

INVITATION TO BID

The City of St. Marys solicits sealed bids from licensed contractors for the **HVAC Repairs and Maintenance Contract** on equipment at City owned buildings. Sealed Bids will be received by Amy Peeples in the Finance Office at St. Marys City Hall, 418 Osborne St., St. Marys, Georgia 31558, until 2:30 pm, EST on February 27, 2018, and shall be publicly opened on the same date in St. Marys City Hall, 418 Osborne St., St. Marys, Georgia 31558. Bids received after the required time or in any other location other than the Finance Department will not be accepted. No bid may be withdrawn after the closing time for the receipt of bids for a period of sixty (60) days.

The successful vendor will provide maintenance and repair on HVAC equipment in City buildings. This bid is for maintenance and repair only. Replacement of heating and air systems will be handled by receiving quotes using purchasing methods as per the City of St. Marys Purchasing Policy.

Interested parties can contact Amy Peeples in the Finance Department at 418 Osborne Street, St. Marys, Georgia 31558 or via email at amy.peeples@stmarysga.gov or call 912-510-4044 to request a complete package. Vendor must provide street address, contact person, phone, email and fax numbers to ensure prompt delivery and notification of addenda.

All questions pertaining to this Invitation to Bid must be directed in writing to Bobby Marr, Public Works Director at bobby.marr@stmarysga.gov.

The company awarded the contract must be able to respond to repair requests within two (2) hours of receiving a call for service. The contract will be awarded for a period of one (1) year with the option to renew for four additional one year terms depending on funding in the City budget.

Contractor must conform to all state, local, and federal regulations, including safety. All work will be coordinated with the City Public Works Department.

Submission of Bid:

One (1) original and two (2) copies of the bid response must be submitted in a sealed envelope marked "HVAC REPAIRS AND MAINTENANCE CONTRACT. **A copy of the vendor's current business license as well as a copy of Georgia required HVAC license must be included in with the bid. Any bid that does not include the required documents will be disqualified.**

The bid package must be clearly labeled with the following information:

City of St. Marys
Attn: Amy Peeples – Finance Department
HVAC Repairs and Maintenance Contract

418 Osborne St.
St. Marys, GA 31558

Bids may be withdrawn by written request only if the request is received prior to the time and date set for the opening bids. Negligence on the part of the bidders in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened.

The Contractor shall provide the necessary labor, construction equipment, fuel, materials, and etc. required for the successful completion of the project. All Work shall conform to the Project Specifications and all applicable local, state and federal codes and regulations.

Copies of the complete bid package including project specifications may be obtained from Amy Peeples in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia, 31558. Copies may also be requested via phone at 912-510-4044 or email at amy.peeples@stmarysga.gov. A street address, contact person, phone and fax number must be provided to ensure prompt delivery and notification of addenda.

All required Contract Documents and proof of meeting the City's Insurance Requirements must be fully completed and executed by the Contractor and his/her Surety, and submitted to the Owner on or before the issuance of Notice to Proceed.

The City of St. Marys will select the bid that, in its sole discretion is the most responsive and responsible to the City. The City is not liable for any cost incurred by vendors in the preparation of this bid.

Unauthorized contact regarding this invitation to bid with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of St. Marys. Vendors should rely only on written statements.

The City of St. Marys, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

The Owner reserves the right to reject any or all bids, to waive informalities and to re-advertise, pursuant to federal and state law.