

INVITATION TO BID

Project: **Full Facility HVAC Replacement – Pettis County Public Safety Building (Sheriff's Office)**

Facility: Pettis County Public Safety Building (Sheriff's Office)/ 319 S. Lamine Ave. Sedalia, MO 65301

Owner: The County of Pettis

Bid Due: October 8th, 2026 at 9:00am

Submission: Sealed Bid delivered to Pettis County Annex 1, 215 E 5th Street, Sedalia, MO

Contact: **Christopher Hoke**

Email: facilityoperations@pettiscomo.com

Phone: 660-281-5711

The County of Pettis Commission invites sealed bids from qualified HVAC contractors for the installation of a new HVAC system at the Public Safety Building (Sheriff's Office), as designed and shown in the provided engineer-sealed drawings. This project includes installation of new equipment at new designated locations, plus selective removal of existing equipment only where necessary to allow installation of the new units.

1. Project Description

Scope of work includes:

- Installation of all new HVAC equipment per the engineered and permit-approved plan sets.
- Removal of existing HVAC equipment **only if it physically interferes** with installation of the new equipment. If no conflict exists, existing equipment must be left in place and remain untouched.
- Completing all electrical, structural, piping, controls, insulation, and system balancing required to provide a fully functioning HVAC system.
- Integrating new controls with existing building systems as applicable.
- Performing startup, testing, commissioning, and providing owner training and full O&M documentation.

2. Drawings & Specifications

Contractors must adhere to:

- Engineer-sealed drawings dated August 6th, 2026.
- All referenced mechanical, electrical, structural, and controls specifications.

3. Administrative Requirements

Contractor must provide:

- All required licensing
- Proof of insurance
- Project schedule and equipment lead times
- References for similar work

4. Conditions of Work

Includes items such as:

- Work hour limitations
- Cleanup and disposal expectations
- Coordination with facility operations

5. Asbestos Disclosure and Abatement Status

A recent inspection identified asbestos-wrapped piping within the project area that would interfere with new HVAC installation. Pettis County has already contracted an abatement team, and **all currently known asbestos will be fully abated prior to any contractor beginning work.**

Contractors **should not include costs for asbestos removal** in their bids for currently identified materials.

- **Unforeseen Asbestos**

Despite the completed abatement, contractors may encounter unforeseen or concealed asbestos-containing materials during construction. If unexpected asbestos is discovered:

- The contractor must stop work in the affected area.
- The County will arrange for testing and abatement by a licensed asbestos contractor.
- The contractor shall resume work once abatement is complete.
- Contractors shall not include costs for unforeseen asbestos abatement in their bids.

6. Pre-Bid Walkthrough

A mandatory pre-bid walkthrough will be held on September 22nd and 29th at 9:00 a.m. Special accommodations for additional walkthroughs may be arranged by scheduling with the Facilities and Grounds Director.

7. Bidder Communication

All questions must be submitted in writing to:

Christopher Hoke, Facilities and Grounds Director.

Email: facilityoperations@pettiscomo.com

8. Submission Requirements

- All engineered drawings, and full bid specifications are available for download on the Pettis County website. Bidders must obtain these documents directly from the County's bidding portal at:

<https://pettiscomo.gov/bids/>

All documents for this project are listed under the title:

"Full Facility HVAC Replacement – Pettis County Public Safety Building"

It is the responsibility of each bidder to review all posted documents in full prior to submitting a proposal. Any updates, addenda, or clarifications will also be posted to the same webpage, and bidders are responsible for regularly checking for updates during the bidding period.

- Bidders may submit company-formatted proposals; however, **all bidders must also download, complete, and submit the official Pettis County Bid Form** available at:

<https://pettisco.com/bids/>

Under the project title:

“Full Facility HVAC Replacement – Pettis County Public Safety Building”

This Bid Form must be submitted **with** the proposal and must include:

- Total project cost
- Detailed cost breakdown (equipment, labor, etc.)
- Timeline for installation
- Warranty information
- Any deviations from the provided plans (must be clearly stated)
- Acknowledgement of all addenda
- Signature by an authorized representative

Failure to submit the official Bid Form will result in the proposal being considered incomplete.

- The County of Pettis is a **tax-exempt entity**. All submitted proposals must exclude sales tax from materials, equipment, labor, monitoring services, and any other charges. A tax-exempt certificate will be provided upon request or at contract award.
- **Sealed bids, labeled “Full Facility HVAC Replacement – Pettis County Public Safety Building,” must be mailed or hand delivered no later than October 8th 2026, at 9:00 am to the County Clerk’s Office at Pettis County Annex 1, 215 E 5th Street Sedalia Missouri.**

Bid Opening will occur October 8th, 2026 at 9:30 am in the Pettis County Commission Chambers.

Pettis County Commission reserves the right to accept or reject any or all proposals.

Late submissions will not be considered.