

Marion County Board of Education
204 Betsy Pack Drive
Jasper, Tennessee 37347

Mark A. Griffith
Director of Schools

Brent Brown
Director of Facilities

**REQUEST FOR PROPOSALS FOR HVAC UNIT AND INSTALLATION
THAT MEETS THE FOLLOWING SPECIFICATIONS**

Notice to Bidders: The Board reserves the right to use judgment factors to determine which bid shall be in its best interest. Such judgment by the Board shall be final and binding upon all parties that submit a bid. The Board reserves the right to reject any or all bids and waive any informalities or irregularities in the bidding.

Locations: Whitwell Elementary School Kitchen, 150 Tiger Trail, Whitwell TN 37397

Description: Purchase, delivery, and installation of new kitchen HVAC unit

Bid Specifications: All prospective bidders must be licensed, insured, bonded and in compliance with all State bidding requirements. Proof of certificate of liability insurance must be submitted prior to start.

Required Walk-Through: A project walk-through is required at Whitwell Elementary School
To schedule a walk-through, contact our Director of Facilities,
Brent Brown (423-593-4012).

Bid Price: Bid price must be fixed and firm.

Availability/Delivery: Availability and proposed delivery/installation date must be disclosed in the bid packet.

Bid Deadline: 9:00 a.m. CST, Thursday September 24, 2026.

Bid Opening: 9:00 a.m. CST, Thursday September 24, 2026 at the Marion County Board of Education, 204 Betsy Pack Drive, Jasper TN 37347.

Required: Send as sealed bids marked "**2026 WES HVAC UNIT/INSTALLATION**" to the attention of:
Director of Finance
Marion County Board of Education
204 Betsy Pack Drive
Jasper, TN 37347

Include Company name, address, license number/classification, and owner/operators on outside of sealed bid envelope (See BIDDER INFORMATION SHEET attached).

BID SPECIFICATIONS

Whitwell Elementary School

Provide Replacement and Installation for Kitchen Unit:

Contractor to Provide a Turnkey Installation with:

- Removing Existing Unit
- Plumbing and Electrical for Demolition and Installation
- Installation of New Unit Provided by Mechanical Contractor: New Unit to Match Type and Performance of Existing Unit
- Installation to Include New Thermostat and Wiring
- Crane
- Startup
- First Year Service
- **Walk Through Required to Bid**

BIDDER INFORMATION SHEET

Project:

Company:

License #

License Classification:

Owners/Operators:

The above information is regarded to be truthful by the certified signature below.

SIGNATURE: _____