

CITY OF LARAMIE, WYOMING

Request for Qualifications (RFQ) for Plumbing Repair and Service

Release Date: January 16, 2026

Submission Deadline: Friday, February 13, 2026, by 4:00 PM (Local Time)

Introduction and Legal Notice

The City of Laramie, Wyoming is soliciting qualifications from licensed plumbing contractors to provide professional plumbing repair and service work on City-owned facilities. The contracted company shall furnish all personnel, equipment, and supplies necessary to complete plumbing repair and service work on an as needed and emergency basis. Professional services shall include, but are not limited to, establishing hourly rates for technical service; establishing rates for materials and supplies; and providing emergency response service after hours, on weekends, and on holidays.

This RFQ incorporates the legal notice requirements of the City of Laramie. Instructions to respondents, project scope, deliverables and background information are available on the city's website at www.cityoflaramie.org/PandRprojects. All qualifications shall be submitted to the office of the Facilities Maintenance Manager no later than 4:00 PM on Friday, February 13, 2026.

The City of Laramie seeks to integrate energy efficiency practices into all aspects of operations—from capital construction to day-to-day maintenance—to ensure long-term economic and environmental sustainability. The City encourages submissions that (1) enhance the efficiency of City projects and ongoing operations, and/or (2) incorporate consideration of all energy sources, including renewable options.

Preference is hereby given to materials, supplies, equipment, machinery, and provisions produced, manufactured, supplied, or grown in Wyoming, quality being equal to those offered by competitors outside the state, pursuant to W.S. §§ 16-6-101 through 16-6-119.

Scope of Work

- Troubleshoot and repair all types of plumbing systems and components, including but not limited to sewer lines, pumps, valves, fixtures, boilers, hydronic heating systems, water heaters, and supply lines.

- Respond to emergency calls for plumbing repairs and be on-site within one (1) hour of notification.
- Provide established hourly rates for standard, night, weekend, and holiday service.
- Obtain and install original manufacturer parts and supplies; provide a discount or markup policy for parts and materials charged to the City (clearly state discount percentage or markup over cost).
- Submit written reports on all repairs and troubleshooting within two (2) business days to the Facilities Maintenance Manager via email, fax, or mail.

Deliverables

The City of Laramie Parks, Recreation, and Public Services Department will receive proposals for Plumbing repair and services from pre-qualified firms via electronic submission. Proposals should be sent to Project Manager Kevin McIntyre, kmcintyre@cityoflaramie.org. **Proposals are due no later than 4:00 p.m. MT, February 13, 2026.** Submit all documents electronically in one PDF file, assembled according to the instructions provided below. The City of Laramie reserves the right to withdraw this Request for Qualification, without cause, at any time before a contract has been fully signed and submitted to the City Council for approval. Electronic submission should include, at a minimum:

- Letter of Interest.
- Complete company/firm history.
- Identification and qualifications of personnel assigned to the contract (Journeyman, Master, Apprentice; Wyoming license numbers).
- Proof of insurance (General Liability, Workers Compensation, Auto Liability) and applicable Plumbing licenses/bonding.
- Three (3) client references dated within the last six (6) months.
- Qualifications and certifications of technicians.
- A minimum of three (3) letters of reference from current clients within the Rocky Mountain region.

Fee Proposal

- Hourly labor rates for weekday, night, weekend, and holiday emergency response by labor classification.
- Trip/mobilization charges (if any).
- Materials and supplies discount/markup policy (define discount off list or markup over cost).

Evaluation Process and Selection Criteria

Submissions will be evaluated according to the following weighted criteria:

- Company Qualifications – 15 points
 - Relevant Experience – 15 points
 - Fee Proposal – 10 points
 - Three Relevant References– 5 points
 - Wyoming-Based Business – 5 points
- TOTAL 50 points**

Estimated Schedule

RFQ Issued:	Friday, January 16, 2026
RFQ Closes:	Friday, February 13, 2026
Selection & Negotiation:	February 2026
Anticipated City Council Approval & Contract Execution:	March 2026

Submission Contact

All responses must be delivered by the deadline to:

City of Laramie
Kevin McIntyre, Facilities Maintenance Manager
920 Boulder Drive
Laramie, Wyoming 82070
Phone: (307) 721-3585
Email: kmcintyre@cityoflaramie.org

General Information

All materials submitted become the property of the City of Laramie. The City reserves the right to reject any or all proposals, waive informalities, or re-advertise the RFQ prior to City Council approval. All costs incurred during this RFQ process shall be borne by the proposing firm.