

## Advertisement for Bids (Informal - N.C.G.S. 143-131)

**Project Name: Installation of a Multi Head Mini Split Heat Pump**

**Project Number: 298-MezzOffice-AugFY25**

Pursuant to North Carolina General Statute 143-131, bids will be received by the City of Asheville Harrah’s Cherokee Center Asheville at 87 Haywood Street, Asheville, NC 28801, until September 4, 2024, 4:00pm, for the project described as follows:

**Description of Work:**

Install a multi-zone, multi head mini split heat pump with a minimum of four controllable heads in two office spaces located on the mezzanine level of the Harrah’s Cherokee Center Asheville (HCCA). HCCA staff will provide the contractor information about the location of electrical panels that can be used for the electrical requirements and a general idea for placement of the equipment for the project. The contractor is to supply a multi-zone heat pump and minimum of two heads per office space. The mini split equipment will be sized to heat and cool each office space, which is less than 500 square feet per office. There is an existing condensate drain pipe that may be used as a means of addressing the condensate issue of the new mini split heads. Contractor will be responsible for all the necessary material, equipment and piping for the new condensate lines and connections. Contractor will be responsible for all permits related to the project. The contractor will be responsible for arranging any necessary subcontractor(s), all necessary equipment and tools needed to install the HVAC equipment. HCCA does have a forklift and scissor lift that could be made available with adequate notification. The contractor and /or subcontractor will provide a consistent project manager to be present when their staff is working during the project time frame.

**Bid Schedule:**

Issuance of Advertisement for Bids	Tuesday August 6, 2024
Pre-Bid Meeting (not mandatory) Harrah’s Cherokee Center Asheville 87 Haywood Street Asheville, NC 28801	Thursday August 15, 2024 10:00am
Deadline to Submit Questions	Thursday August 22, 2024 4:00pm
<b>Bids Due</b>	<b>Wednesday September 4, 2024 4:00pm</b>
Construction Start	Upon Execution of Contract

Pre-Bid Meeting attendance is highly encouraged but not mandatory. The project, the City’s Business Inclusion Plan and the City’s Drug-Free Workplace Policy will be explained.

**Bid Documents:**

This Advertisement for Bids is posted on the City procurement website at [www.ashevollenc.gov/bids](http://www.ashevollenc.gov/bids). This is *the official source* of this solicitation. Bid documents and instructions may be obtained digitally at no cost from the City procurement website. All updates to this solicitation shall come in the form of

published addenda and shall be published to the same location. **Neither the City nor the Engineer will be responsible for full or partial sets of Bid Documents including any addendum obtained from any other source.**

**Information:**

All questions concerning this Advertisement for Bids should be submitted via email to:

Chris Corl, Project Manager  
[ccorl@ashevillenc.gov](mailto:ccorl@ashevillenc.gov)

Questions pertaining to the bid will be answered in the form of a written addenda posted to the City of Asheville's bid page no later than (5) days before the opening of bids.

**Standard of Award:**

The award of the Contract will be made to the lowest responsible, responsive bidder, who, in the opinion of the City, is qualified to perform the work required and is responsible and reliable. When Alternate Bid items are required in the Bid, the Contract will be awarded to that responsible Bidder whose Bid for the Alternate or combination of Alternates, selected by the City, is the lowest.

**Asheville Business Inclusion Policy:** The City of Asheville has adopted the Asheville Business Inclusion Policy to encourage women and minority businesses' participation in the public bidding process. The purpose of this outreach effort is to increase the likelihood of availability and utilization of MWBEs in the award of contracts. Bidders are hereby notified that this bid is subject to that Policy's provisions. Questions regarding the Asheville Business Inclusion Policy may be directed to the Office of Economic Development, City of Asheville, Post Office Box 7148, Asheville, NC 28802-7148 or by phone at (828) 259-8050 or by email [abi@ashevillenc.gov](mailto:abi@ashevillenc.gov).

Bidders are invited to show proof of MWBE status, to include NC Office of Historically Underutilized Businesses or other MWBE certifications. If not already certified with the ABI Office at the City of Asheville, bidders are further invited to become certified with the City of Asheville as an MWBE vendor. Please use this link: [ABI Certifications](#)

It is the Policy of the City to (1) provide minorities and women an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

**Drug Free Workplace:** The City of Asheville is a drug-free workplace employer. By submitting this bid, the prospective contractor certifies that if awarded the contract, they and their subcontractors shall comply with the following:

The City requires contractors/vendors entering into a contract with the City to provide a drug-free workplace in the performance of said contract. The contractor, upon execution of the contract, certifies that it will provide a drug-free workplace during the performance of the work on this contract. The contractor agrees to do the following:

Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken for

violations of such prohibitions. Responsive actions should be appropriate and sufficient to address and remediate any violations of this requirement.

**Payment of Taxes:**

Bid proposals shall include the cost of required insurance and bonds and payment of any applicable local, State and Federal taxes. The City Council of the City of Asheville has adopted a policy that the City of Asheville will not enter into contracts with bidders who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.

**License Requirements:**

All bidders must have current North Carolina HVAC licenses with the appropriate classification for all work of the project at the time of the bid. The contractor or sub-contractor must have all appropriate licenses as required. +

**Bid Submittals:**

The City has prepared this Advertisement for Bids which identifies the services to be undertaken.

In order to be considered, all bids must be submitted in writing no later than the bid due date. Contractors mailing bid packages should allow delivery time to ensure timely receipt of their bid. The responsibility for getting their bid to the City of Asheville on or before the specified time and date is solely and strictly the responsibility of the proposing contractor. The City will in no way be responsible for delays caused by any occurrence.

Bids may delivered to: CHECK FOR LATEST DIRECTIONS

Physical Address (FedEx, UPS, Hand Delivery)	Mailing Address (USPS)
Harrah's Cherokee Center Asheville 87 Haywood Street Asheville, NC 28801	Harrah's Cherokee Center Asheville 87 Haywood Street Asheville, NC 28801

Hours of Operation: 8:30 a.m. - 5:00 p.m. (EST), Monday through Friday

Phone:828-259-5452

Email: [ccorl@ashevillenc.gov](mailto:ccorl@ashevillenc.gov)

**Miscellaneous Requirements of the Bid:**

- All bids must be submitted on the form of Bid Proposal provided.
- The successful bidder will be required to furnish a performance bond and a payment bond in the amount of one hundred percent (100%) of the contract amount for contracts costing more than \$50,000 that are part of a project costing more than \$300,000. Those bonds shall meet the requirements of North Carolina General Statutes Section 143-129 and of Article 3 of Chapter 44A of the North Carolina General Statutes.

The City of Asheville reserves the right to reject any or all bids and to waive informalities.