



Invitation for Bids

for

Town of Benson Lee Street HVAC System

Bid From: _____

General Information and Bid Submission Requirements:

- Submit bids to:
Town of Benson
C/O Kimberly Pickett, Assistant to Town Manager
303 E. Church St,
Benson, NC 27504
- Submit all bids by **2:00pm on Friday, March 1, 2019**. At that time bids will be publicly opened within the Benson Room of Town Hall Conference Center.
- The contract will be awarded at the next Town of Benson Board of Commissioners meeting on March 12, 2019. The time for award may be extended for up to 30 additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.
- Questions concerning this invitation for bids must be submitted in writing to: **Kimberly Pickett, Assistant to Town Manager, 303 E. Church St, Benson, NC 27504 before 5:00pm on Friday, February 22, 2019**. Questions may be delivered, mailed, or faxed. Written responses will be mailed or faxed to all bidders on record as having picked up the Invitation for BID.
- A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___." Each modification must be numbered in sequence, and must reference the original Invitation for BID.
- After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town.
- If, at the time of the scheduled bid opening, the Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00pm on the next normal business day. Bids will be accepted until that date and time.
- Bid submission should be presented in a sealed envelope clearly marked "**Town of Benson Lee Street HVAC System**"
- Bid must include a **non-collusion form**, **bid pricing sheet**, and **references**
- Proof of General Liability Insurance and Workers Compensation will be required prior to start of work.

- Proof of Workers Compensation Coverage will be required before work is started.
- A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- It will be required to provide a list of Subcontractors used for this project. The Town of Benson is requesting that the contractor bidding on this project utilize the HUB certified Subcontractors/Vendors. **This project has a 10% goal of HUB participation.** A list of HUB Subcontractors/Vendors can be found at <http://ncadmin.nc.gov/businesses/hub>

Description of Work

- Remove all piping and equipment associated with old gas and boiler heat. Save gas heaters, as the Town may utilize them in another facility
- Two 15 ton cooling and gas heating package units with spiral duct with air distribution or duct sock
- Gas piping and high voltage wiring will be responsibility of contractor
- Package units shall be Trane Voyager Light Commercial Rooftop Package or like units from another approved manufacturer
- Floor protection is **not** required; Gym Floor will be replaced in this rehab project
- Contractor is required to obtain all necessary permits through the Town of Benson Inspections Department

Date of Availability

- Date of availability for this contract is **March 13, 2019**
- The completion date for this contract is **June 15, 2019**
- Liquidated Damages will be assessed at value of **\$100 per calendar day.**

Work Times

- Unless otherwise approved by the Parks & Recreation Director, no work shall be performed on Saturdays, Sundays, and Legal State Holidays. Work shall be performed only during the hours of 8:00 am and 5:00 pm.

Contract Award

- The contract will be awarded to the responsive and responsible bidder offering the lowest total price for all items.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of business

List of References

Reference 1 Name and Contact Information

Reference 2 Name and Contact Information

SPACE LEFT INTENTIONALLY BLANK

Submittal Guidelines

- To be considered for this project, please submit the entire proposal with the information requested below no later than **2:00pm on Friday, March 1, 2019.**

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone: _____

Total Bid Amount: _____