

**GREENVILLE ARENA DISTRICT**  
***Bon Secours Wellness Arena***  
**INVITATION TO BID**  
**Two (2) - WATER-COOLED HVAC CHILLERS**

**Section A: Instructions to Bidders**

**Part: I**    General

1. Greenville Arena District (“GAD”), owner of the Bon Secours Wellness Arena in Greenville, SC, will receive sealed Bids for the purchase and installation of two (2) Water Cooled HVAC Chillers as specified in the product specifications of the Bidding Documents and required for the operation of the Bon Secours Wellness Arena.
2. Sealed Bids will be received until **5:00 p.m. on Friday, June 14, 2024**, at the Bon Secours Wellness Arena, 650 North Academy Street, Greenville, SC 29601. Sealed bids can be hand-delivered to the Administrative Offices or can be sent via US Mail. Bids should be addressed to **Adam Lambright, Director of Finance & Administration**, GAD’s Designated Representative, for this bid process.
3. Bid Documents for this work include the Instructions to Bidders, Product Specifications, Bid Form, and Bidder’s Experience Form (all of which are included in this document).
4. Pre-Bid Conference
  - A. No Pre-Bid Conference will be held for this work.
5. Existing Conditions
  - A. By submitting a Bid, Bidder acknowledges that the Bidder is thoroughly familiarized with the site, existing conditions and Bidding documents under which the work is to be performed.
6. Interpretations or Addenda
  - A. Each Bidder shall examine the Bidding documents carefully and not later than five (5) days prior to the date for receipt of Bids, shall make written request to GAD for the interpretation or correction of any ambiguity, inconsistency or error therein which he may discover. No interpretations of the Bidding Documents will be made orally.
  - B. Please e-mail requests for an interpretation of the Bidding Documents to [ALambright@BSWArena.com](mailto:ALambright@BSWArena.com) and [Dwight@BSWArena.com](mailto:Dwight@BSWArena.com)
  - C. Any such request received five (5) days prior to the date fixed for the receipt of Bids will be answered in the form of an Addendum to the Contract Documents. All Addenda, if any, will be e-mailed to all prospective Bidders. All such Addenda shall become part of the Contract Documents and all Bidders shall be bound by such Addenda, whether or not received by them.
  - D. Change Orders issued after receipt of Bids will be e-mailed or delivered only to the Bidder who has been selected to perform the work.
7. Intent
  - A. It is GAD’s intent to accept Bids for products and services listed in the specifications meeting the requirements and intent of the specification. The products described herein do, however, represent the standard of quality desired and any alternate type must be of equal or greater quality and design with the same or better finish and features.
8. Bidding Conditions & Procedures

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- A. Owner reserves the right to reject any and all Bids and waive technicalities and informalities.
  - B. When submitting a Bid, each Bidder should be fully prepared to discuss the proposal in detail.
  - C. Bidders will be expected to review all of the Bid documents in detail, and all proposals must include specific listings of any and all substitutions, clarifications, exceptions, etc. Any such qualifications made after the Bid opening will not be accepted.
  - D. Any Bid received after date and time listed in the Invitation to Bid will be rejected and returned to the Bidder unopened.
  - E. So as to guard against premature opening, all Bids must be sealed and labeled on the outside of the envelope **"Sealed Bid for HVAC Chillers"**.
  - F. GAD may consider as irregular any Bid in which there is an alteration or departure from the Bid Form hereto attached and at GAD's option may reject the same.
  - G. GAD reserves the right, and prefers, to negotiate with bidders who are interested in trade for sponsorship. Interest in sponsorship must be indicated on the Bid Form.
9. The Base Bid
- A. The Base Bid(s) stated in the Bid shall include all items of materials, shipping and other costs to furnish complete items in accordance with the specifications and the intent of the specifications.
  - B. The prices stated in the Bid shall be firm prices and, in submitting the Bid, Bidder agrees that the Bid shall not be withdrawn for a period of ninety (90) days from the date of opening as stated herein.
  - C. All Bids must include freight, shipping and handling charges to deliver all items being provided to the Bon Secours Wellness Arena, 650 North Academy Street, Greenville 29601, no later than the delivery date specified herein.
  - D. The Bidder will be responsible for all costs including shipping and setup charges for items delivered to the Arena.

**Part 2: Responses**

- 1. Experience and Qualifications
  - A. Bidder shall have provided proposed equipment and services at no less than three (3) organizations in the last five (5) years located within the United States.
- 2. Submittals
  - A. Each proposal must include all documents required in the Bidding documents and technical specifications. Failure to provide required documents may result, at GAD's sole discretion, in a disqualification of the Bid.
  - B. Three (3) copies of the following information must be submitted with each Bid.
    - 1) Each Bidder is required to complete and sign the Bid Form and Bidder's Experience Form and return them both with the Bid.

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- 2) Provide company's product/service literature of units available and specifications completely describing the proposed equipment and services.
  
3. Guarantee
  - A. The Bidder shall hold GAD and/or its various departments and agents free and harmless from any patent infringement suit arising out of the use of the proposed equipment.
  
4. Insurance
  - A. At GAD's request, the Bidder must provide evidence that they maintain, at a minimum, a \$1,000,000 comprehensive general liability insurance policy, a \$2,000,000 umbrella policy, and Workers Compensation insurance as required by law. The selected bidder may be required to list Greenville Arena District as additionally insured and provide a Certificate of Insurance.

**End of Section**

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**Section B: Product Specifications**

**Part 1: Product(s)**

1. Description

A. GAD is seeking bids for two (2) Water-Cooled HVAC Chillers as listed below:

- Each unit will be a 900 Ton unit
- To include new Cooling Tower pumps, Chilled Water Pumps, and Secondary Pumps
- Chiller must be able to use existing piping and electrical supply
- Each unit must include factory installed Variable Frequency Drives (VFD)
- Units to include a 5-year warranty with the option to purchase an additional five years of warranty (please include that additional cost in your bid as a separate line item)
- Bid must denote whether the units are high pressure or low pressure refrigerant
- Units must include digital control panel with status information
- Bids must include lead time to secure equipment

\*\*\* See "Bid Form" for other questions

2. Product Delivery, Storage and Handling

A. The Bidder and GAD will agree on a delivery date; Bidder will include in their response approximate availability date.

B. Bidder is responsible for storing and securing all equipment prior to delivery and final acceptance of all equipment. Bidder is responsible for coordinating storage with GAD's designated representative.

3. Contract Award: GAD expects to award the contract no later than Friday, June 21, 2024. GAD will evaluate all proposals and determine the most advantageous proposal. GAD will not automatically select the lowest priced proposal.

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**BID FORM**

(An attachment may be substituted if additional space is required, or to present the information in a more suitable format. Attachment should address each of the items listed in the table below.)

Question	Please provide answer
Chiller cost (including all pumps and included 5-year warranty):	
Chiller cost per kwh:	
Cost of additional 5-year warranty:	
Recommended rebuild date and projected cost:	
Lead time of chiller and pumps:	
Approximate availability date for installation:	
Interested in Trade for Sponsorship? Yes / No:	

**Please note: units need to the same make and model.**

**Company Information**

<b>Company Name:</b>	
<b>City, State, Zip</b>	
<b>Authorized Representative:</b>	
<b>Title:</b>	
<b>E-mail:</b>	
<b>Phone:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**BIDDER'S EXPERIENCE**

<b>Facility Name/Address</b>	<b>Contact Name &amp; Phone #</b>	<b>Products &amp; Services Provided</b>	<b>Year in which Service Began</b>
1.			
2.			
3.			