

Village of Ferrelview

205 NW Heady Ave Ferrelview, MO 64163 Phone: (816) 464-5010 Fax (816) 464-2383

All Electric Conversion Request for Bids ("RFB")

ISSUE DATE: November 18, 2022

DUE DATE: 4:00 PM on December 30, 2022 ("Submission Deadline")

INSTRUCTIONS: Please submit two (2) paper copies of the full bid. Submittals must be delivered in a sealed envelope in person, via mail or courier. Please write "**Electric Conversion**" clearly on the outside of the sealed package. Submittals received by email, fax, or after the Submission Deadline will be rejected.

SUBMIT TO: VILLAGE OF FERRELVIEW CITY HALL
205 NW HEADY AVE
FERRELVIEW, MO 64163

CONTACT INFO: Any questions concerning this RFB must be submitted by email to vof.cityclerk@gmail.com no later than **2:00 PM** on **December 16, 2022**. Questions will be answered collectively in one or more Letter(s) of Clarification to be made available at www.villageofferrelview.com/bids. Questions received may be edited or combined with similar questions for clarity or length at the discretion of the Village of Ferrelview.

OVERVIEW AND SCOPE

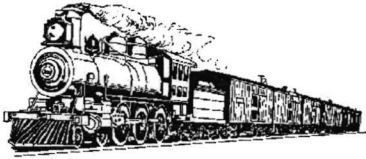
The Village of Ferrelview (VOF) requests responsive proposals from experienced contractors to remove two propane furnaces and install an all-electric heating and air purification system. The Bidder selected is to furnish all labor, supervision, and other goods and services necessary for the full removal, disposal, and installation of the new/old systems.

PROPOSAL: Although the VOF prefers substance over form, to be considered responsive, Bidders are asked to review the following criteria/information requests and respond, in order, to the best of their ability.

a. **Pricing:** Bidders must provide comprehensive pricing for their services, including the machinery/equipment and all labor fees.

b. **Insurance:** Bidders must provide evidence of Commercial Liability and Workman's Compensation Insurance and will be required to list the VOF as the certificate holder if selected.

All information provided by Bidders should be organized, clear and concise. Although there are no page limits, Bidders are asked to avoid excessive graphics, title pages, or other extraneous information in their proposal other than requested by the VOF.



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The VOF shall waive all licensing fees required under Ordinance 354 Section 5 for the entire duration of the project for the Bidder who is selected.

EVALUATION: The Village of Ferrelview Board of Trustees will review all RFB's at the Regular Board of Trustees Session scheduled to be held on January 10, 2022 at 5:00 PM.

The VOF intends to award the contract to the Bidder offering the best value to the VOF, as measured by the VOF utilizing the foregoing evaluation criteria, including the right to award the contract by criteria other than the lowest price proposed. The VOF reserves the right to select or reject all or part of any proposal, waive minor technicalities, and select one or more bids in the manner and to the extent that they are deemed to serve the best interests of the VOF. This RFB does not commit the VOF to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a bid in response to this RFB. The VOF reserves the right to request proposal clarifications/additional information from some or all Bidders.

LETTERS OF CLARIFICATION

Responses to all questions timely submitted by potential Bidders, as well as any revisions incorporated into this RFB by the VOF, will be confirmed collectively, rather than individually, in a letter made available online at <http://www.villageofferrelview.com/bids> (each, a "Letter of Clarification"). When issued, Letters of Clarification become part of this RFB and automatically supersede any previous terms, conditions, specifications, or provisions in conflict therewith. By submitting their bid, Bidders shall be deemed to have reviewed all Letters of Clarification and to have considered all responses, as well as any revisions, and incorporated them into their submittal. Verbal responses by any VOF officer, director or employee cannot alter the terms, conditions, specifications, or provisions as stated herein. It is the responsibility of Bidders to monitor the foregoing link and ensure they receive any such Letters of Clarification and incorporate them in their proposal.

CONFLICTS OF INTEREST

Bidders are advised that they have an affirmative obligation to disclose any affiliation or business relationship with a VOF employee, officer, or director creating a conflict of interest (or appearing to a reasonable person to potentially exist). All Bidders are required to submit the non-collusion affidavit form may find it online at <http://www.villageofferrelview.com/bids>. By submitting a bid, Bidder's represent to the VOF that they have complied with the requirements set forth within.

RFB PACKETS

A complete copy of this RFB, including exhibits, necessary forms and other relevant information is available on-line at www.villageofferrelview.com/bids. This RFB provides the information necessary to prepare and submit a proposal for consideration by the VOF.

WITHDRAWAL; ERROR

Proposals may be withdrawn due to errors or for any other reason by a written request received by vof.cityclerk@gmail.com prior to the Submission Deadline.