

# Proposal

## ("RFP")

### Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair Services

The Upson County Board of Commissioners (the "County") is requesting proposals from qualified contractors to furnish all labor, materials, tools, equipment and insurance needed to perform scheduled preventative maintenance and "as needed" repairs and/or replacements of the heating, ventilation, and air conditioning systems and associated components for the County facilities, including the Upson County Jail.

Key objectives of the County are as follows:

- To establish a scheduled preventative maintenance program for the Cities Recreation facilities HVAC, including emergency repairs and replacement. The County reserves the right to add/delete buildings anytime through the contract with a 30-day written notice.
- Cost efficient and effective HVAC maintenance services.
- Respond to emergency services in a timely manner.
- Minimal interruptions to County operations.
- Ensure consistent and reliable HVAC maintenance services from one contractor.

#### Important Events and Dates

Completed Proposal Package	Email: <a href="mailto:asalter@upsoncountyga.org">asalter@upsoncountyga.org</a>	ASAP
Pre-proposal Meeting	Location: 106 East Lee Street Room 140	Date: January 13, 2026 10:00 a.m.
RFIs must be submitted by January 30. Responses to RFIs will be made to the entire group of contractors.	Email: <a href="mailto:asalter@upsoncountyga.org">asalter@upsoncountyga.org</a>	Date: Deadline for submission is February 5, 2026
Site visits to each facility are mandatory and can be arranged through Paul Nordan.	Paul Norden – Facilities Director 706-741-1975	
Timing and Delivery of Proposal	Email: <a href="mailto:asalter@upsoncountyga.org">asalter@upsoncountyga.org</a>	Date: February 13, 2026
Point of Contact on technical matters	Paul Norden – Facilities Director 706-741-1975	
Addendums	Any updates to the RFP will be addressed as addendums and redistributed to the contractors via email.	

H. Allen Salter, CPA  
Chief Financial Officer & Director of Internal Services  
Upson County Board of Commissioners