

**City of Bay Minette  
Request for Proposal  
Project # CB 2024-03 Civic Center HVAC**

Sealed bids, subject to the conditions contained herein, will be received by the City of Bay Minette at the 301 D'Olive Street Office, Bay Minette, Alabama office until 9:00 a. m., Local Time, September 17, 2024, and then publicly opened and read aloud for the following work:

**City of Bay Minette Civic Center HVAC Replacement Project**

**The scope of work generally includes the following principal elements:**

- **Prepare area of existing parking lot for four (4) new condensing units**
- **Replace existing AHU-10 and 11, Supply fan motor, cooling coils, heating coils controls, valves, any portion of existing ductwork, and hot water piping deemed necessary for fan and coil replacement. Enclosures shall remain in place.**
- **Install new refrigerant lines from new condensing units to AHU-10 and 11. Note that refrigerant lines from CU-10A and 10B shall be intertwined at the units, then route below grade through sleeving, then enter mechanical room and connect to new control valves.**
- **Remove two (2) existing 30-ton condensing units mounted on roof. Contractor to coordinate with the electrical contractor for equipment connection removal. Contractor to coordinate equipment removal from roof and hand over to facility manager.**
- **Remove all existing controls and replace with new BAS controls. Coordinate new controls with network connection for remote interface.**
- **Units must be TRANE UNITS as these will be the only units that fit in the designated space.**

**Additional General Project Notes:**

- **Contractor will furnish all labor, materials, tools, incidentals and details necessary to provide a complete heating, ventilating, air conditioning system. Include any labor and material not specifically mentioned, but necessary to provide a complete and operating system.**
- **All work shall be installed in a professional manner and shall meet all the requirements of the 2018 IMC, Safety and health codes, NFPA codes and all other applicable codes and requirements, all costs for said requirements shall be included in the contractors bid price.**
- **The contractor shall secure and pay for all required permits and inspections and perform all tests called for or required as a part of his work. At completion of project, contractor shall submit certificate of final inspection.**
- **Mechanical plans are diagrammatic, not showing every item in exact location or detail. Measurements and locations must be field verified and coordinated with architectural, HVAC, fire protection, structural, electrical and other building drawings.**
- **The mechanical contractor shall furnish and install a complete temperature control system to include: panels, modules, relays, wiring, thermostats, sensors, dampers, actuators and all miscellaneous items as required to fulfill the design intent as indicated on the plans and in the coded notes.**

- **Mechanical contractor shall furnish as-built drawings including but not limited to; all equipment shop drawings, technical data for thermostats, control wiring diagrams and other pertinent information.**
- **All low voltage wiring, and conduit required for mechanical equipment shall be furnished and installed by mechanical contractor. Mechanical contractor shall coordinate power requirements for HVAC equipment with electrical contractor.**

\*Set of mechanical plans and RFP proposal sheet can be obtained by contacting Connie Wallace at [connie.wallace@cityofbayminetteal.gov](mailto:connie.wallace@cityofbayminetteal.gov). All questions should be directed to Ronnie McDill at [RMCDILL@cityofbayminetteal.gov](mailto:RMCDILL@cityofbayminetteal.gov). All answers will be provided to the recorded group of plan holders.

Thirty (30) consecutive calendar days are allowed for completion of the Work in accordance with this Request for Proposal beginning with the date of the award. No proposer may withdraw their proposal for a period of forty-five (45) consecutive calendar days after the date set for opening thereof. Contract is expected to provide performance penalties for days utilized in excess of the proposed installation timeline.

All Bids must be timely submitted in a sealed envelope bearing on the outside the name of the bidder, address, name of the project. Envelopes containing bids shall be addressed as follows and delivered to Tammy Smith, City Administrator, City of Bay Minette, 301 D'Olive Street, Bay Minette, Alabama 36507 "City of Bay Minette Civic Center HVAC".

Contractor shall furnish prior to Contract execution a certificate of insurance coverage as provided in the Specifications which will include Comprehensive Insurance, Contractor's Automobile Liability Insurance, Owner's Protective Liability Insurance, and where applicable, subcontractor's Public Liability and Property Damage Insurance.

All nonresident contractors preparing bids shall submit with the bid documents evidence of a current Alabama Business License, evidence of proper registration with the Alabama Secretary of State (with original seal of the State of Alabama), as a foreign corporation, and a Certificate of Good Standing as a Foreign Corporation from the State Department of Revenue. Bids submitted by a nonresident contractor without these documents included will be rejected.

The right is reserved, as the interest of the Owner may require, to reject any and all bids, to waive any informalities in bids received, and to award in its best interests with the basis of award being the following criteria:

- Cost of Services – 40 points
- Qualifications – 30 points
- Limit of Facility Disruption – 20 points **\*\*Please note that the facility serves as a community rental venue with a significant number of reserved dates on the calendar, many of those reserved dates being on weekends. A plan for staggered install and limited down time must be included.\*\***
- References – 10 points

The City of Bay Minette is an Equal Opportunity Employer.

HONORABLE ROBERT A. (BOB) WILLS,  
MAYOR