

HVAC DESIGN SERVICES FOR HVAC IMPROVEMENTS AT TOWN HALL

TOWN OF MARLBOROUGH, CONNECTICUT

INVITATION TO BID

The Town of Marlborough invites sealed qualifications and price proposals from an engineering design firm to provide design services for the replacement of HVAC equipment at the Town Hall.

Sealed Bids for the **HVAC DESIGN SERVICES FOR HVAC IMPROVEMENTS AT TOWN HALL** will be received by the **Town of Marlborough by hard copy in the Office of the Town Clerk located at 26 North Main Street until 11:00 AM local time on Thursday, December 29, 2022**. Received Bids will be publicly opened and read aloud at this time. **The Project consists of evaluating the current HVAC system and providing preliminary design options and costs for the replacement of the HVAC system**. Bids will be received for a single prime Contract. Bids shall be on a lump sum.

Bidding Documents are available for free download from the Town webpage Marlboroughct.net.

Prospective Bidders may examine the Bidding Documents in the Office of the Town Clerk during Town Hall hours of operation.

Printing Bidding Documents is the responsibility of the prospective Bidder. Printed copies will not be issued by the Town.

A pre-bid conference will be held **Wednesday, December 14, 2022 at 10:00 AM** in the Town Hall Conference Room. The building will be available for inspection after the meeting. Pre-bid conference attendance is encouraged but is not mandatory.

The successful Bidder will be required to provide a Performance Bond in the amount of one hundred percent of the Contract Price. The Surety Company shall be licensed in the State of Connecticut and listed on IRS Department Circular 570. A Payment Bond and Payment of Prevailing Wage Rates will not be required unless Contract amount is equal to or greater than \$100,000.

Bid Bond is not required. The bidder agrees that its bid shall be good, capable of being accepted, and may not be withdrawn for a period of sixty [60] days, Saturdays, Sundays and legal holidays excluded, after the opening of bids.

The Town reserves the right to waive any technical defects in the bids; to reject bids which do not conform to the terms and conditions described in the specifications; to reject any, any part of, or all bids; to waive informalities or irregularities in the bidding process; and to accept that bid which the Town deems to be in its best interest, whether or not it is the lowest dollar proposed.

All work to be performed in connection with the proposed project will be subject to all applicable federal, state, and local laws, ordinances and regulations.

If the Town determines, in its sole discretion, to proceed with the work, the successful bidder must execute and deliver the Contract for Construction of a Small Project and furnish a valid Certificate of Insurance with full policies, a Performance Bond, and Payment Bond if applicable, to the Town prior to the start of any work.

It is the responsibility of the bidder to ensure that it has received any and all addendums to this Invitation to Bid prior to submitting a bid.

This Invitation to Bid is not binding on the Town.

The Town reserves the right to revise or amend the plans and specifications from time to time as it deems necessary.

This Invitation to Bid has been prepared solely to solicit bids and does not constitute a contract offer.

The Town reserves the right to amend, cancel, postpone, withdraw, or resubmit this Invitation for Bid at any time if it is in the best interest of the Town to do so.

The Town of Marlborough is an Affirmative Action/Equal Opportunity Employer. Minority/Women Business Enterprises are encouraged to apply.

By: Amy J. Traversa, Interim Town Manager

Date: November 23, 2022