

# City of Harriman

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### **Subject: Bid Request - Replacement of HVAC Units at City of Harriman Public Library**

The City of Harriman is seeking bids for the replacement of two five-ton HVAC units at the City of Harriman Public Library, located at 601 Walden Ave, Harriman, TN 37748. We invite qualified contractors to submit their bids for consideration.

**Project Overview:** The project involves the removal and replacement of two existing five-ton HVAC units at the City of Harriman Public Library. The goal is to enhance the library's indoor air quality and improve energy efficiency. The selected HVAC units should be capable of meeting the cooling and heating requirements of the facility while complying with relevant industry standards and local regulations.

**Bid Submission Requirements:** Interested contractors are requested to provide the following information as part of their bid submission:

1. Company Information:
  - Company name, address, and contact details.
  - Proof of registration and relevant licenses.
2. Experience and References:
  - Summary of your company's experience in HVAC unit installations, particularly for commercial buildings.
  - References from previous clients for similar projects.
3. Scope of Work:
  - Detailed description of the proposed HVAC unit replacement approach, including equipment selection and sizing.
  - Identification of any necessary modifications to the existing ductwork or electrical systems.
  - Explanation of the energy efficiency and environmental features of the proposed units.
4. Equipment Specifications and Warranty:
  - Description of the HVAC units to be installed, including make, model, capacity, and efficiency ratings.

- Documentation of warranties provided by the manufacturer for the units and any installed components.
5. Project Timeline:
- Proposed start and completion dates for the project.
  - Any potential factors that may impact the timeline.
6. Pricing:
- Breakdown of costs, including the HVAC units, labor, materials, and any additional expenses.
  - Any potential allowances or contingencies.
7. Insurance and Licensing:
- Proof of insurance coverage, including general liability and worker's compensation.
  - Documentation of any required licenses or permits necessary for the project.

Submission of Bids: Bids must be submitted no later than noon on July 28, 2023, either via email (scott.mason@cityofharriman.net) or in a sealed envelope delivered to the City of Harriman (408 North Roane Street; Harriman, Tennessee 37748). Bids should be clearly marked "Bid for HVAC Unit Replacement – City of Harriman Public Library."

Evaluation and Selection: Bids will be evaluated based on the following criteria:

- Qualifications and experience of the contractor in HVAC unit installations.
- Compliance with bid requirements and specifications.
- Competitive pricing.
- Ability to meet the project timeline.

Please note that the City of Harriman reserves the right to reject any or all bids, to waive any informality in the bidding process, and to accept any bid that is deemed to be in the best interest of the City.

Should you have any questions or require further information, please contact Scott Mason at (865) 882-9414. We encourage interested contractors to visit the library site to familiarize themselves with the project requirements.

Thank you for considering our bid request, and we look forward to receiving your proposal.

Sincerely,

*Scott Mason*

Scott Mason

City of Harriman

