

# American Legion Post 262

REQUEST FOR PROPOSAL (RFP)

RFP Title: Removal and Replacement of Air Conditioning Ductwork

RFP Number: HVAC-DUCT-2025-01

Issue Date: On or about the week of 11 November 2025

Submission Deadline: 19 December 2025, 2:00 PM EST

Issued By: Patrick Hockley, Commander, Post 262

Contact: Jay Stroup, Post Adjutant, (717) 688-0711

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## 1. INTRODUCTION

American Legion Post 262, Executive Board is seeking qualified HVAC contractors to submit competitive proposals for the complete removal and replacement of existing air conditioning ductwork at:

American Legion Post 262 / 142 Fourth Street, Biglerville, PA 17307

The objective is to improve HVAC efficiency, eliminate air leaks, reduce energy costs, and ensure full compliance with current building codes.

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## **2. PROJECT OVERVIEW**

The existing ductwork within the Post is over 45 years old, shows corrosion, poor insulation, and documented leakage > 20%. The project includes:

- Removal and lawful disposal of all existing ductwork
  - Supply and installation of new insulated ductwork
  - Sealing, testing, air balancing, and commissioning
  - Minimal disruption to ongoing operations (building remains occupied)
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## **3. SCOPE OF WORK**

- Removal of old ductwork throughout the Post 262 building.
- Removal and Disposal of old ductwork in accordance with environmental procedures.
- installation, sealing, insulation, modifying and configuring new HVAC ductwork connections to air conditioning and heating systems.
- Removal and disposal of all associated debris.

### **3.1 Inclusions**

- Conduct site survey and verify existing layout
- Test for asbestos (if > 1980 construction, provide negative report)
- Remove and dispose of all existing ductwork per local regulations
- Supply and install new ductwork:
  - Ductwork type at discretion of the contractor and is considered in the award.
  - Insulation with foil vapor barrier
  - All joints sealed with UL-181 mastic
- Modify or replace hangers, supports, and diffusers as needed
- Connect to existing AHUs, registers, and VAV boxes

- Perform third-party duct leakage test ( $\leq$  5% total leakage)
  - As coordinated with Post Bldg Committee
- Air balance and provide airflow report
- Clean worksite and remove all debris
- Provide as-built drawings (PDF + 1 hard copy)
  - As coordinated with Post Bldg Committee

### 3.2 Exclusions

- ✘ Replacement or repair of HVAC units (AHUs, chillers, etc.)
- ✘ Electrical or plumbing modifications
- ✘ Drywall or ceiling repair (unless damaged by contractor)
- ✘ Painting

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## 4. TECHNICAL SPECIFICATIONS

- Per local building codes.
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## 5. SUBMISSION REQUIREMENTS

Proposals must be submitted in written form via email or single PDF ( $\leq$  25 pages, excluding appendices). **PDF is preferred.** Proposals should include:

1. Cover Letter (signed)
2. Executive Summary (1 page max)
3. Company Qualifications
  - Years in HVAC ductwork
  - State contractor license #
  - Certificates of insurance (GL  $\geq$  \$2M, WC, Auto)
  - 3 recent references (name, phone, project)
4. Technical Approach (step-by-step methodology)
5. Cost Proposal – **\*\*USE BID FORM IN APPENDIX A\*\***
6. Warranty Statement (labor + materials (hardware and equipment))
7. Exceptions to RFP (or state “None”)

### Submission Method:

Email PDF to [Post262@embarqmail.com](mailto:Post262@embarqmail.com); CC: [JW1862@protonmail.com](mailto:JW1862@protonmail.com).

Subject Line: "RFP HVAC-DUCT-2025-01 – [Company Name]"

**Late submissions will not be accepted.**

**6. EVALUATION CRITERIA (100 points total) Scored by Post 262 Building Committee**

Criteria	Weight
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Total Price ...	<b>40 pts</b>
Technical Approach & Compliance ...	<b>25 pts</b>
Experience & References ...	<b>15 pts</b>
Schedule & Availability ...	<b>10 pts</b>
Safety Record & Plan ...	<b>5 pts</b>
Warranty & Support ...	<b>5 pts</b>

**7. PROJECT TIMELINE**

Milestone	Date
RFP Issued	Week of November 10, 2025
Mandatory Site Walkthrough	<i>As scheduled</i>
Questions Deadline	December 5, 2025
Answers/Addenda Posted	Week of December 8, 2025
Proposals Due	December 19, 2025 @ 2 PM
Award Notification	Week of December 29, 2025
Notice to Proceed	Week of December 29, 2025
Substantial Completion	March 28, 2026

**8. TERMS AND CONDITIONS**

- The American Legion Post 262 Board of Directors reserves the right to reject any or all proposals.

- All work subject to prevailing wage (if applicable).
- Payment: 30% deposit, 60% upon installation, 10% retainage released after final test & approval.
- Change orders require written approval.
- Governing law: [State].
- Contractor must carry \$2M General Liability, Workers Comp, and Auto insurance.

**9. APPENDICE**

**APPENDIX A – BID FORM (MANDATORY FORMAT)**

**BID FORM – DUCTWORK REPLACEMENT**

Contractor: \_\_\_\_\_

License #: \_\_\_\_\_

Date: \_\_\_\_\_

**Item | Description**

1. Remove & dispose existing ductwork
2. Supply & install new ductwork
3. Insulation (R-8)
4. Sealing, supports, diffusers
5. Permits & inspections

TOTAL (LUMP SUM) BID PRICE: \$ \_\_\_\_\_

Warranty: \_\_\_\_ years labor / \_\_\_\_ years materials

Project Duration: \_\_\_\_ calendar days from NTP

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**END OF RFP**