



1900 Kanawha Blvd. East | Building 9 | Suite 106
Charleston, West Virginia 25305
(304) 558-2200 | WVtourism.com

**REQUEST FOR QUOTATIONS
WEST VIRGINIA DEPARTMENT OF TOURISM
BRAMWELL TRAIN DEPOT – HVAC MAINTENANCE
ARFQ TOR2700000003**

Issued by:
The West Virginia Department of Tourism 1900
Kanawha Boulevard, East
State Capitol Complex, Building 9, Suite 106
Charleston, WV 25305

Date Issued: August 14, 2026

Solicitation Closes: August 31, 2026

1. PURPOSE AND SCOPE

The West Virginia Department of Tourism is soliciting bids to establish an open-end contract with time-and-materials rates for supplementary repairs, preventive maintenance, inspection, repair, and emergency service of HVAC systems at the Bramwell Train Depot Visitor Center, located at 100 Simmons Avenue, Bramwell, West Virginia 24715.

The vendor is required to supply all labor, materials, tools, supervision, and transportation essential for comprehensive service.

2. DEFINITIONS

- 2.1 **Agency** means the West Virginia Department of Tourism or its authorized representative.
- 2.2 **Vendor** means the Contractor awarded this contract responsible for full performance.
- 2.3 **Preventive Maintenance** means scheduled inspection, testing, cleaning, adjustment, and servicing required to maintain equipment in reliable operating condition, including all labor, travel, consumables, and diagnostics.
- 2.4 **Repair** means corrective work necessary to restore equipment to proper operation beyond routine maintenance.
- 2.5 **Emergency Service** means unscheduled service addressing loss of heating/cooling or unsafe conditions.
- 2.6 **Business Hours** means Tuesday-Saturday, 10:00 a.m.–4:00 p.m., excluding holidays.
- 2.7 **Response Time** means the time between Agency notification and Vendor arrival on-site.
- 2.8 **OEM** means the Original Equipment Manufacturer or equivalent part meeting specifications.

3. EQUIPMENT COVERED

- 3.1 Air Handler:
 - 3.1.1 York, Model JHETB36DBCS2N1





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3.1.2 3 Ton, ECM motor, 208/230V, single phase

3.1.3 R-410A refrigerant.

3.2 Outdoor Unit:

3.2.1 York, YH2EE36TB21S

3.2.2 Split-system heat pump, 208–230V single phase

3.2.3 R-410A refrigerant.

3.3 Vendor shall verify field conditions prior to bid.

4. PREVENTIVE MAINTENANCE SCHEDULE

4.1 Vendor shall perform a minimum of two (2) visits annually: Spring cooling preparation and Fall heating preparation.

4.2 Visits shall be scheduled at least five (5) business days in advance.

5. REQUIRED SERVICES

5.1 Air Handler: filter replacement, coil cleaning, blower inspection, ECM motor checks, drain clearing, electrical inspection, thermostat testing, airflow verification.

5.2 Outdoor Unit: condenser cleaning, fan inspection, refrigerant pressure checks, compressor amperage testing, electrical inspection, defrost/reversing valve checks, debris removal.

5.3 System checks: confirm full heating and cooling operation and performance within manufacturer specifications.

6. INCLUDED SERVICES AND CONSUMABLES

6.1 All labor, travel, routine materials, diagnostic time, and consumables including filters shall be included in the base price.

6.2 No separate fees for shop supplies or standard maintenance items shall be permitted.

7. REPAIRS AND PARTS

7.1 Parts shall be OEM or equivalent.

7.2 Replacement parts shall be billed at cost plus the stated markup only.

7.3 No additional fees are permitted.

7.4 All repairs require Agency approval.

8. EMERGENCY SERVICE

8.1 Vendor shall provide twenty-four (24) hours a day, seven (7) days a week availability.



8.2 Response times shall not exceed four (4) hours during business hours and eight (8) hours after hours.

9. DOCUMENTATION AND REPORTING

9.1 Vendor shall provide written service reports after each visit including readings, work performed, deficiencies, and technician signature.

10. VENDOR QUALIFICATIONS

- 10.1 Vendor must be properly licensed in West Virginia
- 10.2 Employ EPA-certified technicians
- 10.3 Maintain required insurance
- 10.4 Possess at least five (5) years' commercial HVAC service experience

11. WARRANTY

11.1 All labor and parts shall carry a minimum ninety (90) day warranty.

12. VENDOR DEFAULT AND REMEDIES

- 12.1 Failure to perform services, meet response times, or comply with specifications constitutes default.
- 12.2 Agency may issue notices to cure. Failure to cure may result in withheld payment, re-performance at no cost, procurement from another source, termination for cause, or other remedies.
- 12.3 Agency may terminate for convenience with thirty (30) days written notice.

13. TRAVEL Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Such costs will not be paid by the Agency.

14. CONTRACT AWARD This Contract will be awarded to the Vendor meeting the required specifications that provides the lowest Total Cost on the Pricing Pages.

15. MISCELLANEOUS

- 15.1. Questions: Any questions submitted concerning the RFQ must be received no later than August 20, 2026, at 12:00 pm ET. Questions must be submitted via wvOASIS or via email to Mary Kemper at Mary.R.Kemper@wv.gov.
- 15.2. Answers will be provided via wvOASIS and the website (<https://wvtourism.com/purchasing/>) to all vendors no later than August 25, 2026, at 4:00 pm ET.
- 15.3. Bid Submissions: Bids must be submitted by August 31, 2026, at 12:00 pm via wvOASIS or via email to Mary Kemper at Mary.R.Kemper@wv.gov.





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16. PRICING PAGE Vendor shall complete the Pricing Pages by inserting the requested information in the appropriate location and performing the calculations necessary to arrive at a total cost. The requested information includes: A monthly cost, an hourly labor rate, a parts multiplier, a total yearly cost, the total labor cost, the total parts cost, and the total cost. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bid being disqualified.

The Pricing Page contains an estimated number of labor hours and an estimated cost for parts. The estimates for labor and parts represent an amount that will be utilized for evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation. Notwithstanding the foregoing, the Department of Tourism may correct errors at its discretion.

An example of a properly completed Pricing Page is shown below for reference purposes only:

Bramwell Train Depot – HVAC Maintenance		
ARFQ TOR2600000026		
<u>Preventive Maintenance:</u>		
Monthly Charge	Months	Total Yearly Charge
\$200	12	\$2,400
<u>Corrective Maintenance:</u>		
Hourly Labor Rate	Estimated Hours	Total Labor Cost
\$50	200	\$10,000
Estimated Parts Cost	Multiplier	Total Parts Cost
\$10,000	1.2	\$12,000
<u>Emergency:</u>		
Hourly Labor Rate	Estimated Hours	Total Cost
\$100	2	\$200
	Total Cost	\$ 24,600



EXHIBIT A: PRICING PAGE CERTIFICATION

Bramwell Train Depot – HVAC Maintenance		
ARFQ TOR2600000026		
<u>Preventive Maintenance:</u>		
Monthly Charge	Months	Total Yearly Charge
\$	12	\$
<u>Corrective Maintenance:</u>		
Hourly Labor Rate	Estimated Hours	Total Labor Cost
\$		\$
Estimated Parts Cost	Multiplier	Total Parts Cost
\$		\$
<u>Emergency:</u>		
Hourly Labor Rate	Estimated Hours	Total Cost
\$		\$
	Total Cost	\$

Representative Name (Print)

Company Name

Authorized Representative Signature (must be a wet signature)

Date

