

INVITATION TO BID

The City of Beaufort Fire/Rescue Department is soliciting bids for the removal and replacement of three existing Heating, Air Conditioning, and Ventilation Systems and the installation of one new system at the Central Headquarters Fire Station located at 135 Ribaut Road, Beaufort, SC. **These units shall be commercial grade.** The three existing HVAC systems are located in the Lounge/Kitchen area, the Administrative Wing; to include the Foyer and two Public Restrooms, the Dormitory, and new system for the Work Room. Return air ducting shall be added to all existing areas to include the public restrooms and employee bath area. Conditioned air registers shall be added to the public restrooms and employee bath area. The new HVAC system for the Work Room area shall include conditioned air and return air registers.

The winning contractor agrees to coordinate with the Fire Department time for the department to remove the existing ductwork in the Dormitory prior to the start of the job.

SPECIFICATIONS:

1. Lounge/Kitchen Area: Replace split heat pump, air handling unit w/heat strips, compressor, digital thermostat, and add new return air ducting.
2. Administrative Wing: Replace split heat pump, air handling unit w/heat strips, compressor, digital thermostat, add new return air ducting, and add conditioned air and return air ducting to public restrooms.
3. Dormitory: Replace split heat pump, air handling unit w/heat strips, compressor, digital thermostat, add new conditioned air and return air ducting to dormitory and employee restroom.
4. Workroom: Install a complete new split heat pump HVAC system properly sized to the area.

INSTRUCTIONS TO BIDDERS

The winning contractor shall be responsible for determining the exact requirements of the equipment actually furnished for use and shall provide systems that are complete and ready for use at no additional cost to the owner. The successful contractor shall provide all materials, labor, taxes, permits, insurance, job site clean-up, electrical, mechanical, and refrigerant connections, and system start up and testing.

The winning bidder shall conform to all General Regulations (section 301-312) and any other applicable Regulations listed in the 2000 edition of the International Mechanical Code (IMC) for the installation of Heating, Ventilation, and Air Conditioning systems.

Systems shall be complete and installed in a workman like manner conforming to the most up to date standards governed by the HVAC craft.

A meeting with the successful bidder and the fire department will be conducted prior to work to ensure an understanding of the job and compliance of the bid request.

Each item of the bid package shall be quoted separately on the attached Bid Price Quotation Worksheet.

Prices **shall** include 5% SC sales tax, labor, and materials and be good for 90 days. Payments will not be made until the order is received in full.

Bids may be sent by U.S. Mail to:

Beaufort Fire Department
135 Ribaut Road
Beaufort, SC 29902-4449
Attn: Fire Chief

Bids may also be delivered in person to the above address.

In either case, all packages shall be marked HVAC Bid in the lower left corner of the envelope.

All bid packages must be received **NO LATER THAN 11:00 AM**, Tuesday, January 25, 2005, at which time the bids will be opened publicly at the Headquarters Fire Station. Any bid package not received by the time and date specified shall be rejected. Contractors must provide proof of Liability Insurance and Worker Compensation Insurance on their employees. Unsigned bids will also be cause for rejection.

The City of Beaufort reserves the right reject any and all bids, and the lowest bid does guarantee awarding of the bid.

Sincerely,

Wendell Wilburn, Fire Chief

BID PRICE QUOTATION WORKSHEET

1. HVAC System for Lounge/Kitchen.....\$ _____
2. HVAC System for Administrative Wing.....\$ _____
3. HVAC System for Employee Dormitory.....\$ _____
4. HVAC System for Workroom.....\$ _____

Authorized Signature