



TOWN OF BOONSBORO REQUEST FOR BID PROPOSAL

Name of Project:

TOWN HALL HVAC REPLACEMENT

I. SCOPE OF WORK

The scope of work consists of providing all labor, materials, equipment, and incidentals for the replacement of an oil furnace and 2 aging a/c condensers and evaporator coil with a high efficiency heat pump/furnace and programmable thermostats.

Replacement units shall be a minimum of 14 SEER and Energy Star Certified.

II. SUBMITTAL FORMAT AND CONTENT REQUIREMENTS

The proposal should be well organized, brief, and contain the following:

- 1. Completed Bid Form** identifying the proposed cost of each unit and associated installation costs, including electrical. Bids must contain the estimated payback time, preferably 15 years or less.
- 2. Contractor/Company Qualifications-** The Contractor shall be licensed and bonded in the State of Maryland
- 3. Experience & References-** A summary of work experience and references supporting this experience shall be provided on Statement of Experience forms attached.

III. INQUIRIES AND RECEIPT OF BID PROPOSALS

Bids: Bids must be received by the Town of Boonsboro, either by mail or hand delivery, no later than 2:30 PM local time on Thursday, December 15, 2016 in a Sealed Envelope marked "**HVAC REPLACEMENT**" at the following address:

Town of Boonsboro
Attn: Megan Clark, Town Manager
21 North Main Street
Boonsboro, Maryland 21713

Any Bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a Bid is received will be resolved against the Bidder.

Pre-bid Conference: A pre-bid conference will not be required. Contractors may contact Town Hall at 301-432-5141 to schedule a site visit to assist with bid preparation.

Award, Waiver and Rejection of Bids: Bid proposals will be presented to the Mayor and Council of Boonsboro for final review and consideration for contract approval. Owner reserves the right:

- a. To reject any or all Bids.
- b. To waive any informality or irregularity in any Bid received.
- c. To accept the Bid deemed by the Town of Boonsboro to be the most advantageous to its interests.



TOWN OF BOONSBORO

BID FORM

The following firms presents a proposal for the HVAC Replacement in the Town Hall for Town of Boonsboro:

Bidders are required to itemize each cost of equipment and installation, including removal and disposal of existing units, electrical and plumbing costs:

Removal and Disposal Costs of existing equipment: \$ _____

Replacement Equipment Costs (provide specifications below in addition to costs):

Installation (wiring, fittings, piping, etc): \$ _____

Provide Warranty Information: \$ _____

Estimated Payback: _____

There will be a total of thirty (30) working days allowed for this project. That time period will begin from the date of the issuance of the Notice to Proceed.

The Town of Boonsboro reserves the right to reject any and all proposals or any portions of this proposal and to accept only those that would be advantageous to the Town. All proposals shall remain valid for ninety (90) days after opening the proposals.

Signature of Representative:

Name (Signed)

Name (Printed)

Title

**TOWN OF BOONSBORO
HVAC REPLACEMENT**



STATEMENT OF EXPERIENCE
(To be submitted with Proposal)

Bidders shall provide below a record of successful completion of at least two (2) Contracts that is comparable to the scope of work requested in this proposal.

CONTRACT DATE OWNER/LOCATION PROJECT DESCRIPTION

**Reference Contact
information:** _____

CONTRACT DATE OWNER/LOCATION PROJECT DESCRIPTION

**Reference Contact
information:** _____

Additional reference information may be provided and attached to this document.

The Mayor and Council may give consideration to acceptable experience in related fields based upon the bidder's qualifications, covering personnel, equipment, and available experience