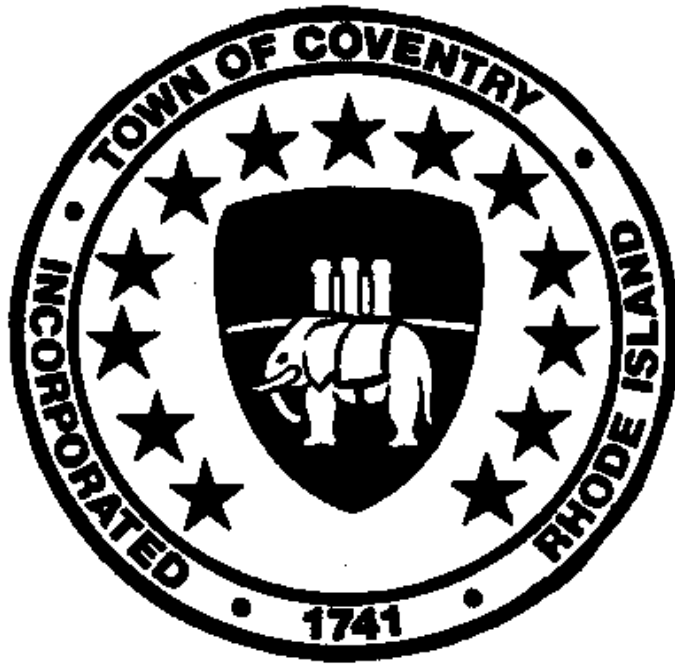


SPECIFICATIONS FOR HEATING AND AIR CONDITIONING



June 2025



**TOWN OF COVENTRY
DEPARTMENT OF PUBLIC WORKS
1670 Flat River Road, Coventry, RI 02816
401-822-9183**

INVITATION TO BID

Heating and Air Conditioning

Sealed bids will be received at the Office of the Town Clerk, Town of Coventry, Town Hall, 1670 Flat River Road, until 10:00 a.m. on **06/17/2025** at which time they will be opened and read aloud. The award of the contract will be made by the Town Council as soon thereafter as practical.

The Town of Coventry reserves the right to reject any or all bids, to waive any formalities in a bid, to make awards to separate bidders, to make awards to more than one bidder or to accept that bid or bids which in the judgment of the awarding authority is in the best interest of the Town.

Specifications and information for bidders may be obtained at the Office of Town Clerk. Bids are to be submitted on forms furnished by the Town and completed bid forms are to be deposited with the Town Clerk no later than 10:00 a.m. on **06/17/2025**

The Bid Envelope must be clearly marked "**HEATING AND AIR CONDITIONING**".

TOWN OF COVENTRY

Joanne Amitrano
Town Clerk

**SPECIFICATIONS FOR HEATING AND AIR CONDITIONING
GENERAL CONDITIONS**

1. Use the bid form furnished with this invitation and complete all spaces provided on the bid form. Failure to provide information may invalidate the bid.
2. The Town of Coventry reserves the right to refuse any and all parts of any bid.
3. Any variance to the requested specification shall be specifically stated by the bidder on the bid form.
4. The quantities listed in the bid (proposal) are approximate and are given only for use in comparing bids and to indicate approximately the total amount of the Bid, and the Town of Coventry does not expressly or by implication represent that the actual quantities will correspond therewith, but does call particular attention to the uncertainty of the quantities involved which cannot be predicted in advance. Under the Bid, the Town of Coventry reserves the right to increase or decrease the approximate quantities for, or to omit entirely, any of the items as listed in the bid.
5. Bid must specify any and all warranties and include a full descriptive brochure describing in detail the material being bid.
6. Bids should reflect any and all discounts and be quoted FOB Coventry, Rhode Island.
7. Bids shall be sealed, shall be delivered to the Town Clerk prior to closing date and time and the envelope shall be clearly marked as indicated in the Invitation to Bid Notice.
8. The bidder shall comply with all laws of the United States, the State of Rhode Island and all local ordinances.
9. If any further information is needed, please contact Kevin McGee, Director, Public Works Dept. at (401) 822-9183.
10. Materials and equipment purchased for installation under this contract are exempt from the Rhode Island Sales Tax. The exemption from the Sales Tax shall be taken into account by the Contractor during the bidding.
11. Bids may be withdrawn personally or on written or telegraphic request dispatched by the bidder in time for delivery during the normal course of business prior to the time fixed for the opening, provided that written confirmation of any telegraphic withdrawal over the signature of the bidder is placed in the mail and postmarked prior to the time set for the opening of the bids. Negligence on the part of the bidder in preparing their bid confers no right of withdrawal or modification of their bid after such bid has been opened.

No bidder may withdraw their bid within ninety (90) days after the actual date of the opening thereof.

SPECIFICATIONS FOR HEATING AND AIR CONDITIONING

1.0 MINIMUM CONDITIONS

The Town of Coventry is looking for a licensed and insured Firm to provide 24 hour service for regular and emergency repair work. The bid shall be for an hourly rate and all equipment and parts shall be itemized to reflect the final bill price. This service shall be for Town owned buildings and shall be required to report to any Department Head or designee that might require Heating and Air Conditioning. Service will also include maintenance and operation of Niagara Energy Management System. This Bid Service shall be active for a twenty-four (24) month period after the Town Council approval and shall be rebid every 2 years.

This service shall be for the DPW Bldg., Town Hall/Library, Annex Bldg., Human Services / Police Station Bldg., and the Parks and Recreation Bldg. and shall be required to report to any Department Head or designee that might require services. This Bid Service shall be active for a twenty-four (24) month period after the Town Council approval and shall be rebid every 2 years.

2.1 DOCUMENTS TO PROVIDE

Certificate of Insurance

License

Certificate of Good Standing from Secretary of State Office if Incorporated

**Town of Coventry
Public Works Department
1670 Flat River Road
Coventry, RI 02816
(401) 822-9183**

**BID FORM
HEATING AND AIR CONDITIONING**

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

July 2025 - June 2026 HOURLY RATE: _____

July 2026 – June 2027 HOURLY RATE: _____

Material Markup _____ %

Annual Preventative Maintenance Service for all AHU & RTU _____

The undersigned bidder(s) submitting this proposal, hereby declares and agrees to furnish and deliver the materials/equipment listed above and in accordance with all of the terms, conditions and requirements of the Bid Invitation and the Specifications and General Conditions and contained therein.

Authorized Signature

Date

Name Printed

Title

