

DRAFT SCOPE OF WORK

CITY OF ROSWELL



REQUEST FOR PROPOSALS

RFP: 26-XXX

HVAC and PLUMBING SERVICES

RFP Issue Date: 5/19/2026

PROPOSAL DUE: Friday June 19th 2026

**PURCHASING DEPARTMENT
425 N. RICHARDSON
ROSWELL, NM 88201**

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PURPOSE OF THIS REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) is to solicit competitive sealed proposals from qualified offerors for HVAC and Plumbing services on demand as described herein. Offerors shall be capable of providing all new, upgrades or repairs to the existing mechanical services and systems, or completely new installations, diagnostic services, and troubleshooting for the City. The intent of this RFP is to ensure transparent, consistent, and verifiable pricing while streamlining project delivery and reducing the need for separate solicitations for each project.

The successful Offeror shall provide HVAC and Plumbing services on an on call basis. In an emergency situation, the contractor must be willing and able to respond within two (2) hours of contact by any City Department. No work will be guaranteed from an award of this RFP. Contractors shall have the technical staff to perform diagnostic service and to prepare proposals for all costs and services needed to perform the work required and in compliance with the current national and state mechanical and plumbing codes.

The City intends to award this RFP as a multiple-source award to responsive and responsible Offerors per NMSA section 13-1-153.

SUMMARY SCOPE OF WORK

The scope of work includes, all costs needed and required to remove and to repair any defective heating, ventilation and air conditioning (HVAC) systems, materials and related work; to provide all preparation work and lay-out needed and required for the repair of existing HVAC systems and installation of new equipment and related systems. Work may include and any required maintenance needed for existing HVAC systems. The related work could include any upgrades, replacements or new installations of curbs, roof patching, concrete pads, screen walls, and associated ductwork.

Plumbing Services required under this Scope of Work include but are not limited to: installation of new plumbing fixtures, water heaters, electric water coolers, rodding and clearing of sewer lines, replacement of damaged or defective sewer lines, installation of new domestic water lines, hydrants, fire sprinkler/suppression systems and any other plumbing or natural gas related work.

The Contractor shall be qualified to perform upgrades and repairs to existing facilities, as well as new construction, additions, and related improvements to City-owned buildings and infrastructure.

All work shall be performed on an on-call, as-needed basis through the issuance of individual Work Orders. For each project, the Contractor shall develop a detailed scope of work and a

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corresponding price proposal. The price proposal shall include all labor, materials, equipment, supervision, permits, overhead, profit, and all incidental costs necessary to complete the work.

All work shall comply with applicable federal, state, and local laws, codes, and regulations, including current building codes and safety standards. All installations shall be performed in accordance with manufacturer specifications and accepted industry standards by properly trained and qualified personnel.

All materials shall be new, of high quality, and compatible with existing materials unless otherwise approved by the City. The Contractor shall maintain clean and safe work areas at all times, control construction debris, and properly dispose of all waste materials at approved disposal facilities in accordance with applicable regulations.

DUTIES AND RESPONSIBILITIES

The selected Offeror(s) shall:

1. Provide construction services on an on-call or as-needed basis as directed by the City through its authorized department representative.
2. Furnish all labor, supervision, materials, equipment, tools, transportation, permits, licenses, bonds (when required pursuant to NMSA 1978, §13-4-18), insurance, traffic control, safety measures, and all incidentals necessary to complete each assigned Job Order.
 - a. If materials, equipment, or systems are installed in a manner which is not in conformance with the requirements of these specifications and for which the contractor has not received written approval, removal of all unauthorized materials and installation of those indicated or specified shall be provided at no extra cost to the City.
3. Maintain all licenses required by the State of New Mexico Construction Industries Division (CID) and ensure that all work is performed in accordance with applicable state and local building codes and regulations.
 - a. Work performed under this RFP requires a MM-98 license from the State of New Mexico Construction Industries Division.
4. Obtain all required permits and coordinate all inspections necessary for project completion.
 - a. All work and materials shall comply with the recommendations and standards as set forth in the latest edition(s) of applicable City, State, County, and National codes and ordinances.

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- b. As required by CID, the contractor shall pay for permit drawings required to perform the work called for in the owner's scope. Drawings shall include all details necessary for proper installation.
5. Comply with the Public Works statutes (NMSA 1978, §§13-4-1 through 13-4-43, when applicable), and all other federal, state, and local laws, ordinances, and regulations. Pursuant to NMSA 1978 §13-4-11, every Job Order or project in excess of sixty thousand dollars (\$60,000) shall comply with the statute. Please refer to the NM Workforce Solutions website for prevailing wage rates. Prevailing wage decisions will be issued per project when the project is identified and exceeds sixty thousand dollars (\$60,000). Any Contractor, Prime Contractor or Subcontractor wishing to be considered for award of any portion of a public works project greater than sixty thousand dollars (\$60,000) must be registered with the Department of Workforce Solutions, pursuant to NMSA 1978 §13-4-13.1.
 6. Provide performance and payment bonds for individual projects when required by law. In accordance with NMSA 1978, §13-4-18, the successful Offeror, upon notification of award, shall deliver the required performance and materials/payment bonds in the amount of one hundred percent (100%) for any project which exceeds twenty-five thousand dollars (\$25,000.00), or provide satisfactory evidence that such bonds will be furnished within seven (7) days. Bond must be satisfactory to the City and executed by a surety company authorized to do business in the State of New Mexico. Offerors shall be responsible for securing all applicable bonds, and the cost of all bonding shall be included in the Offeror's price proposal.
 7. Maintain a safe work environment in compliance with OSHA and all applicable safety regulations.
 - a. The Contractor shall take all necessary precautions to protect the site occupants from hazardous conditions.
 - b. Any technician servicing EPA regulated refrigerants in HVAC units MUST have a valid EPA Section 608 Certification covering the applicable refrigerant
 - c. The Contractor shall be responsible for damage to persons or property that occurs as a result of the Contractor's fault or negligence, or that of the Contractor's employees and/or agents, in connection with this contract.
 8. Maintain accurate project documentation, including invoices, certified payrolls (if applicable), change orders, and supporting records, and make such records available to the City upon request.
 9. Maintain clean and orderly work areas and properly dispose of all construction debris at approved disposal facilities.
 - a. Contractor shall be responsible for any and all fees associated with disposal of construction debris.
 10. Not commence any work until receipt of written authorization from the City in the form of a Purchase Order and Notice to Proceed.