

# Request for Proposal

## HVAC Assessment, Repair, or Replacement Services

San Pablo EDC invites experienced, qualified contractors to submit proposals for HVAC services at the commercial property located at 14501 San Pablo Avenue. Contractors must be properly licensed and insured. The selected contractor will be required to obtain a City of San Pablo business license prior to commencement of work. There is an expedited timeline.

**Submission Deadline:** 05/12/2026

**Property Manager:** Saeid Babay Hosseini

**Email:** [Saeidb@sanpabloedc.org](mailto:Saeidb@sanpabloedc.org)

**Phone:** 510-215-3205

**Mailing Address:** 1000 Gateway Avenue, San Pablo, CA 94806



## PURPOSE

The purpose of this project is to assess the condition of an existing rooftop HVAC unit located at 14501 San Pablo Avenue, San Pablo, and determine whether repair or full replacement is required. The goal is to ensure the system operates safely, efficiently, and in compliance with applicable codes while providing reliable service to the premises.

## PROJECT OVERVIEW

The property currently has an existing rooftop HVAC unit; however, the operational condition and electrical service status are unknown. Contractors are expected to perform a full assessment and provide a detailed recommended scope of work. The scope is anticipated to include:

- **System Assessment:** Perform a complete evaluation of the HVAC unit, including verification of electrical service, system operability, and overall condition of major components such as compressor, coils, and fan assemblies.
- **Diagnostic and Repair:** Identify deficiencies and provide recommendations for repair. Contractors should include pricing for minor and major repairs necessary to restore the unit to working condition.
- **Full System Restoration:** Provide a scope and cost to bring the existing unit to full operational condition, including replacement of failed components, cleaning, and refrigerant servicing if required.
- **System Replacement (if recommended):** Provide a complete proposal for removal and replacement of the existing unit. This includes furnishing and installing a new rooftop HVAC unit properly sized for the space, installation of curb adapters if needed, and full system commissioning.
- **Electrical Verification:** Determine whether the HVAC unit is currently receiving electrical service. Identify any required electrical repairs, reconnections, or upgrades necessary for operation.

**Project Location:** 14501 San Pablo Avenue, San Pablo, CA 94806

## Site Visit

A site visit arranged with the Property Manager is required prior to proposal submission. Contractors shall verify:

- Electrical service status to the HVAC unit
- Operational condition of the system
- Physical condition to the HVAC unit
- Accessibility and installation constraints
- Any code compliance issues

## Vendor Qualification

Vendors shall provide a comprehensive scope of work and project proposal in accordance with the information provided in this request. The proposal must include the following elements:

- **Licensing and Insurance:** Vendors must hold a valid California C-20 HVAC Contractor License and carry appropriate insurance. Proof must be included with the proposal.
- **Permit Acquisition:** The selected vendor will be responsible for obtaining all necessary permits for the project from the City of San Pablo.
- **Experience and Expertise:** Vendors should demonstrate experience with commercial HVAC systems, particularly rooftop units. Provide references or examples of similar projects.
- **Compliance with Codes and Regulations:** All work must comply with local building codes, safety standards, and applicable regulations.

## Proposal Requirements

Proposals must include:

- Written assessment of existing HVAC unit
- Photo documentation of current conditions
- Recommendation (repair or replace) with justification
- Estimated remaining useful life of the unit
- Detailed cost breakdown (labor, materials, equipment)
- Separate line item for electrical work (if applicable)
- Project timeline
- Warranty information

## Proposal Submission

All proposals must be submitted to the property manager by the specified deadline. Please ensure that proposals include all required documentation and follow the outlined submission format. Proposals can be submitted via email or physical mail to the Property Manager.