



REQUEST

FOR

BID

December 5, 2016

HVAC Supplies

Project 2016-2017

**Due 10:00 AM CST/CDT
Tuesday, January 3, 2017**

Company Name: _____

Contact Information: _____

Printed Name & Title

Address, City, State

Phone Number

**EAST CENTRAL COLLEGE
REQUEST FOR BID**

*Please mark the outside of your return envelope:

TO: EAST CENTRAL COLLEGE
1964 Prairie Dell Road, Union MO 63084
Email: melissa.popp@eastcentral.edu
PH: (636) 583-6703 FAX: (636) 584-8602

BID: HVAC Supplies

DUE: 10:00 AM, Tuesday, January 3, 2017

Questions concerning this Request for Bid must be received by fax or email no later than
10:00 AM December 15, 2016.

Bid must be received January 3, 2017, No later than 10:00 AM CST/CDT.

DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Bid lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL BID, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

Item#	Qty	Description	Total Cost
1		HVAC Supplies	

***Return this form to East Central College Purchasing Department with Unit Price and Extension Total indicated.**

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.

THIS IS NOT AN ORDER

Name of Firm

Date: _____

Signature & Title

EAST CENTRAL COLLEGE

REQUEST FOR BID

DUE: January 3, 2017

BID: HVAC Supplies

Bids must be received no later than 10:00 AM CST/CDT.

Please send one (1) digital and one (1) original of the bid response sheet descriptive folders giving trade names, specifications and related information on items quoted.

PROJECT TIMELINE

December 5, 2016	Request for Bid released to public
December 7, & 10 - 11, 2016	Invitation to Issue Request for Bid advertise
December 15, 2016	Questions and inquiries concerning this Request for Bid must be submitted not later than 10:00 AM: Fax: 636-584-8602 Email: melissa.popp@eastcentral.edu
January 3, 2017	Bid due by 10:00 AM, CST/CDT to: Melissa Popp, Purchasing Manager 1964 Prairie Dell Road Union, MO 63084 Attn: HVAC Supplies <i>Mail one (1) digital copy and an original of the bid.</i>
January 3, 2017	RFP's publicly opened and read aloud, 10:05 AM, Buescher Hall, 2 nd Floor, Room 262

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the proposal cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to **636-584-8602** or email to melissa.popp@eastcentral.edu.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE BID.

EAST CENTRAL COLLEGE

REQUEST FOR BID

DUE: January 3, 2017

BID: HVAC Supplies

Bids must be received no later than 10:00 AM CST/CDT.

Please send one (1) digital and one (1) original of the bid response sheet descriptive folders giving trade names, specifications and related information on items quoted.

East Central College is seeking bids for supplies to be used in our HVAC program. Items are to be quoted with no installation included. When possible, use more than one manufacturer on split, multi-split and WHSP. The bid should include shipping costs.

I. HVAC Supply List

Qty	Voltage	Phase	Description
1	208/230	3	30 ton vertical cooling tower
1	208/230	3	2 HP centrifugal water pump
2	208/230	1 and 3	36K BTU water source heat pump
2	208/230	1 and 3	60K BTU water source heat pump
4	208/230/120	1	Small BTU mini-split heat pumps
4	115/120	1	80% 80K gas furnace
4	115/120	1	90+% 80K gas furnace
4	208/230	1	2 ton R410 cool only AC with coil
4	208/230	1	2.5 ton R410 cool only AC with coil
4	208/230	1	2 ton R410 heat pump
4	208/230	1	2.5 ton R410 heat pump
4	208/230	1	2 ton air handler and coil for heat pump
4	208/230	1	2.5 ton air handler and coil for heat pump

II. Ship to Location:

East Central College
Business & Industry Center
42 Prairie Dell Plaza
Union, MO 63084