Fennwick Heating & Cooling

Marcus Hollend · (614) 555-0142

HVA-2026-3568

November 13, 2026

PROPOSAL

HVAC

PREPARED FOR

Rachel and Tom Brezinski
Columbus, OH 43214

PROJECT OVERVIEW

Rachel and Tom, you want to replace the 15-year-old 3 ton ducted heat pump and air handler in your home with a new matched system that heats and cools reliably. Fennwick Heating & Cooling will remove the old equipment, install a new 3 ton split heat pump on R-454B refrigerant with a new variable-speed air handler, and replace the line set rather than reuse it. The work is permitted through the City of Columbus, tested at start-up, and finished with a city final inspection. Your house is without heating for part of day one only.

SCOPE OF WORK

1. Pull the City of Columbus mechanical permit.
2. Confirm 3 ton sizing with a load check of the house. If the load check calls for a different size, the change is priced before the equipment is ordered.
3. Recover the old refrigerant with a certified technician, remove the old outdoor unit and air handler, and haul away and dispose of them.
4. Set a new composite pad (36 x 36 in), level, with proper clearances.
5. Install a new 3 ton (36,000 Btu/h) split heat pump, about 16 SEER2 and 7.5 HSPF2 or better, on R-454B refrigerant.
6. Install a new AHRI-matched variable-speed (ECM) air handler with a 10 kW electric heat strip for backup heat.
7. Connect the air handler to the existing supply and return plenums with new transitions sealed with mastic.
8. Replace the line set (not reused) with a new insulated copper line set up to 25 ft, brazed with a nitrogen purge, pressure tested with nitrogen, and evacuated to 500 microns or below. Set the charge by weight and subcooling.
9. Install a new 60 A outdoor disconnect and liquid-tight whip. Check that the existing breakers and wire match the new nameplates for the outdoor unit and the heat strip.

10. Install a new condensate trap and overflow safety switch on the air handler, and wire the factory refrigerant leak sensor in the air handler as the manufacturer requires.
11. Install and program a heat pump thermostat with auxiliary and emergency heat staging.
12. Start-up: check static pressure and airflow, heat strip operation, defrost cycle, and temperature split. All readings are recorded and left with you.
13. Complete the final city inspection, register the equipment for the manufacturer warranty, and walk Rachel and Tom through operation.

MATERIALS & SPECIFICATIONS

- Heat pump: 3 ton (36,000 Btu/h) split system, about 16 SEER2 and 7.5 HSPF2 or better, R-454B refrigerant
- Air handler: AHRI-matched, variable-speed (ECM), with 10 kW electric heat strip
- Pad: composite, 36 x 36 in
- Line set: new insulated copper, up to 25 ft
- Plenum transitions: new, sealed with mastic
- Electrical: new 60 A outdoor disconnect and liquid-tight whip
- Condensate: new trap and overflow safety switch
- Refrigerant leak sensor: factory sensor, wired per manufacturer requirements
- Thermostat: heat pump thermostat with auxiliary and emergency heat staging
- Brazing, evacuation, and nitrogen supplies as required for the work described

PROJECT TIMELINE

Start Date: December 1, 2026

Day 1 / December 1, 2026: Old equipment is removed. The new outdoor unit and air handler are set, the line set is brazed, tested and evacuated, and power and thermostat are connected. The system is charged and heating by the end of the day.

Day 2 / December 2, 2026: Condensate and safety switch checks, start-up testing with recorded readings, and the walkthrough with Rachel and Tom.

Following completion: City final inspection and manufacturer warranty registration.

Estimated Completion: December 2, 2026

INVESTMENT

DESCRIPTION	AMOUNT
Materials & Supplies	**$7,250**
Labour & Installation	**$5,150**
TOTAL	**$12,400**

Prices in US dollars. Ohio sales tax on materials is paid by Fennwick Heating & Cooling and included in the price; no sales tax is added to this contract.

PAYMENT SCHEDULE

- Deposit: 30% due on signing, used to order the equipment.
- Balance: due on completion after start-up.
- Prices are valid for 30 days from the proposal date.

ALLOWANCES & UNIT PRICING

No allowances are included in this proposal. Conditional work, such as a different equipment size from the load check or new circuits if existing breakers or wire are undersized, is priced by written change order before it proceeds.

EXCLUSIONS

- Ductwork replacement or repair beyond the plenum connections
- Electrical panel or service upgrades
- New circuits if the existing breakers or wire are undersized for the new equipment (priced as a change order before any work)
- Drywall, carpentry, or painting
- Mold or asbestos remediation
- Zoning systems
- Air cleaners and humidifiers

ASSUMPTIONS & CLARIFICATIONS

- Equipment brand and model: to be confirmed with the client before ordering.
- Thermostat brand and model: to be confirmed with the client before installation.
- Access to the outdoor pad location, air handler, and electrical panel: to be available on December 1, 2026.
- Final inspection date: set by the City of Columbus and may fall after December 2, 2026.

WARRANTY

Manufacturer: the new equipment carries a 10-year limited parts warranty when registered within 60 days of installation. Fennwick Heating & Cooling registers the equipment for you. Parts are covered by the manufacturer warranty, per the manufacturer's published terms.

Fennwick Heating & Cooling: 2-year workmanship warranty. We correct any defect in our installation at no charge for labour. This warranty does not cover damage from misuse, neglect, alteration or repair by others, or failure of parts, which fall under the manufacturer warranty.

INSURANCE & LICENSING

Fennwick Heating & Cooling carries commercial general liability insurance and workers' compensation coverage as required in Ohio. Refrigerant recovery is performed by a certified technician, and the work is permitted and inspected through the City of Columbus. Certificate of Insurance and documentation available on request.

CHANGE ORDER POLICY

Any change to the scope of work is priced and agreed in writing by both parties before the work proceeds. Verbal changes are not binding.

TERMS & CONDITIONS

1. Scope changes: Changes to the scope or price are made only by signed Change Order. The load check result may require one before equipment is ordered.
2. Client obligations: The client provides clear access to the work areas and equipment locations on the scheduled dates. The client is available for the day two walkthrough.
3. Unforeseen conditions: If existing breakers, wire, or ductwork conditions are found that do not suit the new equipment, work on the affected item pauses and the client is notified. Correction is priced by Change Order.

4. Insurance and liability: Fennwick Heating & Cooling carries liability insurance and workers' compensation coverage for its crews. Documentation is available on request.
5. Dispute resolution: The parties first try to resolve any dispute through direct discussion. If unresolved, the parties may pursue mediation before any legal action.

ACCEPTANCE

By accepting below, you confirm that you have read this proposal and its terms and agree to them. Upon acceptance and receipt of the deposit, we will order your equipment and hold your December 1, 2026 start date.

Accepted by (Contractor)

Fennwick Heating & Cooling

Marcus Hollend

Printed Name & Title

Date

Accepted by (Client)

Rachel and Tom Brezinski

Printed Name & Title

Date

END OF PROPOSAL · HVA-2026-3568