

REQUEST FOR PROPOSAL

HVAC UNITS

Roof Top Installation

FOR THE

Adair County Sheriff's Office

Issue Date: September 18, 2024

Due Date: October 21, 2024 at 4:00 P.M.

Opening of Bids: To Be Determined

Submit Bid to:

Adair County Clerk

Sandy Collop

106 West Washington

Kirksville, MO 63501

REQUEST FOR PROPOSAL

09/18/2024

Please bid on the following in accordance with specifications and documents

HVAC Units (1 – 3 units) Installed on Rooftop

For the Adair County Sheriff's Office

Description

1. New HVAC Unit (1-3 units)
2. Tonnage and electrical phase of current units vary, you will need to inspect before bids.
3. Main focus is HVAC units for A & B pod, Work Release and Medical
4. HVAC unit shall be designed and constructed for performance, durability, dependability, and safety
5. The HVAC unit will contain 410A or 454B Refrigerant or identify refrigerant
6. The bidder will be responsible for renting a crane to install the HVAC Unit(s) on the rooftop.
7. The bid will be all inclusive for the cost to install the unit(s) including a crane and any electrical work, etc.
8. Old unit(s) will be removed and disposed of properly.
9. The new unit(s) shall be inspected and refrigerant shall be added if needed to the recommended level. The unit will be cleaned, filters checked and changed if needed.
10. The bidder must be available to respond to emergency repairs of the system when needed.
11. The bid will include a copy of the warranty.
12. The HVAC unit(s) will be installed at 215 North Franklin, Kirksville, MO 63501.
13. Please include proof of worker's compensation and general liability insurance.
14. The bidder shall provide an estimated timeline to install the unit(s).
15. Any follow up visits for ninety (90) calendar days after installation shall be included in the bid.
16. All bids must be firm and fixed for ninety (90) calendar days.

The bid should be broken down as to the cost for each unit and identify which units you are bidding to replace. We will decide the number of units and which units will be replaced after bids are received.

A site visit may be arranged by calling Chris Stivers, jail administrator, at 660-665-4644. There is no mandatory pre-bid meeting. It is the Contractor's responsibility to become thoroughly familiar with the site to successfully complete the installation and service.

Bid responses MUST be received by the date and time listed, any received afterwards will not be opened. Bids will be opened in the Adair County Commissioner's office in the Courthouse. You are invited to attend the opening of the bids. The County reserves the right to reject any or all bid responses.

Please submit **seven (7) copies** of bid by **October 21, 2024 at 4:00 P.M.** to:

Adair County Clerk
Sandy Collop
106 West Washington
Kirksville, MO 63501

Opening of bids is to be determined by the Commissioner's office and will be posted on the Adair County Commissioners' Agenda twenty-four (24) hours in advance.

Refer all bid inquiries to

Adair County Sheriff's Office
Loretta Maize
215 North Franklin Street
Kirksville, MO 63501
(660) 665-4644