



## **REQUEST FOR PROPOSAL (RFP)**

HVAC Maintenance Services

September 29, 2025

### **BANANAS Inc.**

Contact: Lynne Graham, Director of People & Operations

5232 Claremont Ave

Oakland, CA. 94618

510-658-7353, ext. 196

Email address: [Ops@BANANAbunch.org](mailto:Ops@BANANAbunch.org)

**Proposals Due By:**

**5:00 PM**

**October 15, 2025**

### **TABLE OF CONTENTS**

1.	SUMMARY AND BACKGROUND.....	3
2.	PROPOSAL GUIDELINES.....	3
3.	PROJECT PURPOSE AND DESCRIPTION.....	4
4.	PROJECT SCOPE.....	5
5.	REQUEST FOR PROPOSAL AND PROJECT TIMELINE.....	6
6.	BUDGET.....	7
7.	BIDDER QUALIFICATIONS.....	7
8.	PROPOSAL EVALUATION CRITERIA.....	8



## **1. SUMMARY AND BACKGROUND**

Bananas has been supporting families in their parenting journey since 1974, working in partnership with early education providers. Our programs and services include assisting families in finding and paying for quality child care, parenting workshops, playgroups, and professional development for all types of early care and education providers. Our support allows working families to thrive and be confident that their children are in quality, nurturing learning environments.

Bananas Inc. is currently accepting proposals for HVAC preventative maintenance, installation, repair, and replacement of various HVAC components.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on the criteria listed herein, and select the candidate who can best support the HVAC needs of Bananas Inc.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4:30 PST on October 15, 2025. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive, including any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include the name and description of the organizations with which the work is being contracted.

All costs must be itemized, including an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Bananas Inc. and will include scope, budget, schedule, and other necessary items pertaining to the project.



### 3. PROJECT PURPOSE AND DESCRIPTION

#### **Project Description:**

Bananas Inc. is seeking an HVAC maintenance provider to support the agency's heating, ventilation, and air conditioning (HVAC) needs.

### 4. PROJECT SCOPE

The scope of this project includes performing quarterly recurring preventative maintenance inspections and replacing parts including belts and filters to insure the proper functionality of our HVAC system, setting all thermostats on a weekly schedule for cost efficiency, support with repairing existing units, providing comprehensive consulting service for units or components that need to be replaced, assist with procurement of all parts and equipment required to successfully complete the workorder and assist with obtaining any state permits for work requiring such.

The following criteria must be met to achieve a successful project:

- Changing filters quarterly (or as needed)
- User-friendly environment that is easy to navigate
- Fan inspection, including motor, blade, and housing
- Test and adjust belt tensions, condition of belts, pulleys, and sheaves
- Testing the refrigerant system
- Economizer function test
- Inspect evaporator and condenser coils
- Measure evaporative condenser temperature split
- Test crankcase heater
- Test starter operation
- Inspect electrical wiring and contacts
- Cycle all operation controls
- Cycle all safety controls
- Inspect smoke/fire detectors
- Inspect heating elements
- Test pilot ignition and flame quality
- Test-induced draft motor
- Inspect the condensation pan and lines
- Lubricate equipment as needed
- Maintain the exhaust fan
- Condenser coil cleaning and belt replacement



## 5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5 pm EST on October 15, 2025.

Evaluation of proposals will be conducted from October 15, 2025, to October 24, 2025. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The selection decision for the winning bidder will be made by October 29, 2025.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by November 1, 2025.

Notifications to bidders who were not selected will be completed by September 20, 2025.

### **Project Timeline:**

The project initiation phase must be completed by November 15, 2025.

The project planning phase must be completed by November 30, 2025. The project planning phase will determine the timeline/schedule for the remaining phases of the project.

## 6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

HVAC Quarterly Preventive Maintenance	NRC	MRC
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NOTE: All costs and fees must be clearly described in each proposal.



## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in HVAC maintenance and repair
- List of how many full-time, part-time, and contractor staff are in your organization
- Testimonials from past clients
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full testing plan
- Timeframe for completion of the project
- Project management methodology

## **8. PROPOSAL EVALUATION CRITERIA**

Bananas Inc. will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to HVAC maintenance and repair, as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- HVAC expertise and experience: Bidders must provide descriptions and documentation of technician expertise and experience

Each bidder must submit two copies of their proposal to the address below by October 15, 2025, at 5 pm EST:

Bananas Inc.  
5232 Claremont Ave.  
Oakland, CA. 94618