

REQUEST FOR PROPOSALS INVITATION

NOTICE IS HEREBY GIVEN that sealed proposals will be received in the office of the Purchasing Agent, Daytona Beach City Hall, Room 146, 301 South Ridgewood Avenue, Daytona Beach, Florida 32114, until August 13, 2019 at 2:00 PM, at which time they will be publicly opened for the following:

HVAC MAINTENANCE AND CONTROLS TERM CONTRACT

AWARD OF CONTRACT subject to the Purchasing Code of the City of Daytona Beach.

THE RFP MAY BE OBTAINED on-line at <http://purchasing.codb.us> by clicking on the link to "Public Solicitations" or as a hard copy at the office of the Purchasing Agent City Hall, 301 South Ridgewood Avenue, Room 146, Daytona Beach, FL 32114.

SCOPE OF WORK: The Contractor will provide all labor and materials for HVAC and Controls service for all equipment in City owned buildings. The Contractor, upon request, will conduct inspections of an HVAC system and supply a written report with repairs that will need to be taken into consideration by City Personnel. If the City so elects, the Contractor will be instructed to complete repairs by issuance of a work order by the City.

A NON-MANDATORY PRE-PROPOSAL CONFERENCE will be held at the Daytona Beach Public Works Engineering Department, 950 Bellevue Avenue, Daytona Beach, Florida 32114, on July 30, 2019 at 10:00 AM. Interested Proposers are *urged* to attend.

THE CITY RESERVES THE RIGHT to reject any or all proposals or parts thereof, or to accept the proposal(s) or parts thereof, when considered by it to be in the best interest of the City. Any proposal received after the time and date specified will not be considered. No proposer may withdraw their proposal for a period of sixty (60) days after the date of the opening of proposals. This time period is reserved for the purpose of reviewing proposals and investigating the qualifications of the proposers.

PROPOSALS SHALL BE ADDRESSED to the City of Daytona Beach, Purchasing Agent, 301 South Ridgewood Avenue, Room 146, Daytona Beach, Florida, 32114, and all proposals shall have the following plainly marked on the outside of the envelope:

PROPOSAL FOR: **HVAC MAINTENANCE AND CONTROLS TERM CONTRACT**
PROPOSAL NO: **19561**

THE CITY OF DAYTONA BEACH
BY: KIRK ZIMMERMAN
BUYER
ISSUED: July 23, 2019