



Office (360) 426-5755

100 North Tribal Center Road Skokomish Nation, WA 98584

Fax (360) 877-2399

REQUEST FOR QUOTATION (RFQ)
Medical Clinic HVAC System Replacement / Upgrade
Skokomish Wellness Center

1. REQUEST FOR QUOTATION

The Skokomish Wellness Center is requesting competitive quotations from qualified and licensed HVAC contractors to provide **HVAC assessment, design, replacement, installation, testing, balancing, commissioning, and related services** for the medical clinic.

The purpose of this project is to provide a safe, reliable, energy-efficient, and appropriately controlled heating, ventilation, and air-conditioning system suitable for a functioning medical clinic.

The selected contractor shall provide all labor, materials, equipment, permits, supervision, transportation, disposal, testing, and other services necessary to complete the project.

2. PROJECT OBJECTIVE

The objective of this project is to:

- Replace or upgrade the existing HVAC system as necessary.
 - Improve heating and cooling reliability.
 - Improve indoor air quality and ventilation.
 - Provide appropriate temperature and humidity control.
 - Improve air circulation and comfort throughout the clinic.
 - Address deficiencies in the existing HVAC system.
 - Reduce unplanned maintenance and equipment failures.
 - Improve energy efficiency where practical.
 - Minimize disruption to patient care and clinic operations.
 - Ensure the completed system complies with applicable codes, regulations, and medical-facility requirements.
-

3. SCOPE OF WORK

The contractor shall inspect the existing HVAC system and provide a complete evaluation before beginning work. The scope shall include, but not necessarily be limited to, the following:

A. Existing System Assessment

Contractor shall:

- | | |
|--|--|
| • Inspect existing HVAC equipment. | • Inspect ductwork and distribution systems. |
| • Identify existing heating and cooling equipment. | • Inspect thermostats and controls. |

- Evaluate ventilation and outside-air systems.
- Identify deficiencies, damaged components, or obsolete equipment.
- Evaluate electrical requirements.
- Evaluate condensate drainage.
- Evaluate filters and filtration systems.
- Identify areas with inadequate heating, cooling, or ventilation.
- Determine whether existing equipment can be reused.
- Provide recommendations for replacement, repair, or upgrade.
- Identify any hazardous materials (if applicable)

The contractor shall document existing conditions and identify any conditions that may affect the project.

4. HVAC DESIGN AND SYSTEM REQUIREMENTS

The contractor shall provide an HVAC solution appropriate for a medical clinic environment.

The proposed system shall provide, as applicable:

- Adequate heating capacity.
- Adequate cooling capacity.
- Appropriate outdoor-air ventilation.
- Proper air distribution.
- Temperature control by appropriate zones.
- Humidity control where required.
- Appropriate filtration.
- Reliable thermostat and control systems.
- Accessible filters and service components.
- Appropriate condensate management.
- Energy-efficient operation.
- Safe and reliable operation.
- Appropriate controls for occupied and unoccupied periods.

Contractor shall verify equipment sizing rather than simply replacing existing equipment with equipment of the same size.

5. MEDICAL CLINIC CONSIDERATIONS

Because this is an operating medical clinic, the contractor shall evaluate HVAC requirements for areas including, as applicable:

- Exam rooms
- Treatment rooms
- Procedure rooms
- Laboratory areas
- Medication areas
- Patient waiting areas
- Reception/front office
- Staff work areas
- Restrooms
- Storage areas
- Utility rooms
- Other specialty clinical spaces

The contractor shall identify any spaces requiring special ventilation, pressure relationships, filtration, temperature, or humidity considerations.

Any proposed system shall be reviewed for compatibility with the clinic's patient-care environment.

6. VENTILATION AND INDOOR AIR QUALITY

The contractor shall evaluate the existing ventilation system and provide recommendations to improve indoor air quality.

Work may include:

- Outside-air intake evaluation.
- Exhaust system evaluation.
- Air exchange evaluation.
- Ductwork inspection.
- Filter replacement or upgrade.
- Air filtration improvements.
- Ventilation balancing.
- Identification of areas with inadequate airflow.
- Correction of significant airflow deficiencies.

Where applicable, the contractor shall design and install systems consistent with current requirements for healthcare and outpatient medical facilities.

7. DUCTWORK

The contractor shall inspect existing ductwork and determine whether it is suitable for continued use.

Work may include:

- Repairing damaged ductwork.
- Sealing duct joints.
- Replacing deteriorated duct sections.
- Insulating ductwork where necessary.
- Reconfiguring ductwork.
- Cleaning ductwork where required.
- Replacing inadequate registers/diffusers.
- Balancing airflow.

Any ductwork modifications shall be properly supported, sealed, insulated, and installed according to applicable requirements.

8. HVAC CONTROLS

The proposed HVAC system shall include appropriate controls.

Contractor shall provide:

- Digital thermostats where appropriate.
- Zoned temperature control where appropriate.
- Programmable controls.
- Accessible control settings.
- Equipment monitoring.
- Alarm/fault indication where applicable.
- Clear labeling of controls and equipment.

If a building automation or centralized control system is proposed, the contractor shall describe the system and provide all necessary software, hardware, programming, and training.

9. EQUIPMENT

Contractors shall provide equipment appropriate for the clinic and project requirements.

All proposed equipment shall be:

- New unless specifically approved otherwise.
- Commercial grade.
- Properly sized.
- Energy efficient.
- Suitable for the intended application.
- Supported by manufacturer warranty.
- Installed according to manufacturer requirements.

Contractor shall provide manufacturer, model number, capacity, efficiency rating, and warranty information for proposed equipment.

10. ELECTRICAL REQUIREMENTS

Contractor shall identify all electrical requirements associated with the HVAC installation.

Work shall include, as necessary:

- Electrical disconnects.
- Wiring.
- Control wiring.
- Circuit requirements.
- Breakers.
- Electrical connections.
- Grounding equipment.
- Coordination with electrical contractor if separate.

Any electrical work shall be performed by appropriately licensed personnel and be code compliant.

11. REMOVAL AND DISPOSAL

Contractor shall:

- Safely disconnect existing HVAC equipment.
- Remove equipment identified for replacement.
- Remove associated components as necessary.
- Properly recover refrigerant.
- Dispose of equipment and materials in accordance with applicable requirements.
- Remove and dispose of any hazardous materials if applicable
- Remove construction debris.
- Leave work areas clean and safe.

No existing equipment shall be removed until the replacement plan has been approved.

12. CLINIC OPERATIONS / PHASING

The Skokomish Wellness Center is an operating medical clinic.

Contractor shall coordinate all work with clinic administration to minimize disruption to patient care.

The contractor shall provide a proposed work schedule identifying:

- Start date.
- Estimated completion date.
- Work hours.
- Areas affected.
- Planned HVAC shutdowns.
- Required utility interruptions.

- Noise-producing activities.
- Dust-producing activities.
- Required access restrictions.

Contractor shall provide advance notice of any planned shutdown or interruption.

Work affecting patient-care areas shall be coordinated with the Wellness Center before commencement.

13. INFECTION CONTROL / DUST CONTROL

Contractors shall maintain appropriate infection-control and dust-control practices while working inside the medical clinic.

At a minimum, the contractor shall:

- Isolate work areas when necessary.
- Prevent construction dust from entering patient-care areas.
- Maintain clean work areas.
- Protect patients, staff, and visitors.
- Prevent debris from entering HVAC systems.
- Coordinate work with clinic staff.
- Follow any clinic-specific infection-control requirements.

Additional infection-control measures may be required depending on the location and nature of the work.

14. PERMITS AND CODE COMPLIANCE

The contractor shall obtain all permits and inspections required for the project unless otherwise specified by the Wellness Center.

All work shall comply with applicable:

- Federal requirements.
- State of Washington requirements.
- Local requirements.
- Building codes.
- Mechanical codes.
- Electrical codes.
- Fire/life-safety requirements.
- Energy codes.
- Applicable healthcare facilities.
- Manufacturer installation requirements.

The contractor shall identify all required permits in the quotation.

15. TESTING, BALANCING AND COMMISSIONING

Upon completion, the contractor shall test and commission the HVAC system.

Testing shall include, as applicable:

- Temperature verification.
- Supply-air measurements.
- Return-air measurements.
- Outside-air measurements.
- Airflow measurements.
- Ventilation verification.
- Thermostat operation.
- Control operation.
- Equipment operation.
- Refrigerant system testing.
- Condensate drainage.
- Electrical operation.
- Filter installation.
- Safety controls.

The system shall be balanced to provide appropriate airflow throughout the facility.

Contractor shall provide a written testing and balancing report.

16. FINAL WALK-THROUGH

Prior to final acceptance, the contractor shall participate in a walk-through with Skokomish Wellness Center representatives.

Contractor shall correct identified deficiencies before final acceptance.

The contractor shall provide:

- Equipment labeling.
- Control labeling.
- Operating instructions.
- Maintenance instructions.
- Warranty documentation.
- Equipment manuals.
- Filter information.
- Recommended maintenance schedule.
- Testing and balancing documentation.
- As-built information.
- Final inspection documentation.

17. STAFF TRAINING

Contractor shall provide basic operational training for designated Wellness Center staff.

Training shall include:

-  Thermostat operation.
- System controls.
- Basic troubleshooting.
- Filter replacement.
- Maintenance requirements.
- Emergency shutdown procedures.
- Contact information for warranty/service support.

18. WARRANTY

Contractor shall identify all applicable warranties.

Quotation shall include:

- Equipment warranty.
- Parts warranty.
- Labor warranty.
- Compressor warranty, if applicable.
- Controls warranty.
- Manufacturer warranty.
- Contractor workmanship warranty.

Contractor shall provide written warranty documentation upon project completion.

19. MAINTENANCE OPTION

The Wellness Center may request an optional preventative maintenance agreement.

Contractors are encouraged to provide a separate price for:

- Quarterly HVAC inspections.
- Semi-annual maintenance.
- Annual maintenance.
- Filter replacement.
- Coil cleaning.
- Electrical inspection.
- Refrigerant inspection.
- Condensate inspection.

- Controls inspection.
- Airflow verification.

Maintenance pricing shall be listed separately from the project installation cost.

20. CONTRACTOR QUALIFICATIONS

Respondents shall demonstrate experience performing HVAC work in commercial, healthcare, medical, or similarly occupied facilities.

Contractor shall provide:

- | | |
|--|--|
| • Company name. | • Years of HVAC experience. |
| • Business address. | • Experience with medical/healthcare facilities. |
| • Contact person. | • References for similar projects. |
| • Phone number. | • Proof of insurance. |
| • Email address. | • Applicable certifications. |
| • Washington contractor license information. | |
| • Relevant HVAC licensing. | • <u>References</u> |
| • Years in business. | |

The Wellness Center reserves the right to verify references and qualifications.

21. SITE VISIT

A mandatory or optional site visit may be scheduled before quotation submission.

During the site visit, contractors may inspect:

- | | |
|-----------------------------|---|
| • Existing HVAC equipment. | • Roof/exterior equipment. |
| • Mechanical spaces. | • Access points. |
| • Ductwork. | • Patient-care areas. |
| • Electrical connections. | • Other conditions relevant to the project. |
| • Thermostats and controls. | |

Contractors are responsible for becoming familiar with existing conditions before submitting a quotation.

22. QUOTATION REQUIREMENTS

Contractors shall submit a detailed quotation that includes:

Base Bid

- | | |
|---------------------|-----------------|
| • Assessment/design | • Permits |
| • Equipment | • Testing |
| • Materials | • Balancing |
| • Labor | • Commissioning |
| • Installation | • Cleanup |
| • Removal | • Warranty |
| • Disposal | |

Separate Pricing

Provide separate pricing for:

- Optional upgrades
- Additional ventilation improvements
- Filtration upgrades
- Controls/building automation
- Preventative maintenance agreement proposal with costs
- Additional recommended work
- Alternate equipment options

23. REQUIRED EQUIPMENT INFORMATION

For each major piece of equipment, provide:

Item Contractor Response

Estimated Service Life

Manufacturer

Efficiency Rating

Model Number

Airflow/CFM

Equipment Type

Filtration

Heating Capacity

Electrical Requirements

Cooling Capacity

Warranty

24. PROJECT SCHEDULE

Contractor shall provide an anticipated schedule to include the following:-

Estimated Start Date: _____

Estimated Completion Date: _____

Estimated Number of Workdays: _____

Lead Time for Equipment: _____

Expected Clinic Shutdowns: _____

25. PAYMENT

Payment terms shall be identified in the contractor's quotation.

The Wellness Center may establish payment milestones based upon:

- Contract execution.
- Equipment delivery.
- Substantial completion (based on percentage of completion approved by client)-
- Testing and commissioning.
- Final acceptance.

Final payment may be withheld until required documentation, testing, corrections, and project closeout requirements are completed.

26. EVALUATION CRITERIA

Quotations may be evaluated based on:

Evaluation Category	Weight
Cost	30%
Contractor Qualifications	15%
Medical/Healthcare Facility Experience	15%
Proposed HVAC Solution	15%
Project Schedule	10%
Warranty/Service Support	10%
References/Past Performance	5%
Total	100%

The lowest-priced quotation will not necessarily be selected.

The Skokomish Wellness Center reserves the right to select the contractor offering the best overall value and solution for the project.

27. QUESTIONS

All questions regarding this RFQ shall be directed to:

Contact: Denese LaClair

Title: Health Director

Phone: 360-426-5755

Email: dlaclair@skokwellness.gov

28. QUOTATION SUBMISSION

Quotation Due Date: 9/14/26 by 5:00 p.m.

Submission Address/Email: dlaclair@skokwellness.gov

29. OWNER RIGHTS

The Skokomish Wellness Center reserves the right to:

- Reject any or all quotations.
- Request clarification or additional information.
- Negotiate with one or more respondents.
- Modify the scope of work.
- Cancel or postpone the RFQ.
- Award all or part of the work.
- Select the proposal determined to be in the best interest of the Skokomish Wellness Center.
- Require additional documentation before contract award.

Submission of a quotation does not guarantee contract award.
