

**Request for Proposals (RFP): HVAC Maintenance and Services**  
Catawba Indian Nation (“CIN”)

**Release Date:** March 9, 2026

**Closing Date:** March 23, 2026

### **1. Project Overview**

CIN is seeking proposals from qualified HVAC service providers to perform preventative maintenance, inspections, and service repairs for the HVAC systems across multiple commercial buildings. Vendors must demonstrate experience, reliability and the ability to respond promptly to service needs.

### **2. Scope of Work**

The selected consultant will be expected to provide the following services for all HVAC units:

- Quarterly preventive maintenance
- Filter changes (ability to provide multiple sizes)
- Belt inspection and replacement as needed
- Coil cleaning (evaporator & condenser)
- Refrigerant level checks
- Electrical component inspections
- Thermostat calibration
- Drain line cleaning and treatment
- Full system operational check
- Written service report after each visit

### **3. Submission Requirements**

Interested vendors must submit a proposal including itemized pricing for the following locations:

- Camp Kic-a Wah & Culture Center (7) packaged roof top units
- Food Distribution Center (3) Packaged Roof Top Units
- Little People Academy (5) Split Systems
- Longhouse (25) Split Systems & (2) Mini-Split Systems
- Senior Center (1) Make-up Air Unit, VRF with AHU’s
- Teen Center (3) Split Systems, (1) Mini-Split Systems
- Transit Building (1) Split System, (1) Packaged Roof Top Unit

- Water Treatment (6) Split Systems, (1) Mini-Split System
- Admin Building (Multiple units, will need to review onsite)
- Medical Office Building (Multiple units, will need to review onsite)
- Housing Building (5) Split Systems

#### **4. Evaluation Criteria**

Proposals will be evaluated based on:

- **Experience:** Company information and Proof of Insurance
- **Approach:** Maintenance Schedule and Warranty Information
- **Clarity & Feasibility:** Pricing Breakdown
- **References:** Current clients of similar services

#### **5. Additional Provisions**

- CIN reserves the right to reject any or all proposals, waive technicalities, and be the sole judge of the suitability of the proposed services for its intended use and further reserves the right to make the contract award in the best interest of the organization. CIN also reserves the right to modify the scope of work, add or delete tasks, and modify the proposed project budget in contract negotiations with the top-ranked firm.
- CIN exercises Indian Preference in accordance with Catawba Nation Preferential Hiring Ordinance and the Indian Self-Determination and Education Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. Code, Section 472 & 473).
- Depending on the proposals received, CIN may determine that interviews with the top-ranked firms or individuals are necessary. If interviews are unnecessary, firms and individuals will be ranked, and CIN will initiate contract negotiations with the highest ranked firm or individual.

#### **Submission Instructions**

Please submit digital copies of your proposal to:

Email: [Christopher.canty@catawba.com](mailto:Christopher.canty@catawba.com)

**Subject Line:** RFP Submission – HVAC Maintenance and Services

*The Catawba Nation reserves the right to reject any and all proposals. Indian Preference will be applied in accordance with tribal law.*