

## **REQUEST FOR PROPOSALS FOR HVAC REPLACEMENT AT KARNES COUNTY SHERIFF'S OFFICE & JAIL**

### **Schedule:**

1/08/2026	Advertisement of this Request for Proposals.
1/22/2026	Deadline for questions from contractors pertaining to this Request for Proposals.
2/9/2026	Responses to Request for Proposals due to Karnes County NLT 3:00 pm.
2/10/2026	Bids opened in Commissioner's Court.
2/11/2026	Bid tabulation/evaluation begins.
2/24/2026	Karnes County announces decision. Contract awarded.

### **PROJECT DESCRIPTION**

The Contractor shall perform all the work as required by this contract for the Karnes County Sheriff's Office & Jail. The Karnes County Sheriff's Office & Jail is seeking proposals from qualified contractors to remove, dispose of, and replace 11 RTU systems at the Karnes County Sheriff's Office & Jail, located at 500 E Wall St, Karnes City, TX 78118.

We invite vendors to submit proposals that will meet or exceed the technical and operational requirements of this project.

## **SCOPE OF WORK**

The selected contractor will be responsible for providing the necessary labor, materials, and equipment to **replace with the following brands/sizes:**

### **YORK ROOF TOP UNITS:**

**1 - 3 TON GAS UNIT**

**3 - 6.5 TON GAS UNITS**

**4 - 12.5 TON GAS UNITS**

**1 - 7.5 TON GAS UNIT**

**1 - 4 TON GAS UNIT**

**1 - 5 TON GAS UNIT**

**1 - 2 TON GAS UNIT**

### **MITSUBISHI MINI SPLIT UNITS:**

**2 - 1.5 TON UNITS**

**The work must be done in accordance with all applicable local and state regulations.**

#### **Specific Requirements Include:**

1. Removal and disposal of existing HVAC units.
2. Supply and installation of new, energy-efficient HVAC that meet or exceed industry standards.
3. Installation may include limited ductwork to connect to the existing ductwork and installation of new thermostats if not compatible with new systems.
4. Installation of systems should minimize disruption to Sheriff's Office & Jail operations, including scheduling work during off-peak hours or weekends, if necessary.
5. Coordination with Karnes County Sheriff's Office & Jail staff to ensure minimal downtime of HVAC systems by having a unit functioning before proceeding to install the next unit.
6. Testing and commissioning of new HVAC systems to ensure full operational efficiency.
7. Warranty for equipment and workmanship.
8. No equipment or material will be stored on the job site.

### **Technical Specifications:**

1. Energy-efficient systems with the same as the existing BTU capacity to ensure optimal comfort and efficiency.
2. Compliance with relevant state/local building codes, regulations, energy efficiency standards, and all applicable permits.

### **EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

1. Company Experience and Qualifications: 25 points
2. Technical Approach: 30 points
3. Pricing: 35 points
4. References and Past Performance: 10 points

### **SUBMISSION REQUIREMENTS**

Interested vendors must submit a proposal that includes the following information:

1. Company Overview: Provide a brief description of your company, including its history, qualifications, and experience with HVAC system installations and replacements for government or similar projects. The Contractor shall be a full-time, commercial HVAC contractor and must provide the appropriate Class A air conditioning and refrigeration license number. General Contractors do not meet this requirement.
2. Relevant Experience: List at least three (3) similar projects completed within the last five (5) years, including the scope of work, project budget, and contact information for references.
3. Detailed Work Plan: Provide a timeline that includes all stages of the project from contract award to completion. Identify the team that will be responsible for this project, including their relevant certifications and experience.

4. Cost Proposal: Provide a detailed breakdown of the costs associated with the project, including equipment, labor, disposal, sub-contractor costs, and any additional fees or contingencies. Pricing should be all-inclusive.
5. Warranty Information: Include information about warranties for the HVAC units and workmanship, including terms and conditions.
6. Insurance: A copy of current certificate of insurance.
7. Licenses: Provide your Class A air conditioning and refrigeration license number.
8. Statement of Conflicts of Interest: (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that Karnes County may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
9. Form CIQ: Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. A copy of the Questionnaire Form CIQ shall be enclosed with the submittal documents and can be found at  
<https://www.ethics.state.tx.us/forms/conflict/>.
10. Form 1295: The successful proposer is required to complete online the Certificate of Interested Parties Form 1295 and the form must be submitted to the County before the contract will be issued by the County. The form may be completed at  
<https://www.ethics.state.tx.us/fillinginfor/1295/>.
11. Subcontractors: Provide a list of subcontractors and their qualifications with a copy of their certificates of insurance, if applicable.

**RESPONDING CONTRACTORS SHALL SUBMIT 5 PHYSICAL COPIES AND 1 COPY ON A FLASH DRIVE OF YOUR FIRM'S RESPONSE TO THIS REQUEST FOR PROPOSALS BEFORE 3:00PM ON FEBRUARY 9, 2026 TO:**

**PROPOSALS MUST BE SEALED CLEARLY MARKED:**

**“KARNES COUNTY HVAC PROPOSAL 2026  
DO NOT OPEN UNTIL FEBRUARY 10, 2026”**

**AND DIRECTED TO:**

**KARNES COUNTY AUDITOR  
119 N BROWNE STREET  
KARNES CITY, TX 78118**

#### **ENVIRONMENTAL, HEALTH, AND SAFETY**

**During the phase of construction services, the following activities are performed:**

1. The Contractor shall have detailed procedures addressing environmental risks and safety hazards and provide mitigation methods. The Contractor shall identify and ensure that all Personal Protective Equipment (PPE) required for performing services is utilized.
2. All health and safety complaints must be addressed immediately, and the County must be notified of the complaints and proposed resolutions within twenty-four (24) hours.
3. Investigation, removal, and disposal of all hazardous materials shall be addressed in accordance with all applicable construction/environmental and any other federal, state, and local laws and regulations.

All construction activities shall be performed in compliance with applicable Occupational Safety and Health Administration (OSHA) safety regulations and other applicable laws.

## **TERMS AND CONDITIONS**

1. **Proposal Validity:** Proposals must be valid for at least 90 days from the submission deadline.
2. **Award Notification:** The selected vendor will be announced during Commissioner's Court on Tuesday, February 24, 2026. Contract negotiations will follow the notification.
3. **Equal Opportunity:** The County encourages participation from Minority-Owned, Women-Owned, and Veteran-Owned businesses.
4. **Required RFP Forms** as stated in the Submission Requirements must be submitted, or the proposal shall be considered non-responsive.

By submitting a proposal, the vendor acknowledges and agrees to the terms and conditions outlined in this RFP.