



**RFB (Request for Bid) FOR EDGECOMBE COUNTY HVAC
EQUIPMENT REPLACEMENT AT the Edgecombe County Law
Enforcement Center**

Edgecombe County is seeking bids from qualified contractors to replace HVAC equipment located at the Edgecombe County Law Enforcement Center. **Bids will be opened Wednesday, July 30th, 2025, at 10:00 a.m.** in Conference room 260 of the Edgecombe County Administration Building, 201 St. Andrews St., Tarboro, NC 27886. No bids will be accepted after this time. All bids must be in writing and submitted to:

**Edgecombe County
Attn: Stan Liverman, Maintenance Director
P.O. Box 10
201 St. Andrew St. – Room 248
Tarboro, NC 27886**

Mandatory Pre-Bid Meeting:

Wednesday, July 9th, 2025, starting at 9:00 a.m., Edgecombe County Law Enforcement Center, 3005 Anaconda Road, Tarboro, NC 27886

Questions or Comments:

- All questions and/or comments shall be submitted in writing, no later than **Wednesday July 16th, 2025 by 10:00 a.m.**
- Submit questions or comments to: stanliverman@edgecombeco.com

Scope of Work:

The work shall include furnishing all equipment, implements, tools, materials, licenses, certifications, transportation, labor and supervision necessary for the prosecution and completion of the work identified in the "Description of Work" outlined below.

Bidder Qualifications:

Only bids from Contractors established in performing this type of service and qualified to handle jobs of this size may be considered. Prior to the award, Edgecombe County reserves the right to investigate a bidder's ability to fulfill the requirements of the contract. A list of at least three (3) references shall accompany each bid.

Performance of Work:

If the Contractor fails to perform the work as directed by this contract or fails to perform the work in a manner satisfactory to Edgecombe County, work may be performed by other forces as directed by Edgecombe County. The cost of work so performed will be deducted from any monies due the Contractor.

Inspection/Cancellation:

All work shall be subject to inspection by an Edgecombe County Inspector at any time. If the Contractor fails to keep the work on schedule, or performs unsatisfactory work, this contract may be canceled upon fifteen (15) day written notice.

License and Certifications:

The contractor shall have and maintain all licenses and certifications required to perform any and all work associated with this contract for the entire duration of this contract. Edgecombe County reserves the right to review all licenses and certifications to ensure they are properly kept in good standing. Failure to maintain proper licenses and certifications will result in a breach of contract and will result in contract being voided immediately. The contractor shall be a licensed General Contractor if the Scope of Work requires it to be completed by a licensed General Contractor. Edgecombe County may determine at any time that the work contemplated herein requires that the Contractor be a licensed General Contractor.

Insurance and Indemnity:

The Contractor shall indemnify and save harmless the County of Edgecombe and its officers, agents, and employees from all suits, actions or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason any act or failure to act, of the contractor, its agents or employees, in the performance of the contract.

The Contractor shall furnish a Certificate of Liability Insurance indicating general liability coverage of at least \$1,000,000.00 from an insurance company licensed to do business in the State of North Carolina along with Workman's Compensation coverage, within ten (10) days after award of the bid.

Affirmative Action:

The Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

The County invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled and disabled business enterprises.

Funding Condition:

All Edgecombe County RFBs, including this RFB, are solicited subject to the availability and approval of funding necessary to complete the work contemplated by the RFB.

Description of Work:

- **Edgecombe County Law Enforcement Center, 3005 Anaconda Rd, Tarboro, NC 27886**
 - RTU # 2
 - RTU # 3
 - RTU # 5
 - RTU # 6
 - RTU # 7

All unit replacements are to be equal in size to what is currently in place and must include the following, if applicable.

- New electrical disconnects
- New line sets (insulated, secured and covered where applicable)
- New water line connections (including strainer and check valve)
- Connection to our current Siemens control system (if currently connected)
- Thermostat (if currently on a stand-alone thermostat)
- New pad for any outside condensers
- New curb adapter

Bidder Qualifications:

In order for a bid to be accepted as an acceptable bid, bidder must:

- Attend Mandatory Pre-Bid Meeting
- Provide proper licenses and certifications with bid proposal
- Provide three (3) references (if possible, references of work completed at a like facility)
- Provide a completed "Cost Proposal Sheet" or like bid sheet that includes all cost breakdowns included on the attached "Cost Proposal Sheet"
- Provide the Bid by the appropriate bid date and time.

Any bid that does not meet the above qualifications will **NOT** be accepted.

COST PROPOSAL SHEET

- 1. RTU # 2 \$ _____
- 2. RTU # 3 \$ _____
- 3. RTU # 5 \$ _____
- 4. RTU # 6 \$ _____
- 5. RTU # 7 \$ _____

Total Bid \$ _____

(Company Name)

(Signature)

(Date)