



**Request for Bid**

**HVAC Training Equipment**

**4525 Education Park Drive**  
**Schnecksville, PA 18078**

## **TABLE OF CONTENTS**

	<b><u>Page</u></b>
Table of Contents	1
Tentative Schedule	2
General Instructions	2
General Information	3-5
Appendix A - Vendor Bid	6
Appendix B – Vendor Specifications & Cost Bid	7-12
Appendix C – Non-collusion Affidavit Appendix	13

## **Tentative Schedule**

The following schedule outlines the approximate course of events to be followed in the evaluation and award of a Contract. This schedule is provided for the purpose of assisting in planning and does not constitute a guarantee that all dates will be adhered to. All Vendors will be notified, in writing, if there is a change in the schedule.

Date of Issue:	February 12, 2026
Clarifying Questions Deadline:	February 16, 2026
Bid Due Date:	February 25, 2026
Bid Evaluation:	February 26 - March 10, 2026
Bid Award:	April 2, 2026
Delivery Date:	June 15, 2026

## **Contact Information**

Questions concerning the RTB should be directed in writing to:

Joe Hardenberg, Purchasing & Contracts Manager

[jhardenberg@lccc.edu](mailto:jhardenberg@lccc.edu)

*Phone: 610-799-1151*

*Fax: 610-799-1566*

## **General Instructions**

### **a. Bid Content –**

- Appendix A – Vendor's Bid Form
- Appendix B – Specifications & Cost Bid Form
- Appendix C – Non-collusion Affidavit
- Three (3), current client references (preferably in higher education)
- Vendor's W-9 Form
- Vendor's Certificate of Liability Insurance

## **Submission of Bid**

The Purchasing Department of LCCC is the issuing department for this document and any subsequent Addenda relating to it. Written bids are to be received no later than **2:00 p.m., EDT on February 25, 2026** at the office of the Purchasing & Contracts Manager, Lehigh Carbon Community College, 4525 Education Park Dr., Schnecksville, PA 18078, (Attention: Joe Hardenberg).

Four (4) copies of the bid must be in a sealed envelope marked “**RTB – HVAC Training Equipment**”. Electronic files will be accepted in lieu of paper copies. No bids will be accepted after the bid due date. Hand-delivered bids must be personally provided to a Finance Department staff member.

The following documents must be provided in order to be considered:

Appendix A - Vendor Bid

Appendix B – Vendor Specifications & Cost Bid

Appendix C – Non-collusion Affidavit

Vendor’s W-9 Form

Vendor Certificate of Liability Insurance

## General Information

1. Services shall not be subcontracted or assigned, in whole or in part.
2. ***Vendor MUST bid on BOTH items - no exceptions.***
3. It is the responsibility of the Vendor to become familiar with the requirements of this bid. Lack of knowledge concerning the bid's requirements will not relieve the Vendor of conditions submitted in response to the bid.
4. In the event that it becomes necessary to revise this bid in whole or in part, Addenda will be provided to all Vendors on record. It is important to note, however, that it remains the responsibility of the respondent to determine if any Addenda have been issued and to obtain those Addenda prior to submitting their bid.
5. Bid must be dated and signed by an official authorized to legally bind the Vendor to its provisions. Bid must remain in force for at least six (6) months from the date of submission.
6. No verbal communication will take place between Vendors and LCCC during the RTB process; all communications shall be in writing. LCCC shall not be obligated to return a Vendor's bid once submitted, whether the bid is withdrawn or not.
7. Questions regarding the RTB process should be emailed to [jhardenberg@lccc.edu](mailto:jhardenberg@lccc.edu) by **11:00 a.m., EDT, February 16, 2026**. Responses will be compiled and shared by LCCC with all Vendors on record with interest in participating in this bid process, at the earliest possible time.
8. LCCC, at its sole discretion, reserves the right to waive defects and informalities in bids, to reject any or all bids, or to accept any bids as may be deemed in the best interest of LCCC, in its sole discretion.
9. Any bid may be withdrawn at any time prior to the time specified herein for the opening of bids, but no bid may be withdrawn for a period of ninety (90) days, thereafter.
10. In all cases, no verbal communication will override written communication and only written communications from the Purchasing & Contracts Manager at LCCC or his authorized designee are binding.

## **Contract Award Document**

The awarded Vendor will be issued a College purchase order and all provisions therein shall be provided by the awarded Vendor in accordance with the requirements of the bid, unless superseded by the terms and conditions of the Agreement, RTB or any subsequent Amendment(s).

### **Entire Agreement**

The Agreement, together with all Exhibits, constitutes the entire agreement and understanding between the parties and supersedes all offers, negotiations, discussions and other agreements that occurred prior to the date of the execution of the written Agreement and may not be amended, waived or discharged except by agreement in writing executed by a representative from LCCC and the Vendor who is authorized to so execute.

LCCC reserves the right to waive any informality, reject any or all bids and/or cancel this RTB, all without any obligation to LCCC. LCCC may select a winning bid based on initial bids received without discussion of such bids. Accordingly, each bid must be submitted based on the most favorable terms, from a price and services standpoint, which the Vendor can submit to LCCC. **No Contract shall exist until the Vendor is provided with an LCCC Purchase Order.**

### **Indemnification**

The Vendor agrees to indemnify, defend and hold LCCC, its trustees, officers, employees, representatives, and Managers harmless from and against any and all claims to which LCCC becomes a party to due to, in whole or in part: a) any acts, errors, or omissions of the Vendor or its directors, officers, employees, representatives, or Managers; b) costs and/or expenses due any Vendors; c) failure to pay tax liabilities for its personnel; d) copyright, trademark, or patent infringement.

### **Insurance**

Vendors must submit with their bid a certificate of insurance evidencing their insurance coverage in the following policy types and in at least the minimum amounts as set forth below:

- a. Commercial general liability with the minimum amounts set at \$1,000,000 per occurrence and \$2,000,000 in the aggregate, which policy shall include broad form blanket Contractual liability insurance and completed operations insurance indemnifications;
- b. Commercial crime coverage with the minimum amount set at \$2,000,000 for employee theft coverage, and which includes a blanket employee dishonesty bond;
- c. Automobile liability insurance with the minimum amount set at \$1,000,000 combined single limit per accident; and
- d. Employer's liability insurance with the minimum amount set at \$50,000 and workers compensation insurance in such amounts as required by the laws of the State of Missouri. The foregoing provisions shall not be deemed a relinquishment or waiver of any kind of applicable limitations of liability provided or available to LCCC under applicable state governmental immunities law.

***Lehigh Carbon Community College and its employees must be named as "Additional Insured".***

**Governing Law**

The Agreement is governed by and constructed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to any conflict of laws provision.

**Appendix A**  
**Vendor Bid**

**HVAC Training Equipment**

TO: LEHIGH CARBON COMMUNITY COLLEGE

We, the Undersigned, having examined the specifications and all other documents and, being familiar with the various conditions under which these services and/or supplies are to be used, agree to furnish, install, and warrant all labor, materials, equipment, and any other required services to fulfill the requirements of the Request for Bid.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Checklist:    \_\_\_ 3 References  
                 \_\_\_ Vendor Bid Form  
                 \_\_\_ Cost Bid  
                 \_\_\_ Form Non-collusion Affidavit  
                 \_\_\_ W-9



## APPENDIX B - SPECIFICATIONS

### Heat Pump Training Equipment

**Quantity:** 2

Electrical requirements: 120 or 208-230 VAC; 60 Hz; 30A; 4-wire

Refrigerant: R-454B or R-32

Overall Size: Must be on wheels

#### Fault Simulation

E.G. electrical and mechanical faults, including bad capacitor, failed contactor, low refrigerant, bad TXV, restricted filter dryer, inefficient compressor, blower faults, and more

Heat strip and defrost control faults

Adjustable airflow restriction

Manually adjustable outdoor air flow

Faults are built into components for realistic troubleshooting practice

Instructor's manual featuring step-by-step troubleshooting guides

Hands-On HVAC Fundamentals

Total Equipment Cost - \$ \_\_\_\_\_

Shipping Cost - \$ \_\_\_\_\_

Total Cost - \$ \_\_\_\_\_

Lead Time: \_\_\_\_\_

### AC Training Equipment

**Quantity:** 2

Electrical requirements: 120 or 208-230 VAC; 60 Hz; 30A; 4-wire

Refrigerant: R-454B or R-32

Overall Size: Must be on wheels

Fault simulation with two refrigerant faults and four electrical faults

Provides numerous real-world applications and trouble-shooting examples

Refrigeration cycle can be observed

High-pressure refrigeration tubing piped to sight glass for direct observation of the fluid stage of the refrigeration cycle

Pressure, temperature and electrical readings can be made

Visible wiring and piping

Refrigerant can be pumped down

Metering device/thermostatic expansion valve

pre-connected high and low pressure refrigeration gas/liquid gauges

Necessary line and low voltage wiring

Low voltage transformer and wiring

Includes Lab Manual and book Refrigeration and Air Conditioning Technology

Total Equipment Cost - \$ \_\_\_\_\_

Shipping Cost - \$ \_\_\_\_\_

Total Cost - \$ \_\_\_\_\_

Lead Time: \_\_\_\_\_

**Vendor hereby attests that it can meet the delivery date of 6/15/26 for both items.**

**If so, Initial** \_\_\_\_\_

**APPENDIX C  
NONCOLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_:s.s.

I state that I am the \_\_\_\_\_(Title) of \_\_\_\_\_(Name of Firm)  
and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and  
officers. I am the person responsible in my firm for the prices(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the bid submission date.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. \_\_\_\_\_(Name of Firm) its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing and/or bidding on any public contract, except as follows:  
\_\_\_\_\_

I state that \_\_\_\_\_(Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied upon by the Department of General Services in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Department of General Services of the true facts relating to the submission of this bid.

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signatory's Printed Name)

\_\_\_\_\_  
(Signatory's Title)