



CITY OF SPARTA
6 Liberty Square
P.O. Box 30
Sparta, Tennessee 38583
931.836.3248
931.836.3941 fax
www.spartatn.com

**CITY OF SPARTA
REQUEST FOR BIDS
NEW HVAC UNIT
SPARTA Civic Center**

Thursday, March 30, 2023 at 2:30 pm

The City of Sparta, Tennessee will receive sealed bids until 2:30 p.m. on Thursday March 30th 2023, at which time the bids will be publicly opened and read aloud for the purchase and installation of a new HVAC Unit to be installed at the Sparta Civic Center. Bids are to be addressed to the City Administrator and delivered to the Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583, and must be enclosed in a sealed envelope and must be marked **"Bid for Civic Center HVAC"** on the front of the envelope. All bids must be signed.

The City of Sparta reserves the right to reject any or all proposals, to waive any irregularities in a proposal, or to accept that proposal which in the judgment of the Board of Mayor and Alderman of the City of Sparta is in the best interest of the City. The purchaser also reserves the right to require a bidder to submit evidence of qualifications as may be deemed necessary by the Purchasing Agent.

For further information regarding submission of a bid contact the City Administrator at Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583, telephone (931) 836-3248.

The City of Sparta does not discriminate based on race, color or national origin pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).



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Instructions to bidders:

In order to provide an accurate proposal, vendors are encouraged to contact Sparta Public Works Director Dillard Quick to schedule a time to inspect the site where the unit is to be installed.

Unit must be NEW 3 phase, 10-ton HVAC unit, Electrical rating- 208-230, forced air furnace w/cooling, Heat output must be comparable to 224,000 BTU. Completed job must include an "Emerson" digital Wi-Fi thermostat in order to be compatible with existing equipment. Bidder will also be responsible for removing existing unit, and provide any outer duct work and/ or wiring that may be needed, also acquiring necessary permit(s) in order to perform the work and installation of new unit.

Existing unit will be retained by City of Sparta and shall be placed on trailer provided at the jobsite by the City.

A guaranteed delivery time from the receipt of a written purchase order must be specified in the bid. No bid may be withdrawn for thirty (30) days from the date of the bid opening. Purchase orders will be issued only after approved by the Sparta Board of Mayor and Aldermen.

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Iran Divestment Act Tenn. Code Ann. 12-12-106

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to 12-12-106.

TOTAL BID FOR COMPLETION OF INSTALLATION OF NEW HVAC UNIT \$ _____

_____ DOLLARS AND _____ CENTS

Time to complete job from issuance of Purchase Order _____

SIGNED _____ DATE _____

PRINT NAME _____ PHONE _____

COMPANY NAME _____ CELL _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

EMAIL ADDRESS _____

WARRANTY

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For Title VI and IX compliance, it is requested that the following information be voluntarily disclosed and returned with your bid:

GENDER _____ Male _____ Female

RACE _____ Caucasian African American

_____ Other (Please Specify)

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