

**NOTICE TO BIDDERS**  
**Preventive Maintenance Services HVAC Systems**  
**City of Raymore, Missouri**

Sealed proposals will be received by the Purchasing Specialist at the City Hall, 100 Municipal Circle, Raymore, Missouri, until 10:00 a.m. on January 25, 2018. In accordance with the Missouri Sunshine Law, RSMo 610.021, the proposals for the above project will be opened on said date and time and only the bidder name will be read aloud along with required documents checked for responsiveness. On all requests and correspondence, please reference RFP Number 18-004.

The work under this contract consists of the following:

- Preventive Maintenance Services on public facility HVAC Systems
- Guaranteed Pricing on Repair Services (Labor and Parts Markup)

The specific locations of the work to be done shall be contained in the special provisions section of the bid document. The contractor shall bid on all work.

Qualified bidders must obtain copies of the proposal documents (Notice to Bidders, Instructions to Bidders, Proposal Forms, and sample Contract) for bidding purposes from the Purchasing Specialist, Kim Quade, CPPB at [kquade@raymore.com](mailto:kquade@raymore.com) or by phone at (816) 892-3045.

**Bidder must be a plan holder with the City of Raymore in order to bid on the project.**

**A mandatory pre-bid meeting will be held on January 16, 2018 at 10:00 a.m. and January 17, 2018 at 10:00 a.m.. Bidders must attend one pre-bid meeting. The pre-bid meeting will be held at Raymore City Hall in the Council Chambers.**

A bid bond or certified check from a surety or bank, approved by the Purchasing Specialist, in the amount of \$500.00 must accompany each proposal.

Contractor shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for all employees who will be on-site at the Project.

All wages paid for work under this contract shall comply with the requirements of the prevailing wage law of the State of Missouri, Missouri Public Law 294, Sec. 290.210 through 290.340, R.S. MO. 1969, as amended.

Pursuant to 610.021 RSMo, Item 12, all documents within a request for proposal (RFP) will become open record to the public upon a negotiated contract being executed. All documents within a request for bid (RFB) become open record as soon as the bid is opened. Bidders and proposers should be aware that all documents within a submittal will become open records.

The Owner reserves the right to reject any or all proposals and to waive informalities or deficiencies therein. To negotiate with any or all bidders or others for more favorable terms or prices, and to award a contract to other than the bidder submitting the lowest cost bid proposal, with or without negotiation and to determine which is the lowest best and most responsive, to accept, at its option, any alternates and to approve the bond.