

City of Spartanburg
Procurement and Property Division
Post Office Drawer 5107, SC 29304-1749
Phone (864) 596-2049 - Fax (864) 596-2365

Legal Notice
Request for Proposal for
Removal and Replacement of HVAC System

August 27, 2020

NOTICE IS HEREBY GIVEN – The City of Spartanburg is seeking proposal from vendors to provide construction services for Removal and Replacement of the HVAC at 450 Wofford Street Spartanburg, SC. All work to comply with the specifications developed by the city to provide quality workmanship.

Proposal No: 2021-09-15-01

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to be a licensed contractor, obtain a City of Spartanburg Business License and all the required Building Permits.

COVID-19 concerns we must remain vigilant about social distancing practices.

The Pre-Bid meeting will be held at the Building Maintenance Office Building 305 West Henry Street Spartanburg, SC 29304 on Tuesday, September 8, 2020, 10:00 AM. Please remember due to the COVID-19 concerns we must remain vigilant about social distancing practices. In this season of uncertainty, there is the need to put your and our employee's safety first. Attendees will practice appropriate physical separation (six feet or more) as we go about our work. Please wear masks. Attendees must have temperatures checked.

Email: tmcabee@cityofspartanburg.org.

Complete proposal package also available at <https://www.cityofspartanburg.org/bid-opportunities> by following the links for Invitations for Bids.

Sealed Proposals shall be submitted to Carl Wright, Procurement and Property Manager on or before Tuesday September 15, 2020 no later than 3 PM, City Hall, 145 West Broad Street at which time they will be publicly opened and read aloud in the Training Room, same location. Attendees will practice appropriate physical separation (six feet or more) as we go about our work. Please wear masks. Attendees must have temperatures to be checked.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at www.cityofspartanburg.org by following the links for Invitations for bids. The following Proposal Number Must be placed on the outer envelope in order for the bid to be Stamped in as accepted on time:

Proposal No: 2021-09-15-01

Submission of Questions and Qualifications Statement

Submit two (2) complete copies of the firm's Proposal Statement. Submittals received by facsimile machine or other electronic transmittal will not be considered. Submittals are to be in sealed envelopes or boxes marked with the caption "Proposal Statement for Removal and Replacement of the HVAC at 450 Wofford Street Spartanburg, SC" and must be submitted to the attention of Mr. Carl Wright, Procurement and Property Manager, City of Spartanburg, P.O. Box 5107, Spartanburg, South Carolina 29304-1749, by 3:00PM, September 15, 2020. If using courier service, submittals should be sent attention Mr. Carl Wright, Procurement and Property Manager, City of Spartanburg, 145 West Broad Street, Spartanburg, South Carolina 29306.

Proposal Number MUST be placed on the outer envelope in order for the bid to be stamped in as accepted on time:

Technical questions regarding the scope of services should be directed to Tony McAbee, Facility Maintenance Manager, (864) 596-2107 or by email at tmcabee@cityofspartanburg.org Questions regarding the RFQ process should be directed to Mr. Carl Wright, Procurement and Property Manager at (864) 596-2790 or cwright@cityofspartanburg.org



Removal and Replacement of the HVAC System at 450 Wofford Street

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304
Email:
cwright@cityofspartanburg.org

Proposer has examined this Request for Proposal, the Advertisement for this Request for Proposal, and the following Addenda (receipt of which is hereby acknowledged):

Company Name: _____

By: _____ (Signature)

_____ (Printed Name)

Title: _____

Date: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Please, by signing _____ understand you have seen all addendums.

ALL QUESTIONS must be submitted via email by Friday September 11, 2020 at 12:00pm

BASE PRICE for Total Cost Removal \$ _____

Removal and Replacement of the HVAC System at 450 Wofford Street

Please complete the provided proposal sheet which outlines the cost.

By: _____ Title: _____

Signature: _____ Date: _____

Address: _____

Telephone / Email: _____

_____ submits here with our proposal in response to the bid request
(*Company Name*) number shown above in compliance with the description(s) and specifications (s) for the following:

Exhibit A

CONSTRUCTION SERVICES

Removal and Replacement of the HVAC system at 450 Wofford Street

SCOPE OF WORK

General

The purpose of this work is to provide construction services for the Removal and Replacement of the HVAC system at 450 Wofford Street

Construction Phase

Furnish and install the following equipment and materials:

Removal of existing 10-ton gas pack HVAC system.

Provide and install new 10-ton gas pack HVAC system with economizer and required ductwork, condensate line and wiring modifications which includes a new disconnect at unit. (use existing curb)

Visual inspection of existing duct system with minor repair included if required.

Full charge of R-410A refrigerant.

Crane.

Permit.

Complete installation and start-up.

Complete cleanup of area after installation.

NOTES: PROVIDE HVAC SYSTEM STANDARD WARRANTY

Submit all questions in writing to: No questions will be answered verbally.

Tony McAbee
Building Maintenance Manager
City of Spartanburg
tmcabee@cityofspartanburg.org