



Town of Central
Senior Center HVAC System
Scope of Service

1: Project Initiation:

Sealed bids will be accepted until Thursday, June 28th, 2018, 230pm at Central Town Hall at which time Bid proposals will be examined promptly after opening and each bid will be announced to all participating. It is not a practice to award any bid until the Town Administrator, Purchasing Director and the interested Division/Department Head have had ample time to review each Bid Proposal. Award will be made, however, at the earliest possible date, with Tuesday, July 3rd being the target date to award. No Bid Proposal(s) may be withdrawn for a period of sixty (60) days after bid opening date. It shall be the responsibility of the bidder to assure that their bid arrives at the location and time indicated. Late bids, telegrams, facsimile, or telephone bids will not be considered. No exception.

2: Taxes:

The Town of Central pays South Carolina State Sales Taxes. All applicable taxes should be shown as a separate line item on the bid form.

3: Specification Changes after Bid Award:

Any changes in specifications after the Contract has been awarded, must be with written consent of the Town/Assistant Town Administrator.

4: Bid Changes:

Bids, amendments thereto or withdrawal requests received after the time advertised for bid opening will be void regardless of when they were mailed.

5: Delivery Location:

Town of Central
C/O Sealed Bid for HVAC Senior Center
PO Box 549
1067 West Main Street
Central, SC, 29630

6: Tie bids:

In the case of tie bids, The Town of Central reserves the right to make the award based on factors outlined in this bid package in what is considered to be in the best interest of the Town.

7: Pay Schedule:

The Town of Central will issue a payment check within 10 days of *completion, inspection, and approval of project.*

8: Silence of Specifications:

The apparent silence of this specification and any supplemental specification as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement. Town of Central reserves the right to waive technicalities and reject any or all bids. Requirements for Equal Employment Opportunity and Minority Business Enterprises are applicable to this contract.

9: Special Bidder Instructions:

In the event that any supplier should wish to submit a proposal but finds it impossible to comply with all the specifications set forth, their proposal will be received provided the following is adhered to: Any exceptions, substitutions, deletions or any deviations from these specifications shall be explained in detail on a separate page entitled "Exceptions". Bidder must show proof that any exception is equal or superior to those specified. Failure to conform to the above requirement shall be cause for rejection of proposal. Bidder must submit detailed specifications with the proposal and drawings of each exception.

10: Contractor/Bid Requirements:

- Contractor must be properly licensed and under the State of SC and Local Laws governing their trades and will be required to carry \$1,000,000 General Liability Insurance, Workers Compensation, obtain a Town of Central Business License for the General Contractor and all sub contractors and comply with The Illegal Immigration Reform Act.
- Code Compliance-All construction to be compliant with 2015 IBC with South Carolina Mods & The ICC A117.1-2009 Accessible and usable buildings and facilities.
- Contractor will be required to provide three (3) or more references with contact name and number in the bid packet for referral purposes.
- Performance/Bid bond will not be required for this project
- Contractor will need to provide **in the bid packet** a copy of Certificate of Proof of Liability and Workman's Comp Insurance.

11: Project Specifications:

- Remove (2) furnaces and (2) 4 Ton Evaporator Coils from the ceiling and remove the (2) 4 Ton AC Condensers located on the outside of the building.
- Install (2) Gas Furnaces which are 95%+ Efficient, rework the Flue to accommodate the new furnaces. Furnaces to be 80,000 – 100,000 BTU Each.
- Install (2) 4 Ton Evaporators
- Install (2) 4 Ton AC Condensers
- Install necessary ductwork to fit new equipment
- Install (2) Programmable Thermostats
- Install disconnects on all equipment
- Please list the warranty of the units in the bid information.
- Contractor should be able to provide annual service to maintain warranty.
- Contractor is responsible for all tools and equipment at the job site. The Town of Central cannot be held liable for theft or vandalism of equipment left on the site.
- Sealed bids will be accepted at Town Hall until Thursday, June 28th, 2:30pm. The Town of Central is not responsible for bids lost in the mail. The Town of Central has the right to accept or reject any or all bids.
- Project needs to be completed by August 31, 2018. Meals on Wheels will occupy the building beginning September 1st, 2018.

12: Questions Concerning the Project:

For Questions, contact Tom Cloer, Assistant Town Administrator, at 864-639-6381 ext. 108.