



Mountainville Academy Request for Proposal

REQUEST FOR PROPOSAL ROOFTOP HVAC REPLACEMENT

195 S Main St
Alpine, UT 84004

June 3, 2026

SECTION I - PROJECT INFORMATION

GENERAL DESCRIPTION

Mountainville Academy is a charter school located in Alpine, Utah. The school is looking to remove and replace the existing rooftop hvac systems, and is soliciting bids.

SCOPE OF WORK

Replace 16 rooftop units with new comparable units (include all gas, electrical, drain and duct connections). Include crane fee. Include an economizer for each rtu. Include a smoke detector for each unit 5-ton and above (required by code)

- (7) 3-ton rtus for units 2, 4, 5, 9, 12, 14,16
- (1) 5 ton rtu for unit 8
- (4) 6-ton rtus for units 1, 3, 10, 11
- (2) 7.5-ton rtus for units 13, 15
- (1) 10-ton rtu for unit 7
- (1) 15-ton rtu for unit 6

Install and set up new programmable thermostat.

Replace weather-damaged thermostat wire with new wire and weather-resistant conduit.

Replace two split-systems that are also on the roof. Replace furnace, air conditioner, and evaporator coil (includes all gas, electrical, drain, and duct connections). Connect refrigerant lines and test for leaks. Vacuum down system and charge with new refrigerant. Furnaces on the second floor and AC's on the roof.

Acquire a City Mechanical Permit before work starts.

All Contractors should schedule an appointment with Mike Pincock (facilities@malions.org) to review the site and gain a fuller understanding of the project. All site visits must be scheduled ahead of time.

SECTION 2 - REQUEST FOR PROPOSAL PROCESS

The Administration will pre-qualify all contractors who submit responsive bids for this project.

As part of the proposal to the Administration, all interested bidders must submit their company's qualifications relating to this project.

We do not intend to limit content or exclude relevant or essential information which your company might deem appropriate for the submittal.

RFP SCHEDULE

RFP Public 10 Day Notice:	June 3, 2026
Response to RFP Due:	June 13, 2026
Selection of Contractor	June 15 , 2026
Start Date for Remodel:	June 22, 2026

SECTION 3 - REQUEST FOR PROPOSAL (“RFP”)

Each responding contractor is expected to submit sufficient information to enable the Board to judge the firm’s capabilities and qualifications. As a minimum, the Administration requires each Contractor's response to include the following information:

I. SUMMARY STATEMENT:

Provide a brief description and history of your company, your company’s financial strength, how long you have been in business in Utah, contact name, contractor license number, address, phone, fax, and email.

II. SIMILAR PROJECT EXPERIENCE, REFERENCES:

Provide demonstration of a proven record of accomplishment of significant experience on similar projects. Submit references from similar type projects. Include reference names and phone numbers.

III. WORK FORCE / COMPANY CAPABILITIES:

Provide demonstration of work force capable of performing this project. Ensure staff available to work on the project.

III. COST PROPOSAL:

Provide a detailed cost proposal, including proposed product and labor costs.

SUBMITTAL DUE DATE

Janese Vance
195 S Main St
Alpine, UT 84004
(801) 756-9805
jvance@malions.org

Mike Pincock
195 S Main St
Alpine, Ut 84004
(801) 597-4836
facilities@malions.org

Bids are due no later than **3:00 pm MST June 3, 2026**. Proposal **must** be signed by an official of the company. Proposals must be emailed to Janese Vance and Mike Pincock, using the emails above.

Upon review by the School, the contractor best meeting the needs of the project team will be awarded the contract. The award will be based on cost as well as relevant experience. The School reserves the right to accept or reject any or all proposals or any part of any proposal if it is deemed to be in the best interest of the School to do so.

If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all bidders who received the original RFP.