

INVITATION TO BID

**HVAC UPGRADES TO SECOND AND THIRD FLOORS
AT GRETNA CITY HALL
FOR THE CITY OF GRETNA, LOUISIANA**

Sealed Bids will be received by the City of Gretna in the Mayor's Office, Gretna City Hall, 2nd Street and Huey P. Long Avenue, Gretna, Louisiana 70053, **August 12, 2024, until 10:00 a.m.**, local time, for the HVAC Upgrades to Second and Third Floors at Gretna City Hall.

At 10:05 a.m. local time on the same day, in the Mayor's Office, Gretna City Hall, Gretna, Louisiana, all Bids that have been duly received will be publicly opened and read aloud.

Without limiting the scope of work described herein, the proposed bid provides for HVAC upgrades to existing building (second and third floor) with associated architectural, mechanical and electrical work as detailed within the Construction Documents.

All Bids must be in accordance with the Contract Documents on file with the City of Gretna's Director of Public Works, 224 4th Street, Gretna, Louisiana, 70054, and at the office of Burgdahl & Graves Architects, 2550 Belle Chasse Hwy, Suite 130, Gretna LA 70053.

Copies of the Bidding Documents and Contract Documents, consisting of drawings and specifications for use in preparing Bids may be secured from the office of BURGDAHL & GRAVES ARCHITECTS, 2550 Belle Chasse Hwy., Gretna, LA 70053 at (504) 366-4433 by licensed contractors upon payment of \$70.00 per set. Deposit on the first set of documents furnished bona fide prime bidders will be fully refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. On other sets of documents furnished to prime bidders, the deposit less \$35.00 will be refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. Good condition is defined as free of all pencil, pen and other marks. All sets furnished to subcontractors and suppliers are non-refundable. Partial sets will not be issued. Request for mailing Contract Documents will be handled by either Federal Express or UPS, provided the addressee supplies his courier's account number and "street" address (no P.O. Box addresses).

As an option to obtaining hard copies per the procedure above, complete bidding documents for this project are also available in electronic form. They may be obtained without charge and without deposit from www.publicpurchase.com, www.gretnala.com, bmorgan@gretnala.com or tmipro@burghahlgraves.com.

To be listed as a plan holder and receive notification of Addenda and other project related information if electronic documents are obtained, interested parties must register at the website. An email address is required to receive project notifications.

Each Bidder must obtain a contractor's license from the state of Louisiana prior to submitting his bid.

The work for this project is classified as Building Construction or Mechanical Work. **ONLY** Contractors with these classifications may submit bids for this project. Bids received by Contractors without this classification will not be opened.

Bids will be received on a lump sum basis as described in the Contract Documents.

All work is to commence within 30 days after the Date of Contract. Completion of the work is required within 240 calendar days. All time limits commencing upon the date of issuance by registered mail of the Owner's "Notice to Proceed."

Bid security in the amount of 5 percent (5%) of the total Bid must accompany each Bid.

The successful Bidder will be required to furnish a Performance and Payment Bond guaranteeing faithful performance and the payment of all bills and obligations arising from the performance of the contract.

Sureties will be required to meet qualifications set forth in the Contract Documents.

Bidders are invited to a prebid conference to discuss the project. Prebid conference details are set forth in the Bidding Documents. **The Mandatory Prebid Conference** will be held on **August 1, 2024** and shall be held at Gretna City Hall, 740 Second Street, Gretna, LA 70053, conference room.

No Bid may be withdrawn within a period of 45 days after the date fixed for opening Bids.

The City of Gretna reserves the right to reject all Bids and to reject nonconforming, nonresponsive, or conditional Bids.

CITY OF GRETNA

BELINDA C. CONSTANT
MAYOR
CITY OF GRETNA

Publish:
August 17, 2024
August 24, 2024
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