



CITY OF HUNTINGTON
Request for Proposals
2026-04-02: Comprehensive Mechanical Maintenance Services

The City of Huntington, following West Virginia State Code 5G *et al.*, is looking to procure a West Virginia licensed contractor to provide comprehensive mechanical maintenance services for designated city facilities. This work shall include maintenance to the mechanical systems, components, and hardware for the heating, ventilation, and air conditioning systems and shall include preventive maintenance, component replacement, and emergency service of equipment when required. This will be for a one (1) year contract with the option to renew annually for up to a total of five (5) years ending in July 2031.

These facilities include, but not limited to, Huntington City Hall, all Huntington Fire Department Stations, the Huntington Police Department located at 675 10th Street, the Public Works Municipal Complex facility at 800 Virginia Avenue and all related facilities on the complex, the AD Lewis Center, the Fairfield East Community Center and the HUB building at 96 West 3rd Avenue and the work shall include all of the equipment listed in Attachment A below as well as any further equipment identified by the City of Huntington Building Maintenance Supervisor.

A mandatory site visit will be conducted on Wednesday April 22nd at 10:00 am in city council chambers at City Hall. Questions about this RFP must be asked by Tuesday May 12th at 2:00 pm and must be submitted through bidexpress.com.

City of Huntington will accept a proposals for providing these services until 10:00 am on Tuesday May 19th, 2026, and must be submitted through bidexpress.com. At that time, electronic proposals will be opened at City Hall, 800 5th Ave, Room 135, Huntington, WV.

All Proposals are to be uploaded through [BidExpress.com](https://bidexpress.com).

As part of the proposal, the contractor should include the following:

- Provide information showing a previous history working in Huntington
- Provide documentation showing local municipal experience
- Certifications authorizing the contractor to work on listed equipment
- Physical proximity to Huntington for emergency services
- Willingness to work on ALL city HVAC equipment
- West Virginia Contractors License
- Hourly labor rates for all services including for emergency call outs



Companies wishing to submit RFP should demonstrate expertise, experience and capacity to provide all significant parts of the above services.

The following criteria will be used to review and rank proposals:

General Information:

- Experience in and or understanding of the local and/or West Virginia market capabilities and cost.
- Demonstrate that the location of the company is such that services to the City will be readily available and convenient from the development phase through the construction contract administration

Key personnel experience:

- Identification of the project team to be assigned to the proposed project, including their individual experience with the company, their experience on similar projects, and the role they will play. This should include their experience/certification in maintaining Liebert, Trane, Carrier, and Reznor HVAC systems. Copies of these certifications should be included.
- Specific experience in providing the potential services required in a project of a similar size and complexity.
- At least three (3) references from organizations at which the company and the project team have provided similar services during the past three years.

A committee comprised of City officials will evaluate the statement of qualifications. Each committee member's scores will provide a ranking for each company submitting proposals and the company with the highest average ranking shall be considered the most qualified company.

Once final selection of the most qualified company is made, fees will be negotiated for work required. In the event that acceptable fees cannot be negotiated with the company deemed most qualified, negotiations will move to the next, most qualified company.

Submittal Requirements

Companies interested in the above project shall submit:

1. A cover letter expressing interest in performing the services described in the SOQ.
2. A statement of qualifications addressing each criteria listed above, which is a maximum of twenty (20) pages of at least twelve (12) point font (excluding cover letter and resumes).



3. Previous project reference letters and contact information.

Adherence to the maximum page criterion is critical; each page side (maximum of 8½"X11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages, twenty (20). The City of Huntington reserves the right to accept or reject SOQs that exceed the maximum 20 page limit.

The City will enter into negotiations with the most qualified company and execute a contract upon completion of negotiation of fees and contract terms. If the Owner is unsuccessful in negotiating a contract with the committee selected most-qualified company, the Owner will then negotiate with the next most qualified company in sequence with the evaluation matrix scoring until an agreement is reached or a determination is made to reject all companies on the final list. Once negotiations reach an impasse with a company, the owner will terminate the fee negotiations with that company and will not return to that company for any renegotiations.

Contact with Evaluation Team: All companies interested in this project, (including the company's employees, representatives, agents, lobbyists, attorneys and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process; with any person who may play a part in the selection process, including but not limited to, the evaluation team, other city staff. This policy is intended to create a level playing field for all potential companies, assure that contract decisions are made in public and to protect the integrity of the selection process.

All contact during this selection process must be addressed to the authorized representative identified below:

Dan Underwood, Director of Purchasing, 304-696-5540 x2015 or dunderwood@huntingtonwv.gov

ALL STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED ON BID EXPRESS BY THE ABOVE-REFERENCED TIME AND DATE.