

REQUEST FOR PROPOSALS

**City of Sullivan
Engineering Department**

REPLACEMENT OF ADMINISTRATIVE HVAC SYSTEM AT CITY HALL

RFP Release Date:

Wednesday, August 28, 2019

Written Questions Due:

Wednesday, September 11, 2019 via email

Sealed Proposal Due:

Wednesday, September 18, 2019 10:00am

REQUEST FOR PROPOSALS
Replacement of Administrative HVAC System at City Hall
Project # 19015
For The City of Sullivan
Sullivan, Missouri

RFP Release Date: Wednesday, August 28, 2019

Written Questions (ONLY) Due: Wednesday, September 11, 2019 via email
rschaffer@sullivan.mo.us

Sealed Proposal Due: Wednesday, September 18, 2019, 10:00am

Sealed proposals, addressed to City of Sullivan, Missouri, will be received until 10:00 a.m., September 18, 2019 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 “**Replacement of Administrative HVAC System at City Hall**”.

This Contract will consist of a bid for the purchase of brand new equipment for a minimum 6 to a maximum of 8 tons mini split HVAC system with installation as detailed in the specifications. The units shall be Daikin Aurora Hyper Heat or Fujitsu Halcyon XLTH or pre-approved equivalent.

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

Replacement of HVAC in Administrative Areas of City Hall

Equipment:

Units shall be Daikin Aurora Hyper Heat or Fujitsu Halcyon XLTH or a pre-approved equivalent system as follows:

4 – Ceiling cassette indoor units (2 – Entrance Hall, 1 – Clerk’s Office, 1 – Administrator’s Office)

2 – Wall mount indoor units (1 – Billing Office, 1 – Collector’s Office)

Outdoor mini-split condensers as required for minimum 6 ton to maximum 8 ton of cooling.

Provide all Freon line sets and all other necessary equipment for the installation complete.

Bid with remote wall controllers and separately with wall mount hardwired controllers as necessary.

City to Provide:

The city will provide the concrete pad where the condensing units will be located, drill all holes through the exterior wall for line set access and provide electrical disconnects for the condensing units.

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 bid indicating all specifications have been met at minimum. Include full itemized breakdowns for any additional options proposed. Provide all warranty information for all proposed components.**

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

_____, \$ _____
(Bid in words)

Company Name _____

Address: _____

Phone #: _____ **Fax#** _____

Contact Person: _____

Position/Title: _____

(Signature) (Date)