



# VERNON

## EMERGENCY MEDICAL SERVICES

Station 1

164 Breakneck Road  
Highland Lakes, NJ 07422

Station 2

3 Baldwin Drive  
Vernon, NJ 07462

Station 3

1 Drew Mountain Road  
Sussex, NJ 07461

### **REQUEST FOR PROPOSALS (RFP) Installation of a Single Split Air Conditioning System**

**Issue Date:** March 17<sup>th</sup> 2026

**Proposal Due Date:** May 1<sup>st</sup> 2026

#### **1. INTRODUCTION**

Vernon Emergency Medical Services (VEMS) is seeking proposals from qualified and insured HVAC contractors to furnish and install one single split air conditioning system at:

**164 Breakneck Road  
Highland Lakes, NJ 07422**

VEMS operates 24/7 emergency medical services. Maintaining safe and unobstructed pedestrian access to the facility is critical to ensure uninterrupted emergency response operations.

#### **2. SCOPE OF WORK**

The selected contractor shall provide all labor, materials, equipment, supervision, and permits necessary for the complete installation of one single split air conditioning system.

Services shall include, but are not limited to:

- Supply and installation of one new single split AC system
- Installation of indoor wall-mounted air handler
- Installation of outdoor condenser unit
- Mounting brackets or pad for condenser as required
- Refrigerant line set installation
- Electrical disconnect and necessary electrical connections
- Condensate drain installation
- Wall penetration and sealing
- Start-up, system testing, and verification of proper operation
- Removal and disposal of all installation debris
- Manufacturer registration, if applicable

Contractor shall ensure:

- Equipment is properly sized for the intended space
- Installation is completed in accordance with manufacturer specifications
- All applicable building, electrical, and mechanical codes are followed
- Work area is left clean and safe upon completion

### **3. PERFORMANCE DEADLINE**

All work for this request must be fully completed no later than [Insert Completion Date].

Contractor must provide an estimated start date and timeline for completion upon award.

### **4. RESPONSE REQUIREMENTS**

- Contractor must be capable of completing the work in a professional and timely manner
- Contractor must visit the site if necessary to confirm field conditions
- Contractor must identify the make and model of the proposed system
- Contractor must provide warranty information for both equipment and labor
- Contractor must provide estimated installation/start time upon award

### **5. INSURANCE REQUIREMENTS**

Contractor must provide:

- General Liability Insurance (minimum \$1,000,000 per occurrence)
- Workers' Compensation Insurance
- Commercial Auto Insurance (if applicable)
- Certificate naming Vernon Emergency Medical Services as additional insured

## **6. PROPOSAL REQUIREMENTS**

Proposals must include:

1. Company name, address, and contact information
2. Years in business
3. At least two commercial references
4. Description of proposed equipment and system specifications
5. Total cost for complete installation
6. Estimated response/start time
7. Estimated project duration
8. Proof of insurance
9. Warranty details for equipment and labor
10. Any exclusions or assumptions

## **7. SUBMISSION INSTRUCTIONS**

Proposals must be submitted as soon as possible to ensure timely completion of services.

Submit via:

Email: [CFO@vernonems.com](mailto:CFO@vernonems.com)

Mail:

Vernon Emergency Medical Services

PO BOX 911

Vernon, NJ 07462

## **8. RESERVATION OF RIGHTS**

VEMS reserves the right to accept or reject any or all proposals and to waive any informalities in the bidding process.

Vernon Emergency Medical Services appreciates your support in helping us maintain safe operations for our emergency responders and community.