

*City of*  
**SHELBYVILLE**  
*Tennessee*

January 12, 2024

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **REPLACEMENT OF ONE HVAC SYSTEM AT SENIOR CITIZEN CENTER LOCATED AT 111 J. G. HELTON DRIVE, SHELBYVILLE, TN.**

Proposals will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring St., Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 2:00 pm, Monday, January 29, 2024.** Proposals should be submitted in sealed envelope or package marked "**SEALED PROPOSAL FOR REPLACEMENT OF ONE HVAC SYSTEM AT SENIOR CITIZEN CENTER LOCATED AT 111 J. G. HELTON DRIVE, SHELBYVILLE, TN**". Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

Proposals will be opened at public meeting of council appointed bid committee on Monday, January 29, 2024, at 2:00 pm at City Hall, 201 N. Spring Street. Award of the proposal is scheduled to be on the agenda at the next City Council business meeting. (February 8, 2024)

**Scope:**

Replacement of one aged HVAC system and all related components to a high efficiency system. A site visit is highly recommended for assessment and can be scheduled with Senior Citizen Center staff, at 931-684-0019.

**Submittal details:**

One new, complete high efficiency 7.5-ton package gas unit HVAC system including indoor and outdoor equipment, digital programmable thermostat, labor and materials to complete the installation.

The proposed new unit will be replacing a 6-ton unit that services the exercise room, sitting room and pool table room.

Unit size, unit type, brand and SEER rating to be listed on submission.

Cleaning of current ductwork or lining of current ductwork if unable to clean, to be included in submission.

All electrical and mechanical work required for turnkey project to be included in submission.

Removal and disposal of all existing equipment per EPA regulations to be included in submission.

List all warranties.

Installation will be needed as soon as possible. Please list in submission # of days from receipt of order to installation if awarded.

**Proposals must be received at or before 2:00 pm, Monday, January 29, 2024.**

Proposals must be in compliance with this RFP. Failure to comply with all provisions of the RFP may result in disqualification.

Successful bidder must provide proof of business license and liability insurance.

The successful bidder must also provide proof of workers compensation insurance if required.

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed bid committee and City Council. Proposal to all or part of the RFP indicates a willingness to supply part or all the proposal. The

City of Shelbyville reserves the right to reject all proposals.

All bidders must comply with A.D.A. guidelines if required.

All bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U. S. Department of Justice.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

Any questions may be directed to Purchasing Director Lori Saddler, 931-684-2691.

*All bid/proposal submissions to the City of Shelbyville are subject to inspection and reproduction pursuant to the Tennessee Public Records Act ("TPRA"), T.C.A. section 10-7-501, et seq. The City of Shelbyville provides access to public records upon request in full compliance with TPRA.*

Lori Saddler  
Purchasing Director