



**300 N Mill Street
St. Louis, Michigan 48880
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www.stlouismi.com**

REQUEST FOR QUOTATIONS (RFQ)

Server Room Cooling System and Installation

City of St. Louis
300 N. Mill Street
St. Louis, MI 48880

Purpose

The City of St. Louis is requesting quotations from qualified HVAC contractors to furnish and install a dedicated cooling system for the City's server room located at City Hall.

The intent is to install a reliable, commercial-grade system specifically designed to provide continuous, year-round cooling for critical information technology (IT) equipment.

Scope of Work

The successful contractor shall provide all labor, materials, equipment, permits (if required), and incidentals necessary to furnish and install a complete, operational server room cooling system, including but not limited to:

- Furnish and install a dedicated cooling-only mini-split or equivalent system designed for server room or critical equipment applications.
- Cooling capacity of approximately 18,000 BTU. Contractors may recommend an alternate capacity if supported by load calculations.
- Indoor air handling unit.
- Outdoor condensing unit.
- Wall-mounted controller or equivalent controls.
- Refrigerant line set.
- Condensate drain.
- Electrical disconnects, controls, and interconnecting wiring as required.
- Outdoor mounting equipment and weather protection as appropriate.
- System startup, testing, commissioning, and owner instruction.
- Removal and proper disposal of all installation debris.

Minimum System Requirements

The proposed system shall:

- Be designed for continuous, year-round cooling operation.
- Be suitable for protecting computer servers, network equipment, and other electronic equipment.
- Be capable of maintaining appropriate operating temperatures under varying seasonal conditions.
- Include low ambient cooling capability suitable for operation during Michigan winter conditions.
- Include automatic restart following a power outage, restoring operation without manual intervention.
- Include condensate overflow protection to prevent water damage in the event of a drain blockage.
- Include surge protection for the equipment or identify if surge protection is excluded.
- Meet all applicable building, electrical, and mechanical codes.
- Be installed in accordance with manufacturer specifications.
- Include manufacturer warranty information.
- Include contractor workmanship warranty.

Site Visit

Contractors are strongly encouraged to schedule a site visit prior to submitting a quotation in order to verify existing conditions and installation requirements.

Quote Submission

Please include the following information:

- Manufacturer and model numbers.
- Cooling capacity.
- Equipment specifications.
- Total installed cost.
- Estimated project schedule.
- Manufacturer warranty.
- Contractor labor warranty.
- Any exclusions or assumptions.

Questions

Questions regarding this Request for Quotations should be directed to:

Kurt Giles, City Manager, Phone: 989-681-2137, ext. 101

Quote Due Date

Quotes must be received no later than: **August 12, 2026 at 4 p.m.**

Quotations may be submitted by email, mail, or delivered in person. Attn: Jamie Long, City Clerk, 300 N Mill Street, St. Louis, MI 48880. jlong@stlouismi.com

Reservation of Rights

The City of St. Louis reserves the right to reject any or all quotations, waive informalities or irregularities, negotiate with one or more contractors, and accept the quotation determined to be in the best interest of the City.