

**ADVERTISEMENT FOR BIDS**  
POSTED: 1/6/2025  
CITY BID NUMBER: 274-ESIFS-MILLBXCC-HVAC-2025

Project: Millbrook Exchange Community Center HVAC Renovations

Owner: City of Raleigh, North Carolina, Engineering Services Department, 1027A N. West St. Raleigh, NC 27603.

Contact: Jason Clough, [jason.clough@raleighnc.gov](mailto:jason.clough@raleighnc.gov)

Architect: HH Architecture

Sealed Bids will be received until **2:00 PM, Thursday, February 6, 2025**, at 1027A North West Street, Raleigh, NC 27603 at which time and place bids will be publicly opened and read aloud for the construction of the Millbrook Exchange Community Center HVAC Renovations project.

After Bids are opened, the Owner shall evaluate them in accordance with the methods and criteria set forth in the Instructions to Bidders. The Owner/City Council reserves the right to waive any informality or to reject any or all Bids. Unless all Bids are rejected, Award will be made to the lowest responsible and responsive Bidder, taking into consideration quality, performance and the time specified in the Bid Form for the performance of the Contract.

A Pre-Bid Meeting will be held at 2:00 PM Tuesday, January 21, 2025 at 1905 Spring Forest Rd, Raleigh, NC 27615.

Requirements for pre-bid submittals of an "or-equal" are required within 10 days of the issuance of the Advertisement for Bids and in accordance with Section 00200, Instructions to Bidders.

The Project consists generally of the following major items:

Replacement of existing air handlers, boiler, condensing units, and exhaust fans serving the Millbrook Exchange Community Center. Work includes architectural, plumbing and electrical support for the HVAC system replacements.

Bidding Documents may be examined at the office of HH Architecture, 1100 Dresser Court, Raleigh, NC 27609.

Complete Bidding Documents may be obtained by emailing the office of HH Architecture at [nowings@hh-arch.com](mailto:nowings@hh-arch.com). Electronic documents will be provided at no cost.

With each request for Bidding Documents supply the following information: Company name, contact person, street address, phone number, and email address for Bidding point of contact; N.C. contractor's license with limitation and classification; indicate if the firm will be a Prime bidder, Supplier or Sub-Contractor.

Bidders will be required to show evidence that they are licensed to perform the work in the Bidding Documents as required by North Carolina General Statute, Chapter 87 and the Instruction to Bidders.

Bid Security in the amount of five percent (5%) of the Bid must accompany each Bid and shall be subject to the conditions provided in the Instruction to Bidders.

Pursuant to General Statutes of North Carolina Sections 143-128.2 and 143-131, and in accordance with City policy, the City of Raleigh encourages and provides equal opportunity for certified Minority and Woman-Owned Business Enterprise (MWBE) businesses to participate in all aspects of the City's contracting and procurement programs to include Professional Services; Goods and Other Services; and Construction. The prime contractor will be required to identify participation of MWBE businesses in their Bid, and how that participation will be achieved.

Furthermore, the City's goal is to contract or sub-contract fifteen percent (15%) of the contract amount to certified MWBEs on construction projects over \$300,000, or with contracts that include \$100,000 or more in state funding.

City of Raleigh  
Janet Cowell, Mayor

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