

REQUEST FOR PROPOSALS

**City of Sullivan
Engineering Department**

REPLACEMENT OF HEAT RECOVERY UNITS (HRU'S) AT SULLIVAN POLICE DEPARTMENT

RFP Release Date:

Wednesday, July 17, 2013

Written Questions Due:

Wednesday, July 31, 2013 via email

Sealed Proposal Due:

Wednesday, August 7, 2013 10:00am

REQUEST FOR PROPOSALS
Police Department Heat Recovery Unit Replacement
Project # 13010
For The City of Sullivan
Sullivan, Missouri

RFP Release Date: Wednesday, July 17, 2013

Written Questions (ONLY) Due: Wednesday, July 31, 2013 via email
rschaffer@sullivan.mo.us

Sealed Proposal Due: Wednesday, August 7, 2013, 10:00am

Sealed proposals, addressed to City of Sullivan, Missouri, will be received until 10:00 a.m., August 7, 2013 at the office of City Clerk, Janice Koch, 210 West Washington, Sullivan, Missouri 63080, after which they will publicly be opened and read aloud.

The envelope containing the Bid must be sealed and addressed to Janice Koch, City Clerk, and clearly designated as **“Police Department Heat Recovery Unit Replacement”**.

This Contract will consist of a bid for the purchase of a brand new equipment with full installation. The bid will have an Option #1 and Option #2. The bid may be submitted for either or both options.

Copies of the Contract Documents and Detailed Specifications required for bidding purposes may be obtained from the City Engineering Department, City Hall, 210 West Washington, Sullivan, Missouri, 63080. Bidding documents are also available online at www.sullivan.mo.us. Bidders having questions or requesting additional information should contact Robert Schaffer or Dan King at Sullivan City Hall, Engineering Department, telephone number 573-468-8965, facsimile number 573-468-8964.

The City of Sullivan reserves the right to accept or reject any or all bids received and to waive or not to waive any or all irregularities.

PROPOSAL CERTIFICATION

I hereby certify that I am submitting the following information as my company's proposal and understand that, by virtue of executing and returning PROPOSAL BID SHEET, I agree to complete and unconditional acceptance of the contents inclusive of this Request for Proposal and all appendices of the contents of Addenda releases hereto: I agree to be bound to any and all specifications, terms and conditions contained in the Request for Proposal and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all responses, data and information contained in this proposal are true and accurate.

Company name: _____

Street address: _____

City, State & Zip: _____

Print Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Title: _____ Date _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

REQUEST FOR PROPOSALS

REQUEST FOR GENERAL INFORMATION

Name of Company _____

Address – Local _____

Headquarters _____

(Please provide both street address and/or PO Box No. if applicable)

Telephone No.-Local _____ Fax No.-Local _____

City of Sullivan, Missouri

Option #1 - Replace Two Existing Heat Recovery Units (HRU's)

The existing HRU's are Semco FV-500's. The replacement units shall be the same or a pre-approved equal providing a minimum of 1,000 cubic feet per minute air exchange. Replacement equipment shall be of new manufacture with full warranty.

Dimensional Restrictions for Existing Units

One unit has 27" clearance from bottom of roof rafters to top of jail cells. Second unit has 32" of clearance from bottom of roof rafters to ceiling grid. Unit must be installed so that it is accessible for service. Dimensions presented here are for reference only. Individual bidders are responsible for the applicability of equipment presented for replacement.

Price shall include all cost to replace the two existing HRU's complete based on prevailing wage.

Option #2 - Replace Existing Rooftop Unit with Heat Recovery Unit

The existing roof top unit is a Carrier, Model #48HJD005, 4 Ton cooling capacity, 1600 cfm airflow, 72,000 BTU heating capacity. The replacement unit shall have a heat recovery unit as part of the unit rated at a minimum 1,000 cfm air exchange.

Price shall include all cost to replace the rooftop unit to create a complete working system based on prevailing wage.

Additional information is available and can be obtained from the City of Sullivan Engineering Department such as original installation plans, etc.

PROPOSAL BID SHEET

Complete, sign and return the PROPOSAL BID SHEET. Prices in the Proposal Bid Sheet must be limited to the options shown. Proposer may offer prices for additional options, quantities and sizes as an attachment. Prices submitted shall be the proposer’s best and final price, including installation for a complete working system. The City is a tax –exempt entity and is not liable for sales tax and / or personal property tax. PROPOSAL CERTIFICATION page must be completed and signed in order for proposal to be considered. **Attach additional sheet with full itemized breakdown of bid cost for each option bid indicating all specifications have been met at minimum. Include full itemized breakdowns for any additional options proposed.**

The following is the total and complete price for proposed option:

Option 1: _____, \$ _____
(Bid in words)

Option 2: _____, \$ _____
(Bid in words)

Company Name _____

Address: _____

Phone #: _____ **Fax#** _____

Contact Person: _____

Position/Title: _____

(Signature) (Date)