



**CITY OF WHITEHOUSE
REQUEST FOR PROPOSALS (RFP)
FOR
HVAC SYSTEMS REPLACEMENT**

September 11, 2017

**SUBMIT PROPOSALS TO: The City of Whitehouse
P.O. Box 776 Whitehouse, TX 75791-0776**

**PROPOSAL DEADLINE – Proposals must be received
(not postmarked) by 4:30 PM on Friday, October 13, 2017**

GENERAL INFORMATION

The City of Whitehouse is requesting sealed proposals for HVAC Systems Replacement.

I. SUBMITAL REQUIREMENTS

1. Identification – Identify with names, physical addresses, email addresses, fax numbers, and phone numbers of key representatives. Provide relevant qualifications and identify the person or persons with authority to represent and make legally binding commitments on behalf of the respondents.

2. References – Provide contact information of other agencies (preferably public) that you have worked with to provide similar services.

3. Additional Information – As appropriate, provide any additional information, documentation, references or examples that may be helpful in demonstrating that your proposal is the best fit for the City and community.

II. INSTRUCTIONS TO PROPOSERS

Pre-Proposal/Bid Meeting

A pre-proposal meeting should be scheduled with the City Manager prior to final submittal to understand and make any necessary changes to the full scope of work

Examination of Proposal Documents

By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the services required under this RFP and that it is capable of delivering quality services to the City.

Addenda/Clarifications

Questions or comments regarding this RFP and Bid request must be submitted to:

Aaron Smith, City Manager

City of Whitehouse

P.O. Box 776 Whitehouse, TX 75791-0776

Or emailed to: asmith@whitehousetx.org

Submission of Proposals

All proposals shall be delivered to: City of Whitehouse, Office of the City Secretary, P.O. Box 776 Whitehouse, TX 75791-0776

Proposals must be received (not postmarked) by **4:30 PM on Friday, October 13, 2017**

All proposals received after that time will not be considered.

The Proposer shall submit 10 copies of its proposal in a sealed envelope, addressed as noted above, bearing the proposers name and address and

clearly marked:

“RFP– 2017 CITY OF WHITEHOUSE, HVAC SYSTEMS REPLACEMENT”

Withdrawal of Proposals

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the Proposer.

Rights of City of Whitehouse This RFP and request for Bid does not commit the City to enter into a Contract, nor does it obligate the City

to pay for any costs incurred in preparation and submission of proposals and bids or in anticipation of a contract.

The City reserves the right to:

- Make the selection based on its sole discretion.
- Reject any and all proposals without prejudice.
- Issue subsequent Requests for Proposal and Bid
- Postpone opening for its own convenience.
- Remedy technical errors in the Request of Proposal and Bid process.
- Approve or disapprove of the use of particular subcontractors.
- Negotiate with any, all, or none of the Proposers.
- Solicit best and final offers from all or some of the Proposers.
- Accept other than the lowest offer.
- Waive informalities and irregularities in the proposal.
- Require a performance bond or payment bond

III. TENTATIVE SCHEDULE FOR SELECTION*

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|------------------------------------|--------------------|
| RFP and Request for Bid Advertised | 09-11-17 |
| Proposals Due | 10-13-17 @ 4:30 PM |
| Proposals Presented to Council | October 2017 |
| Contract Awarded | October 2017 |
| Begin Project | Fall 2017 |

* - all dates subject to extensions depending on scheduling and City Council availability

IV. ANTICIPATED SCOPE OF WORK*

- HVAC assessment and (as needed replacement) at the following facilities:
 - City Hall and Police Department

- Fire Station
- EMS Building
- Municipal Court Building

* This is not an exhaustive or restrictive list. Other needs may be revealed in Pre-Proposal/Bid Meeting.