



**City of Cottleville, Missouri
Request for Proposal**

City Hall Fluid Cooling System Replacement

To: Qualified HVAC Mechanical Contractors

From: Michael Padella, City Administrator

Date: June 29, 2026

Section 1. Introduction & Purpose

The City of Cottleville is requesting sealed proposals from qualified and experienced HVAC mechanical contractors for the replacement of the existing fluid cooling system serving the City Hall facility heat pump loop.

The intent of this Request for Proposal (RFP) is to solicit competitive proposals for a turnkey replacement of the existing fluid cooler, including removal, installation, reconnection, startup, and warranty services, in accordance with the minimum requirements outlined herein.

The City intends to award this project to the responsive and responsible contractor whose proposal is determined to be most advantageous and in the best interest of the City.

Section 2. RFP Schedule

- RFP Issued: June 29, 2026
- Pre-Submittal Meeting / Site Walk-Through: Thursday, July 9, 2026, at 11:00 AM
 - Location: City Hall, 5490 Fifth Street, Cottleville, MO 63304
 - Attendance is recommended but not mandatory.
- Questions Due: July 13, 2026, by 4:00 PM
- Addenda Issued (if any): July 16, 2026, by 4:00 PM
- Sealed Proposals Due: Wednesday, July 22, 2026, at 2:00 PM
- Public Opening of Sealed Proposals: Wednesday, July 22, 2026, at 2:05 PM
- Tentative Selection & Contract Award: Wednesday, August 19, 2026, 7:00 PM.

Late proposals will not be accepted.

Section 3. General Project Requirements

- Work shall be performed at City Hall, City of Cottleville, Missouri.
- Contractor shall furnish all labor, materials, equipment, tools, supervision, permits, and incidentals necessary to complete the project.
- All work shall comply with applicable federal, state, and local codes and regulations.
- Pricing shall remain firm for a minimum of sixty (60) days from proposal submission.
- Contractor shall coordinate work to minimize disruption to City Hall operations.
- Contractor shall comply with all OSHA safety requirements and shall maintain responsibility for jobsite safety.
- Contractor shall maintain the site in a clean and orderly condition throughout construction and remove all debris upon completion.
- The City does not guarantee the accuracy or completeness of existing site conditions. Contractors are responsible for field verification prior to submission.
- No work shall commence until a written Notice to Proceed has been issued by the City.

Section 4. Scope of Work (Minimum Requirements)

- A. Removal & Disposal
 - Removal of the existing fluid cooler.
 - Proper disposal of removed equipment in accordance with applicable regulations.
- B. Temporary System Continuity
 - Installation of temporary bypass piping as necessary to maintain operation of the heat pump loop during construction.
- C. New Equipment Installation
 - Furnish and install a new fluid cooler suitable for the City Hall heat pump loop.
 - Equipment shall be new and commercially rated for municipal use.
 - Hoisting and placement of new equipment included.
- D. Mechanical & Utility Connections
 - Reconnection of loop piping.
 - Reconnection of water make-up.
 - Disconnect and reconnect required control wiring.
 - Disconnect and reconnect required power wiring.
 - Contractor responsible for all electrical reconnections necessary for proper operation of replacement equipment.
- E. Startup & Commissioning
 - System startup and operational verification.
 - Coordination with City staff for final inspection and acceptance.

F. Warranty

- Minimum one (1) year labor warranty.
- Equipment and parts warranty consistent with manufacturer's standard warranty.
- Contractor shall provide all manufacturer warranty documentation and operating manuals to the City prior to final acceptance.

Section 5. Work Specifically Excluded (Unless Noted Otherwise)

- Overtime labor
- Repairs not specifically identified in the scope
- Hazardous material identification, removal, handling, or remediation
- Replacement of existing concrete curbs (assumed serviceable)
- Code upgrades beyond reconnection scope
- Cooling load calculations
- Engineering or design services
- Loop controller upgrades
- Electrical service upgrades
- New disconnect switches (reuse existing where feasible)
- Installation of new GFCI outlets
- Structural steel modifications
- Drawings or stamped plans
- Temporary heating or cooling

Section 6. Prevailing Wage Requirements

This project is anticipated to be subject to the Missouri Prevailing Wage Law, Chapter 290 RSMo.

The successful contractor and all subcontractors shall comply with all applicable prevailing wage requirements. The applicable Missouri Annual Wage Order shall be incorporated into the contract documents and shall govern the project.

Contractors shall maintain payroll records and furnish certified payroll documentation upon request. Failure to comply with prevailing wage requirements may result in penalties and other remedies authorized by Missouri law.

Section 7. OSHA Safety Training Requirements

This project is subject to Section 292.675 RSMo. Contractors and subcontractors shall provide and require completion of a ten (10) hour Occupational Safety and Health Administration (OSHA) Construction Safety and Health Program, or an equivalent program approved by the Missouri Department of Labor and Industrial Relations, for all on-site employees.

Employees who have not previously completed the required training shall complete the training within sixty (60) days of beginning work on the project. Contractors shall be responsible for ensuring compliance by all subcontractors and employees performing work on the project.

Section 8. Payment and Performance Bonds

Prior to execution of the contract, the successful contractor shall furnish both a Payment Bond and Performance Bond, each in the amount of one hundred percent (100%) of the contract amount, meeting the requirements of Section 107.170 RSMo.

The Payment Bond shall be issued by a surety authorized to conduct business in the State of Missouri.

Section 9. Insurance Requirements

Prior to commencement of work, the successful contractor shall furnish Certificates of Insurance, evidencing the following minimum coverages:

A. Workers' Compensation

Statutory Missouri Workers Compensation Coverage • Employer's Liability:

- \$1,000,000 Each Accident
- \$1,000,000 Disease Each Employee
- \$1,000,000 Disease Policy Limit

B. Commercial General Liability

- \$2,000,000 Per Occurrence
- \$4,000,000 General Aggregate

Coverage shall include:

- Premises and Operations
- Independent Contractors
- Products and Completed Operations
- Personal Injury
- Contractual Liability

C. Automobile Liability

- \$2,000,000 Combined Single Limit • Coverage for owned, hired, and non-owned vehicles

D. Umbrella / Excess Liability

- Minimum \$5,000,000

The City of Cottleville shall be named as an Additional Insured on all applicable policies. Coverage shall be primary and non-contributory. All policies shall contain a Waiver of Subrogation in favor of the City of Cottleville. Insurance carriers shall maintain an A.M.

Best rating of A- VII or better. Detailed insurance provisions shall be incorporated into the final contract documents. Certificates of Insurance shall be provided and approved by the City prior to commencement of work.

Section 10. E-Verify Compliance

Pursuant to Section 285.530 RSMo., the successful contractor shall provide a notarized affidavit and documentation affirming enrollment and participation in the federal E-Verify program prior to contract execution.

The contractor further certifies that it does not knowingly employ unauthorized aliens in connection with the work to be performed under the resulting contract.

Section 11. Labor Organization Neutrality

This project is subject to Sections 8.964 through 8.974 RSMo. The City shall neither require nor prohibit contractors, subcontractors, or proposers from entering into agreements with labor organizations. No preference shall be given based upon labor organization affiliation or non-affiliation.

Section 12. Certification Regarding Boycott of Israel

For contracts exceeding One Hundred Thousand Dollars (\$100,000), and where otherwise applicable under Section 34.600 RSMo., the successful contractor shall certify prior to execution of the contract that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of the State of Israel as defined by Missouri law.

Section 13. Indemnification

The successful contractor shall agree to defend, indemnify, and hold harmless the City of Cottleville, its elected officials, officers, employees, agents, and representatives from and against claims, damages, losses, liabilities, and expenses arising out of or resulting from the performance of the work to the fullest extent permitted by law.

Detailed indemnification provisions shall be incorporated into the final contract documents.

Section 14. Proposer Qualifications

Each contractor shall provide the following information:

- Company name, address, and primary contact
- Years in business
- Relevant experience with fluid coolers or similar HVAC systems

- At least two (2) references for similar municipal or commercial projects
- Identification of any proposed subcontractors
- Contractor shall identify the estimated number of calendar days required to achieve substantial completion following issuance of a Notice to Proceed.

Section 15. Proposal Submission Requirements

In addition to the requirements otherwise contained herein, each proposal shall include:

- Completed Proposal Form
- Lump Sum Project Pricing
- Equipment Specifications and Manufacturer Information
- Warranty Information
- Estimated Project Schedule
- Identification of Any Exceptions or Deviations
- Proof of Insurance Capability
- Identification of Proposed Subcontractors
- Acknowledgment of All Addenda
- Statement Acknowledging Compliance with Prevailing Wage Requirements
- Statement Acknowledging Compliance with OSHA Safety Training Requirements
- Statement Confirming Ability to Provide Required Bonds
- Statement Confirming E-Verify Compliance

Proposal envelope shall be clearly labeled:

“SEALED PROPOSAL – CITY HALL FLUID COOLING SYSTEM REPLACEMENT”

Section 16. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with scope and specifications
- Total project cost
- Contractor qualifications and experience
- Warranty coverage
- Ability to complete the project in a timely manner

The City reserves the right to reject any proposal determined to be incomplete, non-responsive, or not in the best interest of the City.

Section 17. Reservation of Rights

The City of Cottleville reserves the right to reject any or all proposals, waive informalities or minor irregularities, request clarification or additional information, award the contract deemed to be in the best interest of the City, or cancel this RFP at any time prior to award.

Section 18. Proposal Submittal Instructions

Sealed proposals must be received no later than Wednesday July 22, 2026, at 2:00 PM at:

City of Cottleville
Attn: Michael Padella, City Administrator
5490 Fifth Street
Cottleville, MO 63304

Questions regarding this RFP shall be directed to:

Michael Padella
City Administrator
(636) 498-6565 ext. 2
Michael.Padella@cityofcottleville.com (preferred method)

Section 19. Contractor Certifications

By submitting a proposal, the contractor certifies that:

- The proposal has been made without collusion.
- The contractor is authorized to conduct business in the State of Missouri.
- The contractor complies with applicable E-Verify requirements.
- The contractor is not debarred from public contracting.
- The contractor can provide the required insurance coverages.
- The contractor can provide the required payment bond and any required performance bond.
- The contractor will comply with applicable prevailing wage requirements.
- The contractor will comply with applicable OSHA safety training requirements.

Section 20. RFP Exhibits

1. Exhibit A – Missouri Prevailing Wage Order
2. Exhibit B – E-Verify Affidavit
3. Exhibit C – Insurance Requirements Acknowledgement
4. Exhibit D – Certification Regarding Boycott of Israel (if applicable)
5. Exhibit E – Proposal Form

Exhibit A

Missouri Prevailing Wage Order –

Missouri Department of Labor and Industrial Relations

[General Wage Order No. 69 \(GWO 69\)](#) – July 1, 2025, thru June 30, 2026

[General Wage Order No. 70 \(GWO 70\) For Review Only](#) – July 1, 2026, thru June 30, 2027

Exhibit B

E-Verify Affidavit –

[Affidavit of Compliance Section 285.530.2](#)

Exhibit C

INSURANCE REQUIREMENTS ACKNOWLEDGEMENT

City Hall Fluid Cooling System Replacement

The undersigned proposer acknowledges review of the insurance requirements contained within Section 9 of the Request for Proposal and certifies that, if awarded a contract, the proposer shall be capable of obtaining and maintaining the required insurance coverages.

The proposer further acknowledges that Certificates of Insurance, endorsements, and any required supporting documentation shall be furnished to the City of Cottleville prior to commencement of work.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Exhibit D

CERTIFICATION REGARDING BOYCOTT OF ISRAEL

City Hall Fluid Cooling System Replacement

The undersigned hereby certifies that, to the extent applicable under Section 34.600 RSMo., the company is not currently engaged in and shall not, for the duration of any resulting contract, engage in a boycott of the State of Israel, companies doing business in or with Israel, or persons or entities doing business in the State of Israel, as defined by Missouri law.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Exhibit E

FLUID COOLING SYSTEM REPLACEMENT - PROPOSAL FORM:

Company Name: _____

Address: _____

Primary Contact: _____

Phone Number: _____

Email Address: _____

Base Proposal Lump Sum Amount: \$ _____

Estimated Project Duration: _____

Manufacturer / Equipment Proposed:

Warranty Information:

The undersigned acknowledges receipt of the following addenda:

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Authorized Signature: _____

Printed Name & Title: _____

Date: _____