



# RIVERA MEMORIAL FOUNDATION, INC.

---

186 Cherry Street  
Waterbury, CT 06702  
[www.rmfinc.org](http://www.rmfinc.org)

## REQUEST FOR PROPOSAL *Heating Ventilation and Air Conditioning (HVAC) Installation*

### Legal Notice

The Rivera Memorial Foundation, Inc. (hereinafter “organization”), seeking to engage a company to supply and perform ductless air conditioning installations in a scheduled and professional manner at the Rivera Memorial Foundation Center/PRIDE Cultural Center.

The project involves the installation of ductless air conditioning systems, including, but not limited to, run line sets, indoor and outdoor unit mounting, roof penetration, and all necessary electric work. Hard copies of the complete Request for Proposal package will be available May 14, 2023, at the Rivera Memorial Foundation, 186 Cherry Street, Waterbury, CT 06702, and online at [www.rmfinc.org/rfp](http://www.rmfinc.org/rfp). The contract will cover all aspects of the work from assessment to completion and final acceptance of work.

Mandatory pre-bid walkthroughs will happen through APPOINTMENT ONLY from June 6-8th between 8:00am-12:00pm. Please contact Matthew Ocasio at [mocasio@rmfinc.org](mailto:mocasio@rmfinc.org) to schedule your pre-bid walkthrough. Bids will only be considered from companies that have attended a walk-through. Respondents are required to email one electronic copy to [bids@rmfinc.org](mailto:bids@rmfinc.org) and submit four (4) double-sided copies of a sealed Proposal by no later than June 14, 2023, at 5:00 PM to the Rivera Memorial Foundation Center located at 186 Cherry Street, clearly marked “Ductless Air Conditioning Bid”. Proposals received after that date and time will be rejected. The organization reserves the right to reject any or all proposals if it deems such to be in the best interest of the Rivera Memorial Foundation, Inc. Questions regarding this Request for Proposal should be directed to Jessica Ocasio, by e-mail at [jocasio@rmfinc.org](mailto:jocasio@rmfinc.org).

Jessica Ocasio  
Executive President  
Rivera Memorial Foundation, Inc.