



Request for Proposal (RFP)

HVAC Maintenance Services

Lexington-Fayette Urban County Airport Board
4000 Terminal Drive
Lexington, KY 40510

January 13, 2026

The Lexington-Fayette Urban County Airport Board (hereinafter “LFUCAB”) invites proposals from qualified HVAC service providers to deliver comprehensive HVAC maintenance services at Blue Grass Airport (“hereinafter LEX”).

An original and four (4) copies along with (1) electronic copy of the proposal must be clearly labeled “HVAC Maintenance Services Proposal” and submitted to the LFUCAB no later than **2:00 PM Eastern on January 13, 2026**, at:

Lexington-Fayette Urban County Airport Board
4000 Terminal Dr.
Lexington, KY 40510
HVAC Maintenance Services
ATTN: Jeff Grey, Maintenance Supervisor

Proposals will be opened on January 13, 2026, at 2:00PM at the address listed above with an anticipated award date of January 20, 2026.

1. Scope of Work

- 1.1. Project Overview** -- The intent of this Request for Proposal is to obtain a qualified firm to deliver comprehensive HVAC system maintenance services at LEX. The contract will include preventative maintenance repair, emergency repair service, routine and corrective repairs, system performance monitoring and reporting, project reviews, compliance, work force requirements and a one-time system assessment & modernization study for several LEX buildings, including the Terminal, Fire Station, Maintenance Complex, ARFF Training Center and West Aviation building. The One-Time System Assessment and Modernization Study may be selected independently or in combination with the other tasks identified in this RFP.
- 1.2. Scope of Work** – The selected contractor will function as a standalone service provider, responsible for delivering reliable operations, maintenance, repair, replacement, and system improvement of all HVAC components and related infrastructure without relying on airport staff to supplement their work.

1.2.1. Preventative Maintenance (PM) Services

- A. Perform regularly scheduled preventative maintenance on all HVAC systems, aligned with ASHRAE and OEM best practices.
- B. Maintain detailed logs and reporting on all inspections, repairs, and component performance.
- C. Ensure year-round system operation and climate control for all covered buildings

1.2.2. Emergency Repair Services

- A. Provide 24/7 emergency response with a maximum on-site response time of 2 hours.
- B. Carry out corrective actions to restore HVAC function while minimizing downtime.
- C. Maintain an inventory or just-in-time access to commonly needed parts and components.

1.2.3. Routine and Corrective Repairs

- A.** Inspect and repair HVAC components including motors, belts, filters, dampers, thermostats, actuators, and sensors.
- B.** Clean coils, ducts, and air handlers as required.
- C.** Replace failed components promptly to ensure continued performance.

1.2.4. System Performance Monitoring and Reporting

- A.** Utilize our existing Building Management System (Energy Management System) for performance monitoring, fault detection, and remote diagnostics.
- B.** Submit monthly reports detailing PM completed, system runtime metrics, and recommendations for improvement.

1.2.5. Project Reviews

- A.** Review and provide comments on designs, plans, and specifications for projects to ensure proper system migration and integration, effective design criteria, and appropriate equipment specifications, as well as any other potential impacts to ensure the results of the project include an effective and efficient HVAC system.

1.2.6. Compliance

- A.** Ensure all work complies with applicable codes, including local building codes, EPA refrigerant handling regulations, and OSHA safety protocols.

1.2.7. Workforce Requirements

- A.** All technicians must hold relevant licenses (e.g., EPA 608 certification) and demonstrate expertise with commercial HVAC systems.
- B.** Vendor must assign a designated Contract Manager responsible for communication, scheduling, quality assurance, and reporting.

1.2.8. Cooling Tower Cleaning

1.2.9. One-time System Assessment & Modernization Study – The contractor shall complete a detailed, campus-wide assessment of all HVAC systems to identify deficiencies, inefficiencies, and modernization opportunities. The scope includes but is not limited to:

A. Existing System Inventory

- 1.2.9.A.1. Document age, condition, and specifications of all equipment and components.
- 1.2.9.A.2. Identify obsolete systems or units near end-of-life.

B. Upgrade and Replacement Recommendations

- 1.2.9.B.1. Evaluate needs and feasibility for:
 - a. Equipment replacements or upgrades (RTUs, boilers, chillers, heat pumps, etc.)
 - b. Installation of new HVAC units where appropriate
 - c. Ductwork expansion or replacement
 - d. Fan motors, belts, dampers, actuators, and other auxiliary components
 - e. Energy-efficient control pads/BAS for centralized monitoring and control

C. Environmental & Energy Performance

- 1.2.9.C.1. Provide energy efficiency evaluations including potential for high-efficiency equipment, demand control ventilation, and renewable integration (if applicable).

- 1.2.9.C.2. Recommend measures that may qualify for utility or state incentives.

D. Permitting and Regulatory Requirements

- 1.2.9.D.1. Identify and obtain all permits necessary for upgrade work.
- 1.2.9.D.2. Ensure compliance with ADA, fire, life safety, and environmental codes.

E. Cost Estimate and Phasing Plan

- 1.2.9.E.1. Deliver a preliminary budget and phasing plan for upgrades and replacements.
- 1.2.9.E.2. Include lead times, expected lifespan, warranty coverage (targeting 5-year workmanship or 1-year minimum warranty), and projected ROI.

F. Material Handling and Disposal

- 1.2.9.F.1. Include safe disposal and recycling of refrigerants, old equipment, and materials in accordance with EPA and local standards.

2. Instructions to Respondents

2.1. Firm Qualifications -- Respondents must be able to provide all services and products under one contract. Pricing shall be proposed as shown on Attachment 1 - Fee Submittal sheet. The contract, if any, will be awarded to the responsible offeror whose proposal is most favorable to LFUCAB, with price and the following factors considered:

2.1.1. Company Profile -- Overview of the company, including years of experience in providing HVAC services at airports or similar environments like public institutions, arenas, event centers, hospitals, or similar spaces.

2.1.2. Staffing Plan -- Detailed staffing plan that demonstrates how the scope of work items will be achieved, including the number of personnel and qualifications. The contractor must assign a designated Contract Manager responsible for communication, scheduling, quality assurance and reporting.

2.1.3. Training and Certification – Description of training programs and licenses that staff members possess, including any specific to commercial HVAC systems (e.g., EPA 608 certification).

2.1.4. Operational Plan – Outline of the operational approach to meeting the daily, emergency, routine and one time HVAC services listed in the scope of work.

2.1.5. References – Provide at least two references from similar contracts within the last five years.

2.1.6. Pricing Structure – A detailed pricing proposal that includes hourly rates and lump sum costs for all items on Attachment 1 – Fee Submittal.

2.2. Weight of Factors for Consideration – The above factors will be considered and weighted as follows:

2.2.1. Documented successful experience with similar work (2.1.1, 2.1.5): 25%

2.2.2. Financial Impact (2.1.6): 50%

2.2.3. Capacity and ability to complete the tasks and respond in a timely manner (2.1.2, 2.1.3, 2.1.4): 25%

- 2.3. No pre-proposal conference is scheduled at this time.**
- 2.4. RFP Questions** -- All questions regarding this RFP shall be directed via e-mail to Jeff Gray at jgray@bluegrassairport.com no later than **3:00 PM Eastern on January 9, 2026.**
- 2.4.1.** Facility drawings can be shared via email or a secure file share link. Please make that request to Jeff Gray.
- 2.5. Submittal Deadline** -- Responses must be received by LFUCAB no later than **2:00 PM Eastern on January 13, 2026.** Responses received after that time shall not be accepted. The response shall be enclosed in a sealed envelope clearly labeled as "HVAC Maintenance Services Proposal" with an original and one (4) copies along with one (1) electronic copy shall be submitted. All responses shall be submitted by mail or hand-delivered to:

Lexington-Fayette Urban County Airport Board
4000 Terminal Dr.
Lexington, KY 40510
HVAC Maintenance Services
ATTN: Jeff Grey, Maintenance Supervisor

Proposals will be opened on January 13, 2026, at 2:00PM at the address listed above with an anticipated award date of January 20, 2026.

- 2.6. Facsimile and E-Mail Responses** – Proposals will not be accepted by facsimile or e-mail.
- 2.7. Public Inspection** -- Proposals will not be open for public inspection.
- 2.8. Corrections, Modifications or Withdrawal of Proposals** -- After opening of the proposal responses, a Respondent may not correct, modify, or withdraw the price or any other provision of its response in a manner prejudicial to the interests of LFUCAB or fair competition without prior written approval from LFUCAB. LFUCAB may waive minor informalities or allow the Respondent to correct them.

3. GENERAL TERMS AND CONDITIONS --

3.1 Rights to Proposal, Bid, Quotation, and Contractual Material --

All material submitted by the Contractor to LFUCAB shall become property of LFUCAB upon receipt.

4. General Contractor Requirements

- 4.1.** Provide all labor, materials, tools, supervision, transportation, permits, insurance, and administration necessary to perform the work.
- 4.2.** Maintain clear communication with the airports designated point of contact.
- 4.3.** Maintain safe and secure work zones at all times, especially in areas with public access.
- 4.4.** Submit quarterly performance review data to Airport Administration

- 4.5. Employees must have the ability to be badged in accordance with:
<https://www.bluegrassairport.com/badging/>
5. **Compliance:** By submitting a proposal, all proposers agree to comply with the following mandatory Federal contract clauses, which shall be incorporated into any contract awarded pursuant to this RFP.

FEDERAL CONTRACT CLAUSES

1. General Civil Rights Provisions. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

2. Title VI Solicitation Notice. The Lexington Fayette Urban County Airport Board, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

3. Title VI List of Pertinent Nondiscrimination Acts and Authorities. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- b) 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- c) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- d) Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- e) The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- f) Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

- g) The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- h) Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- i) The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- j) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- k) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];
- l) Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

4. Title VI Clauses for Compliance with Nondiscrimination Requirements. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

- a) **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- b) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- c) **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
- d) **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such

Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

- e) **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 1. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
 2. Cancelling, terminating, or suspending a contract, in whole or in part.
- f) **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

5. Domestic Preference. The Contractor certifies that, to the greatest extent practicable, it has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.

6. Federal Fair Labor Standards Act. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers. The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

7. Occupational Safety and Health Act. All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (29 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

8. Prohibition on Certain Telecommunications and Video Surveillance Equipment. Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

Attachment 1 - Fee Submittal

Contractor Name: _____

1.2.1 PM Services

Cost per hour: _____

Estimate of weekly hours: _____

1.2.2 Emergency Repair Services

During normal business hours: _____

After hours: _____

Other special rates (Weekends, holidays, etc): _____

1.2.3 Routine and Corrective Repairs

Cost per hour: _____

Markup on parts: _____

1.2.4 System Performance Reporting, Project Reviews, Reporting

Cost per hour: _____

1.2.5 Project Reviews

Cost per hour: _____

1.2.8 Cooling Tower Cleaning

Lump sum cost per cooling tower: _____

1.2.9 One-time System Assessment

Lump sum cost: _____