

**Board of Public Utilities
of the
City of Springfield, Missouri**

TWIN OAKS HVAC SYSTEM REPLACEMENT

RFP 44553

I. INVITATION TO BID

The Board of Public Utilities of the City of Springfield, Missouri, (City Utilities) invites you to submit a proposal for the work described below. Contract Documents are available online as instructed in *Section B* of this document. Questions should be directed to:

Carol Crawford		Purchasing Department
Supervisor - Purchasing		City Utilities of Springfield, Missouri
[P] 417-831-8333	- OR -	[P] (417) 831-8363
[F] 417-831-8377		[F] (417) 831-8377
[E] carol.crawford@cityutilities.net		[E] purchasing@cityutilities.net

A. RFP REGISTRATION

City Utilities requests that firms interested in this RFP contact the Buyer listed in the previous section and register as a bidder. City Utilities will keep contact information in a log and notify those that have registered when addenda are issued. Bidders are advised that addenda containing additional information and instruction pertaining to this RFP may be issued at any time. It is the bidder's responsibility to verify, prior to the stated proposal opening date/time, as to whether addenda have been issued.

B. SUPPLEMENTAL PROCUREMENT DOCUMENTS

Procurement Documents for **RFP 000044553**, complete with detailed specifications, drawings and bid form, can be viewed and downloaded by navigating to the following Website and searching by bidding event number or name:

cityutilities.net/bids

or go to

www.cityutilities.net and follow these links:

- Vendors (top of page)
- Bidding Opportunities
- Current Bidding Events & Awards Results
- All CU Bidding Opportunities
- **000044553**

You will have access to open, print and/or save pdf file(s).

C. SUMMARY SCOPE OF WORK

Furnish and install mechanical equipment, miscellaneous materials and incidentals and control system modifications and programming, coordinate electrical installations utilizing CU Blanket Contract Electrician who shall furnish and install electrical equipment via the CU Blanket Contract, coordinate fire protection modifications with CU Blanket Contract Fire Protection Contractor who shall furnish and install fire protection equipment via the CU Blanket Contract, all in order to replace the existing redundant HVAC systems that serve the City Utilities Twin Oaks Communication Center located at 620 E. Monastery, Springfield, MO 65807 as shown on construction drawings. Provide red-line As-Built copies of drawings upon completion. Coordinate with City Utilities personnel as required per drawings. Due to the critical operations housed within this structure, no welding, cutting or activity producing heat or smoke will be allowed other than by utilizing measures that will either mitigate or directly capture vapors produced, and these measures must be pre-approved by City Utilities personnel.

D. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at **1:30 PM (CST) on October 1, 2015, at the Twin Oaks Communication Center, 620 E. Monastery, Springfield, MO. 65807. Participation in this Pre-Proposal Conference is MANDATORY.**

E. PROPOSAL OPENING

All proposals, whether mailed or hand delivered, must be in the hands of the Purchasing Agent of City Utilities at the address provided in RFP Section II-F (*Marking and Mailing Proposals*) by the Proposal Opening date and time, which is **October 15, 2015, at 2:00 PM (CST)**. Any proposal received after such date and time will be rejected.

Proposals will not be publicly opened or read since the selection process will be determined based upon competitive negotiated procurement procedures for proposals as described in this RFP.

All proposals shall be irrevocable for ninety (90) days after the time for opening of proposals.

*** END OF SECTION ***