

REQUEST FOR PROPOSALS
SUWANNEE COUNTY SCHOOL DISTRICT
702 2ND STREET NW
LIVE OAK, FL 32064
RFP NO. 12-201

Suwannee County School Board is seeking bids from Mechanical Contractors for the complete replacement of the HVAC system in Building #7 at Suwannee Middle School as shown on the drawings and specifications by Powell and Hinkle Engineering. The work to be done under this contract includes, but is not limited to; providing all labor, materials, supervision, equipment, incidentals, and related items necessary to complete the work in accordance with the specifications contained herein.

A mandatory Pre Bid meeting will be held at 9:00 am on February 17, 2012. Location of the pre bid meeting will be at the SCSB Facilities Department 1729 SW Walker St. Live Oak, Fla. 32064. Inquiries for directions and Pre Bid meeting are to be made to Mark Carver, Facilities Director, mcarver@suwannee.k12.fl.us, 386-647-4151.

**A MANDATORY PRE-BID MEETING WILL BE HELD AT THE SUWANNEE
COUNTY SCHOOL BOARD, FACILITIES DEPARTMENT OFFICE, ON FRIDAY,
FEBRUARY 17, 2012 AT 9:00 A.M.**

**BID PACKS MAY BE PICKED UP FROM THE SCSB FACILITIES DEPARTMENT
PRIOR TO THE MANDATORY PRE-BID MEETING OR YOU MAY REQUEST A BID
PACK BY ELECTRONIC SUBMISSION BY PHONING (386) 647-4152. A SIGN IN
SHEET MUST BE COMPLETED AT THE PRE-BID MEETING AND ANY COMPANY
NOT REPRESENTED THEREON WILL NOT BE QUALIFIED TO BID.**

THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA (HEREIN KNOWN AS **THE BOARD**), WILL RECEIVE SEALED PROPOSALS AT THE FINANCE OFFICE OF THE SUWANNEE COUNTY SCHOOL BOARD. PROPOSALS MUST BE SEALED IN AN ENVELOPE. THE ENVELOPE MUST BE CLEARLY MARKED, **REQUEST FOR PROPOSAL (RFP) 12-201, Suwannee Middle School, Building #7, Mechanical System HVAC Modification**, AND MAILED OR DELIVERED TO 702 2ND STREET NW, LIVE OAK, FLORIDA 32064 PRIOR TO **3:00 PM, LOCAL TIME, THURSDAY, MARCH 1, 2012**. PROPOSALS RECEIVED TIMELY WILL BE OPENED, TABULATED AND EVALUATED AT THE ABOVE TIME **IN THE FINANCE OFFICE OF THE SUWANNEE COUNTY SCHOOL BOARD** (UNLESS NOTIFIED OF A DIFFERENT LOCATION) AND WILL THEN BE PRESENTED TO THE BOARD FOR ACTION AT THE NEXT REGULARLY SCHEDULED MEETING.

EACH BIDDER MUST INCLUDE WITH THIS BID, A LETTER FROM HIS/HER BONDING AGENT STATING THAT BIDDER IS IN GOOD STANDING AND CAN, UPON REQUEST, PROVIDE NECESSARY PERFORMANCE AND PAYMENT BOND.

A PROPOSAL WILL BE CONSIDERED A FIRM OFFER AND CANNOT BE WITHDRAWN SUBSEQUENT TO OPENING WITHOUT THE CONSENT OF THE BOARD FOR A PERIOD OF SIXTY (60) DAYS.

ONE (1) ORIGINAL AND TWO (2) COPIES OF THE PROPOSAL MUST BE SUBMITTED ON SCSB BID FORMS (PROVIDED IN BID PACKET) AND ENCLOSED IN AN ENVELOPE THAT IS TO BE SEALED AND RETURNED TO THE FINANCE DEPARTMENT PRIOR TO THE OPENING DATE AND TIME. ANY PROPOSALS RECEIVED AFTER THE DESIGNATED CUTOFF TIME WILL NOT BE CONSIDERED. **A COPY OF EACH PAGE OF THIS PROPOSAL MUST BE COMPLETED AND/OR INITIALED AND RETURNED FOR THE PROPOSAL TO BE CONSIDERED.**

THE BOARD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR ANY PART OF ANY OR ALL PROPOSALS AND THE RIGHT TO SECURE EXPERT ADVICE IN EVALUATING AND SELECTING THE LOWEST RESPONSIBLE PROPOSAL.

THE CONTRACT PERIOD WILL COMMENCE ON MARCH 28, 2012. SUBSTANTIAL COMPLETION MUST BE ATTAINED BY AUGUST 6, 2012; FINAL COMPLETION MUST BE ATTAINED BY SEPTEMBER 1, 2012. **LIQUIDATED DAMAGES OF \$5,000 A DAY WILL BE CHARGED IF PROJECT NOT CLOSED ON SCHEDULE.** THE CONTRACT MAY BE EXTENDED FOR 180 DAYS WITH MUTUAL CONSENT OF BOTH CONTRACTING PARTIES. THE BOARD RESERVES THE RIGHT TO CANCEL THE CONTRACT FOR NON-PERFORMANCE WITH THIRTY (30) DAYS WRITTEN NOTICE.

QUESTIONS REGARDING THE SCOPE OF WORK, SITE LOCATIONS AND THIS RFP SHOULD BE DIRECTED TO:

MARK CARVER, FACILITIES DIRECTOR,
MCARVER@SUWANNEE.K12.FL.US, 386-647-4151 **OR**

BOB HINKLE, POWELL & HINKLE ENGINEERING, 904-264-5570
FAX 904-278-2646, RHINKLE@POWELLANDHINKLE.COM