

REQUEST FOR BID (RFB)

Fort Scott Community College

REFERENCE: RTU-15 Rooftop Unit Replacement 2026

Location: Gordon Parks Museum / Ellis Foundation Building

Owner:

Fort Scott Community College
2108 South Horton Street
Fort Scott, KS 66701

Project Overview

Fort Scott Community College is soliciting sealed bids from qualified contractors for the replacement of an existing rooftop HVAC unit (RTU-15) serving the Gordon Parks Museum area located on the Ellis Foundation building campus.

The successful bidder shall furnish all labor, materials, equipment, supervision, permits, and incidentals necessary to complete the project as specified herein.

Scope of Work

The project shall include, but not be limited to:

- Removal and proper disposal of the existing RTU-15 rooftop unit.
- Furnishing and installation of a new rooftop HVAC unit of equivalent or greater capacity and efficiency.
- Provision and installation of:
 - Hail guards
 - Curb adapters
 - Fresh air option module
 - Economizer equipment
 - Barometric relief equipment
- Crane services required for equipment removal and installation.
- Electrical connections and modifications as required.
- Control system connections and integration.
- Startup, testing, commissioning, and system tuning.
- Coordination with facility personnel to ensure compatibility with existing building systems.

- Cleanup and disposal of all project-related debris.
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Contractor Requirements

Bidders shall:

- Be properly licensed to perform work in the State of Kansas.
 - Carry all required insurance, including general liability and workers' compensation coverage.
 - Comply with all applicable federal, state, and local codes and regulations.
 - Follow OSHA safety requirements throughout the project.
 - Provide qualified personnel experienced in commercial HVAC installation.
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Bid Submission Requirements

Each bid submission shall include:

1. Lump-sum project price.
 2. Proposed equipment manufacturer and model number.
 3. Estimated project schedule.
 4. Warranty information.
 5. Proof of insurance.
 6. References for similar completed projects.
 7. Any exceptions or deviations from the specifications.
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Evaluation Criteria

Bids may be evaluated based upon:

- Total project cost.
- Compliance with specifications.
- Contractor qualifications and experience.
- Warranty provisions.
- Project schedule and completion timeline.
- References and past performance.

Fort Scott Community College reserves the right to reject any or all bids, waive informalities, and accept the bid deemed to be in the best interest of the College.

Site Verification

Bidders are encouraged to visit the project site and verify existing conditions prior to submitting a proposal. Appointments should be arranged with Steve Denton, Director of Facilities at steved@fortscott.edu or 620-223-2700.

Questions and Clarifications

Questions regarding this solicitation shall be submitted to the designated College representative prior to the bid due date: Steve Denton, Director of Facilities at steved@fortscott.edu or 620-223-2700.

Bid Due Date

Bid submissions must be received no later than:

Date: 07/09/2026

Time: 2:00 P.M.

Location: 2108 S. Horton, Fort Scott, KS 66701

Reference: Attn: Gina Shelton - RTU-15 Rooftop Unit Replacement 2026

Bids may be emailed to rfp@fortscott.edu

Award

The College intends to award the contract to the responsive and responsible bidder whose proposal best meets the needs of the institution. Bids will be presented to the Board for recommendation and approval at the July 20, 2026 regular meeting.

Authorized by: Gina Shelton, CFO/Vice-President of Finance & Operations

Fort Scott Community College

Date: 06/17/2026

BIDDER SUBMISSION CHECKLIST

RTU-15 Rooftop Unit Replacement 2026

Gordon Parks Museum / Ellis Foundation Building

Fort Scott Community College

Bidder Name: _____

Date Submitted: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Required Submission Documents

Please check each item included with your bid package:

Included	Requirement
<input type="checkbox"/>	Completed Bid Submission Form
<input type="checkbox"/>	Lump Sum Base Bid Pricing
<input type="checkbox"/>	Proposed Equipment Manufacturer and Model Information
<input type="checkbox"/>	Equipment Specifications/Cut Sheets
<input type="checkbox"/>	Warranty Information
<input type="checkbox"/>	Project Schedule and Estimated Completion Timeline
<input type="checkbox"/>	Proof of General Liability Insurance
<input type="checkbox"/>	Proof of Workers' Compensation Insurance
<input type="checkbox"/>	Three References for Similar Projects
<input type="checkbox"/>	List of Exceptions, Clarifications, or Deviations (or statement of "None")

Included	Requirement
<input type="checkbox"/>	W-9 Form
<input type="checkbox"/>	Kansas Contractor License Information (if applicable)

Bidder Certifications

By submitting this proposal, the bidder certifies that:

Certification	Acknowledged
Bid pricing shall remain valid for sixty (60) days following the bid due date.	<input type="checkbox"/>
Bidder has reviewed the project requirements and understands the scope of work.	<input type="checkbox"/>
Bidder has verified existing site conditions or waived the opportunity to do so.	<input type="checkbox"/>
Bidder possesses all licenses, qualifications, and insurance required to perform the work.	<input type="checkbox"/>
Bidder will comply with all applicable federal, state, and local laws, regulations, and safety requirements.	<input type="checkbox"/>
Bidder is not debarred, suspended, or otherwise prohibited from contracting with public entities.	<input type="checkbox"/>

Submission Information

Bid Due Date: July 9, 2026

Bid Due Time: 2:00 P.M.

Submission Address:

Fort Scott Community College
 Attn: Gina Shelton
 RTU-15 Rooftop Unit Replacement 2026
 2108 S. Horton Street
 Fort Scott, KS 66701

Email Submission Option: rfp@fortscott.edu

Internal Use Only (Fort Scott Community College)

Date Received: _____

Received By: _____

Bid Complete: Yes No

Comments:

BID SUBMISSION FORM

RTU-15 Rooftop Unit Replacement 2026

Gordon Parks Museum / Ellis Foundation Building

Fort Scott Community College

Bidder Information

Company Name: _____

Contact Person: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Kansas Contractor License Number (if applicable): _____

Federal Tax ID Number: _____

Proposed Equipment

Manufacturer: _____

Model Number: _____

Cooling Capacity: _____

Heating Capacity: _____

SEER/EER Rating (if applicable): _____

Warranty Included: _____

Attach manufacturer specifications and warranty information.

Project Schedule

Estimated Lead Time for Equipment: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Total Calendar Days Required: _____

Pricing Proposal

The undersigned bidder agrees to furnish all labor, materials, equipment, supervision, permits, testing, commissioning, and incidentals necessary to complete the project in accordance with the Request for Bid documents.

Base Bid

Description	Amount
Lump Sum Base Bid	\$ _____

Alternate Pricing (Optional)

Description	Amount
Extended Warranty Option	\$ _____
Additional Service Option(s)	\$ _____
Other Alternate	\$ _____

Exceptions and Clarifications

List any deviations, exclusions, substitutions, assumptions, or exceptions to the specifications. If none, state "None."

References

Provide three references for similar projects completed within the last five years.

Reference 1

Organization: _____

Contact Person: _____

Phone: _____

Project Description: _____

Reference 2

Organization: _____

Contact Person: _____

Phone: _____

Project Description: _____

Reference 3

Organization: _____

Contact Person: _____

Phone: _____

Project Description: _____

Certifications

The bidder certifies that:

- The bid is valid for sixty (60) days from the bid due date.
 - The bidder has reviewed the project requirements and site conditions.
 - The bidder possesses all licenses and insurance required to perform the work.
 - The bidder will comply with all applicable federal, state, and local regulations.
 - The bidder is not debarred or suspended from public contracting.
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Signature

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____