



Upper East Tennessee
Human Development Agency



LIHEAP HVAC Repair & Replacement Program RFQ

Program Overview

Upper East Tennessee Human Development Agency (UETHDA) is developing an ongoing **LIHEAP HVAC Repair & Replacement Program** to assist eligible households whose heating or cooling systems are not functioning properly. The program is administered through UETHDA using funding and requirements established by the Tennessee Housing Development Agency (THDA).

Purpose of RFQ

UETHDA is currently building a pool of qualified HVAC contractors who may be interested in performing HVAC assessments, repairs, and/or replacement work for eligible households. Upon approval and acceptance into this program, contractors from this pool will be assigned HVAC repair/replacement jobs by UETHDA for acceptance or refusal by the contractor. The purpose of the RFQ is to establish this pool of approved contractors/vendors.

Qualifications

To be eligible for the LIHEAP HVAC Repair & Replacement Program, contractors/ vendors must meet the following requirements:

- Current SAM Registration
*If a vendor does not currently possess a SAM registration at the time of response to this RFQ, the application for one must be completed within 7 days from submission to be considered for this program. Registration can be obtained by completing the application process at <https://sam.gov/>.
- Current Required Contractor/Mechanical Licensing
- Current Liability Insurances

Documentation of these requirements will need to be proved to UETHDA for consideration and acceptance into the program.

RFQ Submissions & Acceptance

For consideration in this program, UETHDA is requesting quotes for the two HVAC replacement scenarios included at the end of this RFQ. Please generate a quote for each replacement scenario listed. While UETHDA does understand that quotes are based on

multitude of factors that can only be accurately quoted from a physical assessment of the HVAC unit and property in question, we ask that you be as precise as possible when quoting these scenarios. These quotes will not be used a basis of pricing if accepted into the program. They are only to be used as a method of evaluation for acceptance into the program. Quotes will need to have a designation in pricing between **Material Costs** and **Labor Costs** with amounts that are easily distinguishable. These quotes along with the Contractor/Vendor Information Form must be completed and submitted electronically via email by the submission deadline for consideration.

Additionally, the following items should be submitted with the quotes and Information Form:

- **Current Form W-9**
- **Current Certificate of Liability Insurance**
- **Proof of Contractor/Mechanical License**

Submission Deadline: September 11th, 2026 at 5:00pm

Submit required documentation to:

Travis Culler, Purchasing & Property Coordinator

Email: tculler@uethda.org

After submission deadline, an evaluation of all submissions will be conducted by UETHDA. Submissions will be evaluated on the criteria of:

- Qualifications/ Experience
- Pricing
- Service Area
- Customer Service/Warranty

Contractors/vendors that are accepted into the program will be notified within 3 business days from submission deadline. Accepted contractors/vendors will remain in approved vendor pool until September 30, 2027. If accepted into the program pool of approved contractors/vendors, HVAC repair/replacement jobs will be sent to each vendor for acceptance or refusal. A response of acceptance or refusal will need to be communicated to UETHDA within **3 business days** of receipt. In the case of acceptance, a quote for each job/jobs accepted is required to be included in the response.

Once accepted, jobs are to be performed as specified by UETHDA in the Work Order. Contractors should be prepared to provide required documentation related to the work,

including itemized labor and materials, applicable Manual J/AHRI documentation, warranty information, permits when required, and photographs of completed work.

Upon completion of the job, vendor/contractor will be responsible for providing UETHDA with a final invoice and requested documentation. Payment for final invoices will be issued upon completion of a final inspection by UETHDA.

Contact Information

For questions regarding the LIHEAP HVAC Repair & Replacement Program or the RFQ, please contact:

Travis Culler

Purchasing & Property Coordinator

Email: tculler@uethda.org

Phone: (423)230-3744

Danielle Sneyd

Community Services Program Support Specialist

Email: dsneyd@uethda.org

Phone: (423)429-5511

Contractor/Vendor Information Form

Business Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Years in Service: _____

Service Area (Counties Served): _____

Quotes Submitted by:

Print Name: _____

Signature: _____

Date: _____

HVAC RFQ Scenario 1

PROPERTY INFORMATION

Project	HVAC RFQ Scenario 1	Building Type	Single-wide mobile home
Address	N/A	County	Hawkins

EXISTING HVAC

HVAC Description	Trane Package Unit	HVAC Size	2.5 Ton
HVAC Location	Exterior	Service Panel Issues	None
Model and Serial Number	MODEL- WCY030F100AA SERIAL- K184NT91H		
Evaluation	Compressor has shorted out. Unit is nonfunctional		
Access / Site Conditions	No issues		

DUCTWORK / DISTRIBUTION

Duct Type / Location	Flex duct located in crawl space	Condition	Good
Known Duct Issues / Repairs Needed	None		

SCOPE OF WORK

Requested Work / Scope	2.5 ton package unit needs to be replaced with Energy Star rated unit
Equipment / Requirements	15.2 SEER2 8.2 HSPF2
Permits / Disposal / Other Requirements	Local county permit required; Agency must retain copy of permit

CONTRACTOR BID

BASE BID	
What Is Included?	
What Is Excluded?	
Alternate / Add-On	

NOTES / ADDITIONAL INFORMATION

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HVAC RFQ Scenario 2

PROPERTY INFORMATION

Project	HVAC RFQ Scenario 2	Building Type	Single-Family Home
Address	N/A	County	Sullivan

EXISTING HVAC

HVAC Description	Trane Split System Heat Pump	HVAC Size	2.5 Ton
HVAC Location	Basement	Service Panel Issues	None
Model and Serial Number	TWE030C14OBO R306ALR1V		
Evaluation	Condensor leaking refrigerant under the receiver inside condensor unit.		
Access / Site Conditions	No issues		

DUCTWORK / DISTRIBUTION

Duct Type / Location	Flex pipe located in unconditioned basement	Condition	Good
Known Duct Issues / Repairs Needed	None		

SCOPE OF WORK

Requested Work / Scope	Replace unit with new Energy Star rated 2.5 ton unit.
Equipment / Requirements	Energy Star standards- 15.2 SEER2 8.2 HSPF2
Permits / Disposal / Other Requirements	County permit required; Agency must retain copy of permit.

CONTRACTOR BID

BASE BID	
What Is Included?	
What Is Excluded?	
Alternate / Add-On	

NOTES / ADDITIONAL INFORMATION

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