**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12322&utm_source=template-word&utm_medium=content&utm_campaign=HVAC+Construction+RFP-word-12322&lpa=HVAC+Construction+RFP+word+12322)HVAC Construction RFP Template**

Your Logo Here

****

|  |
| --- |
| *This template is specialized for HVAC installation or upgrades, with technical requirements for systems, energy efficiency, and compliance.*   1. Project Overview |
| **Project Title** | |  |
|  |
| **Location** | |  |
|  |
| **Objective** | |  |
| Provide HVAC services to meet specific goals such as energy efficiency, enhanced air quality, or regulatory compliance |

|  |  |
| --- | --- |
| 2. Scope of Work | |
| **Required Services** |  |
| Install or replace HVAC equipment (e.g., air handlers, furnaces, ductwork, condensers) | |
| Perform system testing, balancing, and commissioning | |
| Provide post-installation maintenance and warranties | |
| **Specifications** |  |
| Energy-efficiency standards for equipment (e.g., SEER ratings, ENERGY STAR certification) | |
| Preferred brands or models (if applicable) | |
| Compliance with local building codes and regulations | |

|  |
| --- |
| 3. Project Requirements |
| **Timeline** | |  |
| Start date and completion date |
| **Milestones** | |  |
| Key deliverables (e.g., equipment delivery, installation phases, testing) |
| **Compliance** | |  |
| Requirements for proper licensing, bonding, and insurance for contractor |

|  |
| --- |
| 4. Proposal Submission |
| **Submission Deadline** | |  |
| MM/DD/YY 0:00 PM |
| **Format** | |  |
| Detailed work plan; itemized cost estimate; references |
| **Contact Information** | |  |
| Submit proposals to [email or mailing address] |

|  |
| --- |
| 5. Evaluation Criteria |
| **Key Factors** | |  |
| Relevant experience with similar HVAC projects |
| Competitive pricing and cost breakdown |
| Proposed timeline and adherence to specifications |

|  |
| --- |
| 6. Budget and Cost Breakdown |
| Itemized cost estimate covering labor, materials, equipment, permits, and contingency and optional upgrades; indication of whether any portions will auto-tally based on quantities or unit pricing |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |