



CITY OF INDIANOLA, IOWA
REQUEST FOR PROPOSALS (RFP)
Heat Pump Replacement
Indianola Wellness Campus

SECTION 1 - PURPOSE AND BACKGROUND

The City of Indianola, Iowa, is requesting proposals from licensed and insured contractors to replace four geothermal heat pumps and a ductless split system at the Indianola Wellness Campus located at 306 E Scenic Valley Ave in Indianola. The selected contractor will handle all aspects of replacing four geothermal heat pumps and split system, including, but not limited to, all labor, equipment, supplies, materials and miscellaneous expenses relating to the removal and disposal of the old heat pumps and the installation of the new pumps and split system.

The City intends to select a firm based on proposed rates and fees, the ability to meet the services, and the qualifications/experience of the contractor. Award is subject to approval by the City Council and the execution of a written agreement.

SECTION 2 – Pre-Submittal Recommendation

A site visit is recommended prior to submitting a proposal. Visits can be scheduled to occur Monday – Friday between 12 PM and 4 PM by contacting Facilities Manager Jason Thompson at jthompson@indianolaiowa.gov or 515-962-5340, no later than October 30, 2026. Proposers are responsible for verifying existing conditions, including model numbers, duct and piping connections, and access. Failure to visit the site will not excuse any claim for additional compensation.

SECTION 3 - SCOPE OF SERVICES

The heat pumps to be replaced are:

- HP2 (Women's Locker Room), Model GEH036
- HP8 (Social Center), Model GEH036
- HP10 (Learn and Play), Model GEH036
- HP15 (IT Closet), Model GEH012

The selected contractor will be responsible for all aspects of replacement including:

- Providing new Trane equipment, matching specs of existing equipment and including factory-mounted Symbio 500 controller and AirFi wireless communication interface

- Removing and reinstalling drop ceiling for access, including replacing any tiles damaged during the work
- Removing and disposing of old equipment
- Providing all duct connections
- Providing new geothermal hose kit
- High voltage
- Working with Trane on low voltage controls
- New condensate connection
- Startup, testing, and commissioning of each unit

Ductless split system heat pump:

- DSS-01/CU01 Ductless split system heat pump within ceiling cassette

The selected contractor will be responsible for all aspects of replacement including:

- Providing equivalent brand ductless split system heat pump
- Recovering refrigerant
- Refrigeration line set
- All high and low voltage connections
- Leak check and charging system with new refrigerant
- Ensure the system is running properly

SECTION 4 – REQUIREMENTS AND SCHEDULE

- The proposer shall state the earliest start date and the number of calendar days to substantial completion of each area.
- The Wellness Campus will remain open during the work unless the City directs otherwise. The contractor shall coordinate work, area closures, and shall schedule work to minimize disruption to patrons and staff.
- The contractor shall prevent any debris or materials from entering the pool water. If a foreign object, glass or contaminant enters the pool, the contractor shall notify the City immediately and shall be responsible for the cost of cleaning.
- The contractor shall provide a minimum one (1) year warranty on workmanship.

SECTION 5 – CONTRACTOR QUALIFICATIONS

- The contractor and all personnel performing electrical work shall hold all licenses required by law, including an applicable electrical mechanical under Iowa Code. Subcontracting is not permitted without the City's prior written consent, and the contractor remains fully responsible for subcontracted work.

SECTION 6 - SUBMITTAL REQUIREMENTS

- Submit one printed copy in a sealed envelope. No email submissions.
- Qualified applicants shall submit their qualifications to:
City of Indianola
c/o City Clerk
110 N 1st St.
PO Box 299
Indianola, IA 50125
- **Proposals are due by Monday, November 16, 2026, no later than 2:00 PM. Late proposals will be rejected.**

Required content:

- Brief Firm and Staff Overview, including licensing of those working on the project
- Itemized Fee Proposal, showing a lump-sum price for each heat pump listed
- Timeline
- References (3 minimum) for comparable heat pump replacement work completed within the past five (5) years, including contact name, telephone number and project description
- Certificate of insurance or letter from insurer confirming the coverages in Section 8
- Letter from surety confirming bonding capacity in an amount required by Section 8
- Signature of an individual authorized to bind the firm

SECTION 7 - EVALUATION AND SELECTION

- Evaluated on experience, qualifications, fees, proposed schedule and ability to minimize disruptions, and references.

SECTION 8 - GENERAL TERMS & CONDITIONS

- This RFP does not constitute a contract.
- City may cancel or reject any/all proposal and waive irregularities
- Costs borne by respondent
- Submittals become public record under Iowa Code Chapter 22. A proposer asserting that any portion of its proposal is confidential must identify that portion and cite the specific statutory confidentiality at the time of submission
- Insurance required
- Bond required

- The selected firm shall execute an engagement agreement in a form acceptable to the City

Liability and Indemnification: The Contractor shall defend, indemnify, and hold harmless the City of Indianola, Iowa and its elected officials, employees, agents, representatives, successors, and assigns from and against any and all claims, demands, causes of action, damages, losses, liabilities, penalties, fines, citations, judgments, costs, expenses, cleanup costs, response costs, and attorney's fees arising out of or relating to the Contractor's or its subcontractor's performance or nonperformance under this Agreement, including without limitation, the handling, removal, transportation, and disposal of equipment, refrigerants, and other materials, or regulatory compliance related to the removal and installation of the heat pumps. This indemnification obligation shall include claims arising from bodily injury, death, property damage, environmental contamination, violations of law, and any act or omission of the Contractor or its employees, agents, subcontractors, suppliers, or representatives.

Insurance Requirements: The Contractor shall obtain and carry insurance throughout the term with a reputable company, acceptable to the City and allowed to do business in the State of Iowa, with the following minimum limits:

- Workers' Compensation as provided by law
- Commercial General Liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, for bodily injury, personal injury, and property damage
- Commercial automobile liability in the amount of \$1,000,000 for bodily injury and property damage.
- The Contractor shall furnish the City with proof of insurance before work begins. Each policy shall require a 30-day notice of cancellation.
- The City of Indianola and its elected officials, officers, and employees shall be named additional insureds on the general liability, auto, and umbrella policies, with coverage primary and noncontributory, and the contractor's insurers shall waive subrogation against the City. Subcontractors shall carry equivalent coverage.

Nothing in this Agreement, including the procurement of requirement of insurance, shall be construed as a waiver of any governmental immunity defenses available to the City of Indianola under Iowa Code Chapter 670 or any other applicable law. The

Contractor's insurance shall provide coverage for claims that are not subject to the City's governmental immunity defenses.

The Contractor shall provide proof of ability to post a surety bond in the amount of \$50,000.00, payable to the City of Indianola, Iowa, to ensure the complete performance of this Agreement. The City may require the Contractor to post such bond prior to the commencement of work.