

CITY OF BEAUFORT
STATE OF SOUTH CAROLINA
INVITATION FOR BID



500 CARTERET ST HEATING & AIR PROJECT

DUE: August 25, 2022 BY 2:00 PM

**CITY OF BEAUFORT, SC
INVITATION FOR BID
500 Carteret St Heating & Air Project**

Quotes must be submitted to the via the contact below. Quotes may be submitted via E-Mail or hard copy by 2:00 pm on August 25, 2022. All e-mail submissions must receive a confirmation of receipt reply before 2:00 pm on August 25, 2022, to be considered accepted.

EMAIL ADDRESS: procurement@cityofbeaufort.org **PHONE NUMBER:** 843-525-7079

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department, Attention: Kay McIntyre

MAILING ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

OFFICE ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

MARK OUTSIDE ENVELOPE: "RFP 2022– 500 Carteret Heating & Air Project – Attn Kay McIntyre"

A BUILDING INSPECTION WILL TAKE PLACE ON AUGUST 17 & 18, 2022 FROM 9:00AM TO 12:00PM. THIS WILL BE THE ONLY HOSTED BUILDING INSPECTION SITE VISIT.

QUOTES DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF QUOTES SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSALS. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

**CITY OF BEAUFORT
INVITATION FOR BID
500 Carteret Street - Heating & Air Project**

INTRODUCTION

The City of Beaufort is offering this Invitation for Bid as an “open-bid” versus a “sealed-bid.” The cost of the project is not likely to meet the requirements of a Sealed Bid RFQ/RFP process. In the event quotes received meet, or exceed those requirements, the City of Beaufort will issue a formal RFP and require use of the Sealed Bid and Evaluation process per City Ordinance Section 1-4004, 9-11.

500 Carteret St Heating & Air Project is a planned improvement project to replace or repair as necessary heating and air conditioning systems in the city owned building at 500 Carteret Street, Beaufort SC. This city owned building is a 2-story structure built in 1980. The building operator leases suites to several tenants. The building has 12 independent heating and air units and one mini split unit. Two of these units are new and will not need to be replaced, but the rest will need to be assessed.

PROJECT EXPECTATIONS

The City of Beaufort seeks qualified, licensed, heating and air conditioning contractors to evaluate the environmental control needs of the building and offer options and prices for replacement or repair. The city is open to repair and replacement of the existing systems or holistic solutions which replace all existing units with a centralized commercial solution. The city seeks to improve the efficiency, design, longevity, and ease of maintenance as additional project outcomes. A building inspection of mechanical components for interested contractors will take place on August 17th and 18th, 2022, from 9:00am to 12pm for prospective proposers. The city will provide a boom lift with escorts to access roof mounted components. Interested contractors must notify the city of Beaufort of their intent to attend the inspection date for ease of scheduling. You must notify:

Kay McIntyre

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QUOTES

City of Beaufort expects proposers to provide to list the repairs required. To provide a quote for each job, and a recommendation of priority. Each repair should include a brief description of the problem and a justification of the recommended repair technique.

In addition to replace or repair services, a quarterly maintenance plan for all heating and air units is requested. City of Beaufort also requests descriptions of warranty offered on any heating and air units replaced or repaired.

Some or all the funding for the project is being provided by American Rescue Plan Act (ARPA) Grant, therefore all ARPA requirements will apply to the contract.