



**BID DOCUMENTS, CONTRACT DOCUMENTS  
AND  
SPECIFICATIONS  
FOR DEMO & INSTALLATION OF  
CIVIC CENTER: MINISPLIT HVAC SYSTEMS REPLACEMENT  
FOR THE  
CITY OF DALLAS, GEORGIA**

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**Elected Officials  
James Kelly, Mayor  
Nancy Arnold  
Chris Carter  
Candace Callaway  
James Henson  
Leah Alls  
Cooper Cocharn**

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**Kendall Smith, *City Manager*  
Brandon Rakestraw, *Public Works Director***

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**MAY 2025  
PROJECT NO. 2025-02  
FUNDING: LOCAL**



## INVITATION TO BID CIVIC CENTER: MINISPLIT HVAC SYSTEM REPLACEMENT BID NUMBER: 2025-02

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The City of Dallas is soliciting competitive sealed bids from qualified contractors for services to remove existing and install new HVAC equipment within the civic center building as these services are being funded by City of Dallas local funds. Please visit [Bids and RFPs | Dallas, GA \(dallasga.gov\)](#)

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the Bid Number and Company Name. Bids will be received until **11:00am on June 26, 2025** at the City of Dallas Public Works, 320 E. Foster Ave. Dallas, Georgia 30132, at which time the bids will be publicly opened read aloud. Bids received after the above date and time, or in any location other than Dallas Public Works, will not be considered.

Questions regarding bids should be directed to Brandon Rakestraw, Public Works Director, at [brakestraw@dallas-ga.gov](mailto:brakestraw@dallas-ga.gov) or by calling 770-443-8110, no later than **June 23, 2025**. Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

The written bid documents supersede any prior verbal or written communications between the parties.

An award will be made to the contractor submitting the lowest responsive and responsible bid. The City of Dallas reserves the right to reject any or all bids, to waive technicalities, and to make an award deemed in its best interest. Bids may be split or awarded in entirety. Dallas reserves the option to negotiate terms, conditions and pricing with the lowest responsive, responsible bidder(s) at its discretion.

Award notification will be posted after award on the city website, [www.dallasga.gov](http://www.dallasga.gov) and companies submitting a bid will be notified via e-mail.

*Brandon Rakestraw*

Public Works Director  
[brakestraw@dallas-ga.gov](mailto:brakestraw@dallas-ga.gov)  
Office:(770)443-8110 ext:1401

# SCOPE OF WORK

Bidder shall furnish all labor, equipment, and materials to perform the services as described below.

## Scope of Work:

Replacement of two (2) existing 2-ton minisplit systems with one (1) new 2-ton minisplit system and one (1) new 3-ton wall mount minisplit system, including all associated labor and materials needed to ensure proper installation, start-up, and operation.

## Project Description:

- **Equipment Replacement:**
  - Remove the two (2) existing 2-ton minisplit systems (indoor and outdoor components).
  - Supply and install one (1) new 2-ton split system (condenser and air handler) and one (1) new 3-ton wall mount minisplit system (condenser and air handler).
- **Piping and Wiring:**
  - Install new refrigerant piping between indoor and outdoor units, sized and routed per manufacturer specifications and industry standards.
  - Install new condensate piping with proper slope and termination for drainage.
  - Install new control wiring between indoor and outdoor units, including communication/control circuits as required.
- **Thermostat Installation:**
  - Supply and install a new, compatible thermostat for full functionality and ease of use.
- **Air Distribution Components:**
  - Install one (1) return filter rack for accessible filter replacement and improved indoor air quality for 2-ton minisplit system.
  - Fabricate and install new supply plenum for 2-ton minisplit system.
  - Supply and install two (2) supply grilles, properly sized and located for even airflow distribution for 2-ton minisplit system.
- **Crane Service:**
  - Provide crane service to safely remove the existing outdoor unit and place the new condenser in its designated location.
- **Installation:**
  - All work shall be completed in accordance with state and local codes.
  - All work shall be completed per manufacturer recommendations and specifications.
  - All refrigerant lines shall be pressure tested and vacuumed before charging to ensure system integrity.
  - A startup and testing of the system shall be conducted to verify full functionality.

## Clarifications/Exclusions:

- Work shall be completed during normal business hours (8:00am – 5:00pm M-F).

**CITY OF DALLAS**

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**BID SCHEDULE**  
**CIVIC CENTER: MINISPLIT HVAC SYSTEM REPLACEMENT**

**Project # 2025-02**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1.	Removal and Disposal all existing equipment & material (See "Scope of Work")	1 ls	_____	_____
2.	Supply and Installation of new equipment and material (See "Scope of Work")	1 ls	_____	_____

**TOTAL BASE BID: \$** \_\_\_\_\_  
\_\_\_\_\_ DOLLARS and \_\_\_\_\_ CENTS

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City of Dallas requires pricing to remain for the duration of the contract. Failure to hold firm pricing for the term of the contract will be sufficient cause for the City of Dallas to declare bid non-responsive.

Termination for Cause: The City may terminate this agreement for cause upon ten days prior written notice to the contractor of the contractor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

#### TIME OF COMPLETION AND LIQUIDATED DAMAGES

Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" by the Owner and substantially complete the project within **Twenty (20)** consecutive calendar days thereafter. The time allowed for final completion and readiness for final payment is **Thirty (30)** days from the date of Notice to Proceed. Bidders must also agree to pay, as liquidated damages, the sum of **\$50.00** per each consecutive calendar day thereafter based on the time for the substantial completion for the work.

**Certification of Non-Collusion in Bid Preparation:** \_\_\_\_\_  
Signature Date

The City requires that all who enter into a contract for physical performance of services with the City must satisfy O.C.G.A. § 13-10-91 and Rule 300-10-1-02, in all manner, and such are the conditions of the contract.

**In compliance with the attached specifications, the undersigned offers and agrees, if this bid is accepted by the City within ninety (90) days of the date of bid opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered to the designated point (s) within the time specified in the bid schedule.**

Legal Business Name  
\_\_\_\_\_

(If your company is a LLC, you must identify all principals to include addresses and phone numbers in your submittal)

Federal Tax ID \_\_\_\_\_

Address  
\_\_\_\_\_

Does your company currently have a location within the City of Dallas or Paulding County? Yes ☐ No ☐

Representative Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_