

Bid Proposal:

HVAC Preventative Maintenance Bid

Project Overview

The City of Bolivar is requesting bids for HVAC preventative maintenance and inspection. Bidders are expected to meet or exceed the specified requirements. Any deviations should be clearly noted in the bid submission. Site visits may be scheduled by contacting Kevin Kelly at 417-328-5822. **Minimum 48-hour notice required for site visit.**

Submission Details

Bid Deadline: Tuesday, July 16th, 2024, at 2:00 p.m.

- Bids will be publicly opened at that time.
- The City of Bolivar will choose the BEST bid and is not limited to the lowest bid.

Delivery Options:

1. **In Person:**
 - Deliver **SEALED** bids to: **Bolivar City Clerk, 345 S. Main Bolivar, MO 65613**
2. **By Mail:**
 - Mail **SEALED** bids to: **Bolivar City Clerk, PO Box 9 Bolivar, MO 65613**

Important: The envelope must be clearly labeled "HVAC Preventative Maintenance Bid".

Specifications

- Locations
 - City Hall, 345 S Main Ave, Bolivar, MO 65613
 - PSC, 211 W Walnut St, Bolivar, MO 65613
 - Bolivar Rec & Aquatic Center, 1710 W Broadway, Bolivar, MO 65613

Bid submission

Please complete and submit the following information for the HVAC Preventative Maintenance bid:

1. Preventative Maintenance Schedule
2. Annual Cost of Preventative Maintenance
3. Detailed list of included services
4. Equipment included in agreement
5. Hourly rate for maintenance outside of preventative maintenance agreement
6. Deviations or exceptions

For questions, please contact:

Kevin Kelly
Community Development Coordinator

Phone: 417-328-5822
Email: kkelly@bolivar.mo.us