

OXFORD CITY BOARD OF EDUCATION
BID ANNOUNCEMENT
SEALED BIDS FOR HVAC EQUIPMENT, PARTS AND SUPPLIES AS PER SPECIFICATIONS
BID # 25-0002

Sealed bids for HVAC EQUIPMENT, PARTS AND SUPPLIES will be received in the office of Marty Livingston, Oxford City Schools Board of Education, 402 Main Street, Oxford, AL 36203, until 10:00 A.M., April 4, 2025, at which time bids will be opened publicly and read.

Oxford City Schools reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof.

If you have any questions concerning this bid or the specifications, contact Marty Livingston at mlivingston@oxboe.com. All questions must be submitted in writing to mlivingston@oxboe.com. No questions will be entertained within 48 hours of bid opening.

GENERAL INFORMATION

The bidder shall provide a proposal for the materials as stated in the Specifications and Descriptions.

Oxford City Schools (OCS) is issuing this bid in order to purchase a variety of HVAC equipment, parts and supplies. OCS is seeking one or more suppliers of HVAC products to provide direct shipments to the designated locations as stated in the descriptions.

Requirements:

1. Bid pricing is to be established as a ceiling price. At no time may the bid products be offered pursuant to this contract at prices above this ceiling price without approval by OCS. Prices may be reduced to meet the specific needs of OCS.
2. All products sold by the vendor must be new.
3. The vendor agrees that full refund, credit or exchange will be granted to any defective-on arrival merchandise, if reported within thirty (30) days of receipt of the order.
4. When applicable, shipping charges must be clearly identified in the bid.
5. Sales and other taxes, where applicable, shall not be included in the prices quoted.

Specifications and Descriptions:

1. Oxford Middle School HVAC Equipment:
 - a. Gymnasium: the unit to be replaced is a 1997 Trane Model WCD240B400EA, 460 volt, 3-phase, medium strip heat. Depending on the type replacement equipment, an adapter curb may be required and should be included in the bid. Contact OCS if more information is needed.
 - b. 10 ton split heat pump, 460 volt, single circuit, medium strip heat.
 - c. 15 ton split heat pump, 460 volt, dual circuit, medium strip heat
2. Coldwater Elementary HVAC Equipment:
 - a. 3 ton Bard Wall Hung heat pump, 208 volts, 3-phase

Bid Submission:

1. All bidders must use the attached Oxford City Schools (OCS) proposal form for submitting their bid.
2. Bids must be submitted in triplicate.
3. All bids must be sealed and marked in the lower left hand corner "BID #25-0002, April 4, 2025."
4. Late bids will not be opened.

Evaluation will be based OCS's sole judgment of the quality and features of the items offered and unit prices.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

1. Failure to mark envelope as required
2. Failure to sign the bid document
3. Failure to include requested information or other details of the bid

METHOD OF AWARD

The award will be made to the lowest responsive and responsible bidder meeting specifications. It is not the policy of the Oxford City Schools (OCS) to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder. Upon the awarding of this contract and bid, OCS has the sole right to end said contract at any time at our sole discretion.

CONTRACT PERIOD/PRICING

The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties with the pricing remaining the same as the initial bid.

REQUIREMENTS FOR CONTRACTORS

Using the Proposal Form, please provide your bid response in triplicate (one original and two copies).

Marty Livingston
Director of CTE and Student Programs/Services
256-241-3935

HVAC EQUIPMENT, PARTS AND SUPPLIES
Oxford City Schools PROPOSAL FORM (page 1 of 2)

Bid Due: April 4, 2025
10:00 AM Local Time

Submit To: Marty Livingston
Director of CTE and Student Programs/Services
Oxford City Schools
402 Main Street
Oxford, AL 36203

1. Pursuant to and in compliance with the Bid Announcement (Invitation to Bid) and the proposed Specifications and Descriptions relating to:
 - HVAC Equipment, Parts and Supplies for Oxford City Schools, Alabama

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Specifications and Descriptions hereby proposes in strict accordance with the Specifications and Descriptions.

2. I understand that the Owner reserves the right to reject this Bid, but that this Bid shall remain open and not be withdrawn for a period of sixty (60) days from the date prescribed for its receiving.
3. The Bidder, if awarded the contract, hereby agrees pricing in this contract will be effective immediately.
4. The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties with the pricing remaining the same as the initial bid.
5. Notice of Acceptance or request for additional information may be addressed to the undersigned at the address set forth below.

HVAC EQUIPMENT, PARTS AND SUPPLIES
Oxford City Schools PROPOSAL FORM (page 2 of 2)

	Location/Specification/Description	Bidder's Current Actual Cost <u>Attach Documentation of Actual Cost (Required)</u>	Percentage % Markup Above Bidders Actual Cost
1	Oxford Middle School Gym: The current unit is a 1997 Trane Model WCD240B400EA, 460 volt, 3-Phase. Replacement should be of the same specifications or approved substitutes. If needed for installation, include the adapter curve in the bid.	Brand: Current Actual Cost:	
2	Oxford Middle School: 10 Ton split heat pump 460 volt Single Circuit	Brand: Current Actual Cost:	
3	Oxford Middle School: 15 Ton split heat pump 460 volt Dual Circuit	Brand: Current Actual Cost:	
4	Coldwater Elementary School: 3 Ton Bard Wall Hung Heat Pump 208 volts 3-Phase	Brand: Current Actual Cost:	

THE UNDERSIGNED OFFERS THESE PRICES, TERMS AND DELIVERY AS PER BID SPECIFICATIONS and DESCRIPTIONS:

- NAME OF COMPANY: _____
- Address: _____
- Telephone: _____
- Email: _____

- Signature: _____

- Date: _____