BID OPENING DATE: June 5, 2025 at 2:00PM local time
DEADLINE FOR QUESTIONS: May 29, 2025 at 2:00PM local time

The City of Huntsville will receive sealed bids, priced on a firm fixed price basis (stipulated sum), to provide all necessary equipment, materials, labor and supervision necessary, as outlined in the Plans, Specifications, and Bid Manual for the **Honeywell HVAC Control Services and Repairs**

PROJECT ADDRESS Various Facilities throughout the City

LEAD DEPARTMENT General Services – (256) 427-5660

PROCUREMENT SERVICES Carrie Power – (256) 564-8060 – carrie.power@huntsvilleal.gov
305 Fountain Cir., 3rd Floor, Huntsville, AL 35801 (physical address)
P. O. Box 308, Huntsville, AL 35804 (mailing address)

DECRIPTION OF PROJECT: The City of Huntsville is seeking a qualified contractor(s) for Honeywell HVAC Control Services and Repairs(City-wide). The resulting contract shall include all labor, equipment, materials, tools, licensing, travel, and all other items necessary to provide preventive maintenance, services, and repairs required to ensure continuous and efficient operation of HVAC controls owned and/or operated by the City of Huntsville. Services shall also include but are not limited to repairing and servicing HVAC controls on an as-needed basis. Services provided under this contract is intended to be performed within the shortest possible time frame with the work beginning and ending on dates selected by the City of Huntsville for each work authorization. Failure to comply with the times specified in the Notice to Proceed (NTP) may result in the contractor being prohibited from bidding on additional work for the City of Huntsville until such time as contractor is back on schedule.

BID OPENING: The bid opening will be held in the City Council Chambers located on the second floor of the City of Huntsville Administration Building, 305 Fountain Circle, Huntsville, Alabama.

PLANS: The contract documents, plans, and specifications will be available for inspection no later than **May 14, 2025** and can be downloaded through Bidnet Direct at https://www.bidnetdirect.com/alabama/cityofhuntsville . Bidders will be responsible for costs of duplicating their own plans and can choose photocopying facility of their choice. Additionally, Bidders are responsible for registering with Bidnet Direct and monitoring it for any revisions/updates. Contractor is required to submit pricing, provided by the COH (Appendix B - Bid Proposal and Pricing Form") and made available for download from Bidnet Direct. Bid must be submitted from the file provided and downloaded from Bidnet Direct. Failure to do so may cause for rejection of bid. The City reserves the right to reject any altered bid resulting from altering the file in any manner. All bids must be SEALED before submittal at the bid opening. Any bids received that are not sealed will be immediately rejected.

RECEIVING BIDS: All bids shall be submitted to the City of Huntsville, Procurement Services, no later than the time to be determined on the above referenced bid date at which time the bids will be publicly opened and read aloud in the City Council Chambers of the Municipal Building located at 305 Fountain Circle. All bids received prior to the time of bid opening shall be kept secure and unopened. Late bids will not be accepted. All bids shall be submitted on the bid forms prepared and furnished by the City of Huntsville in a sealed envelope addressed to the City's Procurement Services Division.

After proposals are opened and read, they will be compared based on the base bid price as detailed on Appendix B – Bid Proposal & Pricing Form. In the event of a discrepancy between base bid and the summation of the unit bid prices and extensions, the unit bid price shall govern. A proposal will not be considered unless signed by the bidder or this authorized agent and accompanied by cashier's check or properly signed bid bond, as required by law.

BID WITHDRAWAL: No bid may be withdrawn after the scheduled closing time for receipt of bids for a period of ninety (90) days without consent of the City of Huntsville.

BID BOND: A Bid Bond payable to the City of Huntsville, in an amount not less than five (5%) percent of the amount of the bid, but in no event more than $10,000 must accompany the bid response. The bid bond/deposit shall

be in the form of a cashier's check drawn on an Alabama bank or an original bid bond executed by a surety company duly authorized and qualified to make such bonds in the State of Alabama, payable to the City of Huntsville.

PERFORMANCE BOND: A Performance Bond (Surety Bond) shall be required for each City-issued Purchase Order in an amount equal to or in excess of $100,000. The successful bidder to whom the contract is awarded shall furnish at his expense an acceptable bond to the City of Huntsville, in the amount equal to one hundred (100%) percent of the purchase order amount within fifteen (15) days of the purchase order issuance date and prior to the commencement of any work authorized by the purchase order. Bond shall be countersigned by the authorized agent resident in the state and shall attach thereto power of attorney of signing official. The date of the bond shall not be earlier than the purchase order issuance date.

LABOR AND MATERIALS BOND: A Payment of Labor, Materials, Foodstuffs and Supplies Bond (Surety Bond) shall be required for each City-issued Purchase Order in an amount equal to or in excess of $100,000. The successful bidder shall furnish at his expense an acceptable bond to the City of Huntsville , in the amount not less than fifty (50%) percent of the purchase order amount, with the obligation that the Contractor shall promptly make payment to all persons furnishing him or them with labor, materials, foodstuffs, or supplies for, or in, the prosecution of the work, including the payment of the reasonable attorney's fees incurred by successful claimants or plaintiffs in suits on said bond. The bond shall be provided within fifteen (15) days of the purchase order issuance date and prior to the commencement of any work authorized by the purchase order. The date of the bond shall not be earlier than the purchase order issuance date.

ALTERNATES: If alternates are requested, the City of Huntsville reserves the right to award only the basic effort without any of the alternates or may award the basic effort along with one or more of the alternates.

INSURANCE: Insurance requirements for this project are included in the contract documents.