loss, damage, injury (whether mental or physical, and including death to persons or damage to property), liability, cost and expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs, caused by the negligent acts or omissions of the proposer, its agents, assigns and employees.

b. Insurance:

1. Without limiting its liability under the contract, the proposer shall procure and maintain at its sole expense during the life of the contract, insurance of the types and in the minimum amounts stated herewith:

TYPE	AMOUNT
Professional Liability	\$1,000,000.00
Comprehensive General Liability	\$1,000,000.00
Comprehensive Automobile Liability	\$1,000,000.00

TYPE**AMOUNT**

Workers' Compensation

As required by law

2. The proposer's comprehensive general liability policy shall include contractual liability on a blanket or specific basis to cover this indemnification.
 3. Such insurance shall be written by a company licensed to do business in the State of Florida and satisfactory to the district. Prior to commencing any work under the contract, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the district.
 4. The insurance shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until 30 days after receipt of written notice by the district.
 5. The proposer shall provide a Certificate of Insurance identifying the district as an additional insured.
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8. Questions

All questions regarding this RFP must be submitted in writing to:

Jared Carlson

Division Chief

Email: jcarlson@elfr.org

Phone: 727-784-8668 ext. 211

Responses to all inquiries will be distributed to all prospective bidders to ensure fairness and transparency.