



450 Locust Street  
Chillicothe, MO 64601-2516  
www.livingstoncountylibrary.org  
660.646.0547 FAX 660.646.5504

July 31, 2025

Directed to local & regional vendors

RE: Request for Proposals

The Livingston County Library is asking for your company's participation in submitting a **Request For Proposals** for the Main Library's heating and cooling systems:

**Project 1: Repair and preventative maintenance on the Main Library's Heat Exchange Plates and Gaskets. This includes cleaning of plates and/or installation of new gaskets and/or new plate pack. Included in the overall proposal should be:**

- Cleaning of existing plates
- Delivery and installation of gaskets and plates as needed
- Installation labor and wiring
- Removal and discard of old parts
- Freight charges
- Please list warranty specifications and details
- Other specifications as needed to complete the project

**Project 2: Purchase and installation of Vertical Discharge Duct to the Marley Aquatower Model #494C, Serial Number #10008555 for increase air flow and ideal heat transfer. Included in the overall proposal should be:**

- Mechanical contractor's measurement to confirm logistics and clearance
- Purchase and installation of vertical discharge duct
- Any modifications to existing metal ductwork
- Installation labor and wiring
- Please list warranty specifications and details
- Other specifications as needed to complete the project

**Project 3: Service, repair and preventative maintenance contract for Main Library's Heating and Cooling needs for a three (3) year period beginning October 1, 2025.**

- Boiler System and Marley Cooling Tower Model 494C installed during Renovation Project in 2008
- PTAC Units and GEO Units throughout building
- Electric Wall Heaters in stairwells
- Liebert Unit
- Other specifications as needed to complete the project

If you have questions, please feel free to contact my office at 660-646-0547 during normal weekday business hours or to set up an initial inspection with the Main Library's custodian. An Inspection Copy of the recent assessment from Doyle Field Services, Inc. will be available for viewing.

All bids must be returned to the Livingston County Library Director's office by 5:00 pm on Wednesday, August 20, 2025. Please mark the outside of the envelope, "RFP for Project 1 and/or 2 and/or 3." The proposals will be opened and read at the Board of Trustees meeting of the Livingston County Library Board on Thursday, August 21, 2025 at 4:30 pm. The Board of Trustees reserve the right to accept or reject any or all proposals. Only the proposal(s) chosen will be notified on August 22, 2025.

Thank you for your time and effort involved in this project.

Sincerely,

*/s/ Sue Lightfoot-Horine*

Sue Lightfoot-Horine, Library Director  
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