

REQUEST FOR PROPOSAL

Sealed proposals for the installation of a **Heating and A/C unit in the small room of The Metter Community Center** will be received by the City of Metter at Metter City Hall, located at 49 South Rountree Street, Metter, Georgia until **3:30 PM** on **October 24, 2018**. All bids will be publicly opened and read aloud at that time.

The work to be done consists of the installation of one Carrier 2.5 ton, 30,000 btu Ductless split heat pump system (208-230 volt-1 phase, with an estimated 25' of 5/8x3/8" copper tubing). All work shall be completed within **30 calendar days** from the Notice to Proceed, which is expected within 20 days of the bid opening. Please provide all warranty information in the bid package.

Questions may be directed in writing to Missy Edenfield, HR/Purchasing Manager, **City of Metter, P.O. Box 74, Metter, GA 30439, (912)-685-2527, (912)314-3896** or by email at medenfield@cityofmetterga.gov.

The Owner reserves the right to reject any and all bids and to waive any informality in the bidding.

All bids are to be enclosed in a sealed envelope and addressed as follows:

**Heating and A/C Unit Installation Project
PROJECT ID# CC2019-01E
CITY OF METTER
P. O. Box 74, 49 S. ROUNTREE STREET
METTER, GEORGIA 30439
ATTENTION: MISSY EDENFIELD, PURCHASING MANAGER**