



MADISON COUNTY SCHOOLS

Invitation to Bid & Bidders Instructions

Hull Sanford Elementary School HVAC replacement of 14 units– Madison County Schools

Madison County Charter School System (Owner) is requesting proposals replacement of 14 HVAC units (unit for unit replacement) at Hull Sanford Elementary School located at 9193 Fortson Store Road, Hull, GA 30646. The project will consist of the removal and replacement of 14 rooftop HVAC units Turn Key (materials, labor, and equipment). This work is scheduled to begin as soon as possible with a final project completion the summer of 2023.

The objective is for contractor to provide quality commercial grade equipment and installation for best value. Only qualified contractors or firms with prior experience on projects such as this should submit options in response to this request. The Madison County Charter School System reserves the right to reject any and/or all bids wherein its judgement, it will be in the best interest of the school district and award this contract to the vendor who in the school district's opinion is most responsive and responsible, and will perform in the best interest of the district.

Proposals from bidders will be received by **mail** or **in person delivery** on or before Monday, April 24, 2023 by 10:00 AM at the following:

HULL SANFORD ELEMENTARY HVAC REPLACEMENT BID

Attention: Amanda Wommack, Assistant Superintendent
Madison County Charter School System
800 Madison Street
Danielsville, GA 30633

Proposals must be in a sealed package. Note that proposals sent via email or by fax will **not** be accepted. All bids delivered after the deadline will not be considered. Please access the Georgia Procurement Registry for information.

Calendar of Events:

Bid Posting on Georgia Procurement Registry	March 24, 2023
Register to attend Mandatory Meeting	March 30 by 11:00 am via email
Mandatory Meeting	March 31 at 11:00 am
Bidding Deadline	April 24 at 10:00 am
Award Date	May 10, 2023

In order to qualify, all contractors must attend a pre-bid conference that will be held on Friday, March 31 at 11:00 am to discuss the scope of the work. You must register to attend this meeting by emailing Amanda Wommack, Assistant Superintendent, no later than 11:00 am Thursday, March 30th. A confirmation response will be emailed. The meeting will be held at Hull Sanford Elementary School (9193 Fortson Store Road, Hull, GA 30646). Please park in the gravel lot on the far end of the school.

- Project and scope of work:
- Summer 2023 installation and completion
- Turn-key replacement of 14 rooftop HVAC units
- Remove existing units and all debris necessary



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- Final inspection and approval must be made by an authorized representative of Madison County Charter School System prior to payment.
- All products must meet or exceed State, Local, and Federal requirements/guidelines. Documentation of compliance must be provided.
- The bidder and manufacturer representative responsibilities to Madison County Schools include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep. Providing complete warranty documentation for products.
- The bidder must be bonded and insured.
- All Vendor packet information must be submitted as requested in the bidding documents
- Vendor must provide 3 letters of reference to similar scope of work.
- Proposals must be valid for a period of 90 days after bid opening.
- The Bidder by submitting a bid, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of any protected class as defined by federal Equal Employment Opportunity regulations.

Please email Amanda Wommack at awommack@madison.k12.ga.us to request all bid documents regarding this RFQ.

Respectfully,

A handwritten signature in blue ink that reads "Amanda C. Wommack".

Amanda Wommack
Assistant Superintendent of Business Operations