



# City of Reading

## Request for Proposal

### Mini-Split Heating and A/C

Date: February 10, 2026  
To: Any interested HVAC companies  
From: Kimberly Blythe, City Manager  
Subject: Purchase and Professional Installation of Mini-Split unit(s)

#### **History/Information**

The City of Reading is updating its buildings and would like to investigate the possibility of installing a mini-split heating and air conditioning system in one of them, with the potential of expanding into the other buildings owned by the city. The buildings are located at 107 through 113 South Main Street, in Reading, MI.

#### **Scope of work:**

The City of Reading is requesting proposals for the purchase and professional installation of mini-split heating and air conditioning units for:

- 107 S Main Street
- 109 S Main Street
- 113 S Main Street

#### **Administrative:**

##### **Contractor Qualifications**

Proposals should include:

- ✓ Company background and relevant experience
- ✓ Proof of required licenses and certifications
- ✓ At least three (3) references for similar work

##### **Proposal Submission**

Proposals **must** include:

- ✓ Completed proposal with all requested information
- ✓ Pricing details
- ✓ Proposed schedule
- ✓ Proof of insurance

#### **Deadline:**

Proposals for the City of Reading Mini-Split Installation are to be submitted in a sealed envelope marked "Mini-Splits" to Reading City Hall, 113 S. Main Street, PO Box 240, Reading, MI 49274 no later than 4:00 pm on Monday, March 16, 2026.

Proposals shall be submitted by the deadline specified by the City. Late proposals may not be considered.

## **Required Information**

### **Pricing**

Proposals must clearly outline:

- The following information is required to be included for each location:
  - ✓ Recommended number of BTU's/Size of unit
  - ✓ Estimated time needed for installation
  - ✓ Approximate installation date range
  - ✓ Cost of unit
  - ✓ Cost of installation
  - ✓ Total cost for all services
  - ✓ Any additional or optional costs
  - ✓ Proposal expiration date, if any

### **Evaluation Criteria**

Proposals will be evaluated based on:

- ✓ Experience and qualifications
- ✓ Proposed methodology and schedule
- ✓ Cost
- ✓ References

### **Reservation of Rights**

The City reserves the right to accept or reject any or all proposals, to waive informalities, and to award the contract in the best interest of the City.

***Please Note: All proposals are to have cost breakdown by location  
Space is provided for two pricing options***

For questions regarding this RFP, please contact Kimberly Blythe by phone at (517) 997-1668 or email [kym@reading.mi.us](mailto:kym@reading.mi.us)

**Company Name:** \_\_\_\_\_

- Licenses/Certifications included
- Insurance included
- References included

**Pricing List**

| <b>107 S Main St</b>     | <b>Option A</b>     | <b>Option B</b>     |
|--------------------------|---------------------|---------------------|
| BTU's recommended:       | _____               | _____               |
| Cost of unit:            | _____               | _____               |
| Installation Cost:       | _____               | _____               |
| Additional Cost:         | _____               | _____               |
| Amt of Time for Install: | _____               | _____               |
| Proposed Schedule:       | _____               | _____               |
| <br><b>109 S Main St</b> | <br><b>Option A</b> | <br><b>Option B</b> |
| BTU's recommended:       | _____               | _____               |
| Cost of unit:            | _____               | _____               |
| Installation Cost:       | _____               | _____               |
| Additional Cost:         | _____               | _____               |
| Amt of Time for Install: | _____               | _____               |
| Proposed Schedule:       | _____               | _____               |
| <br><b>113 S Main St</b> | <br><b>Option A</b> | <br><b>Option B</b> |
| BTU's recommended:       | _____               | _____               |
| Cost of unit:            | _____               | _____               |
| Installation Cost:       | _____               | _____               |
| Additional Cost:         | _____               | _____               |
| Amt of Time for Install: | _____               | _____               |
| Proposed Schedule:       | _____               | _____               |

If awarded the contract, the Company shall provide the City of Reading with an IRS form W-9 as well as certificates of insurance including workers compensation, general liability and proof of insurance for all vehicles/equipment used under the contract agreement.

The company shall be in compliance with all federal and state laws regarding licensing, equal opportunity employment, and all other governing rules or regulations.

***The city does not pay for work in advance. The contractor will be paid within 30 days of completion.***