

# **REQUEST FOR BIDS**

## **DPS HVAC REPLACEMENT**

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**March 2023**



Department of Public Services

1015 S Lincoln Avenue

Three Rivers, MI 49093

(269) 273-1845

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# Bidding Information

## Performance Bids

The City of Three Rivers is committed to the concept of performance bids. All vendors are encouraged to submit bids which conform to the stated specifications, as well as, suggest deviations from the specifications, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms.

### *I. Instructions*

- A. Bids must be typewritten or clearly printed in ink and signed by a duly-authorized representative of the firm submitting the quote.
- B. A non-mandatory pre-bid meeting will be held **Wednesday March 15, 2023** at **1:00 pm** local time. The purpose of the meeting is to allow the contractors an opportunity to visit all buildings planned for HVAC and unit heater replacements.
- C. Bids must be submitted in sealed envelopes, clearly marked on the outside, "**Bids for DPS HVAC Replacement**".
- D. Bids will be received by the Office of the City Clerk, City Hall, 333 West Michigan Avenue, Three Rivers, Michigan, 49093, until **2:00 p.m. local time, Thursday, April 6, 2023**. All bids will be date stamped and time marked when received.
- E. Faxed or emailed bids shall not be accepted.
- F. If you received this document from our website, please e-mail your contact information to [aroth@threeriversmi.org](mailto:aroth@threeriversmi.org) so we can place you on the bidders list for addenda.

### *II. Conditions Applicable to Bids*

- A. Applicable Laws: The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Three Rivers is generally exempt from Federal Excise and Michigan State Sales Tax. Prices should not include tax.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted.
- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. The City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
- F. The Contractor shall provide proof of Liability and Workman's Compensation Insurance and a completed W-9 form prior to award.
- G. The successful bidder shall provide the City with a copy of their liability insurance policy in the amount of \$2,000,000 (Two million Dollars) which names the City of Three Rivers as second insured.
- H. Anticipated award is at the **April 18, 2023** Commission meeting. Final completion of this project shall be no later than **August 15, 2023**.

### *III. General*

#### *References*

All equipment shall meet or exceed the current standards for HVAC equipment and unit headers.

#### *Traffic Control*

DPS will be responsible for moving vehicles, equipment, parts or materials that are in the way of the equipment replacement. Close coordination is required with DPS staff so adequate advance notice is provided.

#### *Timing Limitations*

The August 15, 2023 completion date shall be met or exceeded (completed before that date).

#### *Measurement and Payment*

The measurements which shall be used for payment are listed on the included bid form.

Pricing shall include removal of all existing equipment and securing all necessary permits.

#### *Scope*

Remove existing furnace and heat pump/AC unit along with heater units for all awarded portions of the project.

Photos of the existing equipment are shown below.





**HVAC Unit**



**North Unit Heater Parking Barn**



**HVAC Unit**



**South Unit Heater Parking Barn**

## Bid Form

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to perform all work, furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required for project in accordance with the specifications as prepared by the Department of Public Services, City of Three Rivers, Michigan, for, including Addenda No. \_\_\_\_ issued thereto, the following unit prices:

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

### DPS HVAC Replacement

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
1	HVAC Unit Replacement	1	LS		
2	Unit Heater Replacement - Shop	1	EA		
Total Base Bid					
3	Unit Heater Replacement - Parking Barn	2	EA		
Total Alt Bid					