

Sample RFP – HVAC Preventive Maintenance & Repairs

(US Property Management – POC Use)

1. RFP Overview

RFP Title: HVAC Preventive Maintenance and On-Call Repair Services

Issued By: ABC Property Management

Property Type: Multifamily Residential

Location: Austin, Texas

RFP Issue Date: March 15, 2025

Proposal Due Date: March 29, 2025

2. Scope of Work

The selected contractor will provide preventive maintenance and on-call repair services for HVAC systems across the following properties:

- 3 multifamily buildings**
- Total units: 120**
- Equipment includes rooftop units and split systems**

Services Required:

- Quarterly preventive maintenance inspections**
 - Filter replacement**
 - Seasonal system checks (cooling/heating)**
 - Emergency repair services (24/7 availability)**
 - Minor parts replacement (major parts excluded unless approved)**
-

3. Contract Term

- Initial term: 12 months**
 - Start date: May 1, 2025**
 - Optional renewal subject to performance review**
-

4. Pricing Requirements

Vendors should clearly outline:

- **Annual preventive maintenance cost (flat fee)**
- **Hourly rate for repairs**
- **Emergency call-out fees (if any)**
- **Any additional or optional costs**

Pricing should be provided in USD and clearly itemized.

5. Vendor Qualifications

Please include:

- **Company background and years in operation**
 - **Relevant licenses and certifications (Texas)**
 - **Proof of insurance**
 - **At least 2 references from similar properties**
-

6. Proposal Submission Instructions

Proposals should include:

- **Written response addressing all sections above**
- **Pricing table**
- **Proposed start date**
- **Key exclusions or assumptions**

Submission Format:

- **PDF or Word document**
 - **Submitted via email or upload portal**
-

7. Evaluation Criteria

Proposals will be evaluated based on:

- **Price competitiveness**
 - **Completeness and clarity of scope**
 - **Alignment with requested services**
 - **Start date and availability**
 - **Overall quality and risk assessment**
-

8. Decision & Notification

- **Selected vendor will be notified by email**
- **Non-selected proposals will receive a rejection notification**
- **Proposals not acted upon may expire after the due date**