



Opportunity in every direction.

**CITY OF WAYCROSS
REQUEST FOR PROPOSAL
HVAC FOR ARMORY
BID # FY19-05
AUGUST 28, 2018**

SCOPE:

The City of Waycross is accepting proposals from License HVAC contractors for the purchase and installation of a heating and cooling system for 3 rooms at the National Guard Armory located at 718 Garlington Avenue Waycross, Georgia.

There will be a mandatory pre-bid meeting at the Armory at 9:00 a.m., Wednesday, September 5, 2018 for all contractors to attend.

Bids are due by 11:00 a.m. Thursday, September 13, 2018. 2nd floor City Hall, Purchasing Department, 417 Pendleton Street, Waycross, GA 31501.

SPECIFICATIONS AND QUALIFICATIONS:

Units to be considered shall be: Or an acceptable alternate.

Room #1 – Conference Room 36’x22’ 3 Ton Condenser with 3 Ton Evaporator

**Room #2 and #3 – Offices 16’x12’ 2 Ton Condenser with 2 each 1 Ton
Evaporators**

Contractor must furnish all necessary electrical, labor, tools, equipment and supplies to perform the required services at this location.

Contractor must have valid State HVAC Contractors License.

Contractor must submit Insurance Certificate with quote including Workers Comp. if applicable.

Contractor shall keep the premises clean of all rubbish and debris generated by the work involved.

Detailed warranty must be included with bid proposal.

Work must be completed within 30 days of award.

City of Waycross

Purchasing Department

Linda E. Jones
Purchasing Director

TO: ALL VENDORS
FROM: LINDA E. JONES, CPPB, PURCHASING DIRECTOR
DATE: August 29, 2018
RE: Request for Proposals

The City of Waycross, Georgia will receive sealed proposals until, 11:00 a.m., Thursday, September 13, 2018.

For : HVAC Units to be installed in 3 rooms at Armory.

As specified in the attached specifications.

The city reserves the right to accept or reject any or all proposals, to waive formalities and technicalities, to make an award in the best interest of the City. All bidders must comply with all Federal, State and Local Laws.

Factors to be considered in making this award, if awarded, will be equipment submitted and price. The City will be the sole judge of the weights given these factors.

Proposals will be opened conference room at City Hall, on the second floor – 417 Pendleton Street, Waycross, Georgia, on the hour and date specified above. No proposals will be accepted after bid opening time. No faxed or email proposals will be accepted.

**PROPOSALS SHOULD BE MAILED TO: CITY OF WAYCROSS, PURCHASING DIRECTOR
P. O. DRAWER 99
WAYCROSS, GEORGIA 31502-0099**

**OR HAND DELIVERED TO: CITY HALL – PURCHASING DEPARTMENT
(PRIOR TO OPENING) 417 PENDLETON STREET, ROOM 201
WAYCROSS, GEORGIA 31501**

BID ENVELOPE SHOULD BE MARKED: Bid # FY19-05 HVAC

Prices quoted shall be firm prices and remain firm until delivery is made. If awarded, the City will place an order with the successful bidder within thirty (30) days after bid opening.

P. O. Drawer 99
Waycross, Georgia 31502-0099
(912) 287-2956

City of Waycross
P.O. Drawer 99
Waycross, GA 31502

REQUEST FOR QUOTATION	
BID #:	FY19-05 HVAC
DATE:	August 29, 2018
THE ABOVE NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE.	
THIS IS NOT AN ORDER	

QUOTE NOT LATER THAN 11:00 am, Sept. 13, 2018	REQUISITION NO.	DATE OF REQUISITION
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CHARGEABLE ACCOUNT NUMBER
PLEASE QUOTE ON THIS SHEET IN SPACES INDICATED BELOW FOR THE ARTICLES DESCRIBED. NOTE DELIVERY REQUIRED AND IN QUOTING, ADVISE DEFINITE DELIVERY. BASE YOUR QUOTATION ON THE TERMS AND CONDITIONS PRINTED AND/OR TYPED HEREON.

This is not an order

WE QUOTE YOU AS BELOW	
NAME OF COMPANY	
BY (SIGNATURE)	
OFFICIAL TITLE	DATE

DELIVERY REQUIREMENT		DELIVERY PROMISED	TERMS	F.O.B. 718 Garlington Avenue Waycross, GA 31501	
ASAP	ARO	Days	% Days		
ITEM	QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT
1.		New 3 Ton Condenser with 3 Ton Evaporator Make: Model: Warranty:			\$
2.		New 2 Ton Condenser with 2 each 1 Ton Evaporators Make: Model: Warranty:			\$
		Install			\$
		Total Purchase and Install Cost			\$

This quote sheet is provided for your convenience. Please return completed form with your bid.


LINDA E. JONES, CPPB
PURCHASING DIRECTOR

QUOTATION REQUEST