

**Reverse Auction Instructions to Bidders Form:
Replacement of an Air-Cooled Scroll Water Chiller**

Project Name: Student Union Chiller Replacement

Project Location: East Mississippi Community College
8731 South Frontage Road
Mayhew, MS 39753

Contact: Kyle Younger
District Director of Facilities Planning & Management
kyounger@eastms.edu
662-243-1975

1. Project Overview:

East Mississippi Community College (EMCC) is seeking bids from qualified suppliers for the provision and installation of an Air-Cooled Scroll Water Chiller, for the Golden Triangle Campus Student Union Building.

2. Chiller Specifications:

- Air-Cooled Scroll Water Chillers
- Nominal Tonnage: 140 Tons
- Voltage: 460V/60Hz/3Phase
- Refrigerant: R-454B
- Agency Listing: UL Listed to U.S./Canadian Safety Standards

3. Solicitation Submission Required Documents:

- Completed and signed EMCC Solicitation Form (Doc 2)
- Completed and signed EMCC Instructions to Bidders Form (Doc 3) (this form)
- Detailed proposal outlining proposed chiller specifications, scope of work, and timeline.

4. Evaluation Criteria:

Bids will be evaluated based on compliance with specifications, cost-effectiveness, company qualifications and experience, references, and warranty and support services.

5. Site Inspection:

Bidders may visit the specified EMCC location to inspect and assess the installation by appointment only. Please contact Kyle Younger at 662.243.1975, or at kyounger@eastms.edu to request an appointment.

6. Winning Bidder:

The winning bidder shall provide a detailed cost breakdown of the bid amount, including equipment, installation, testing, commissioning, training, and any other associated costs within 15 days of receipt of the purchase order from EMCC.

7. Acknowledgment of Receipt:

By signing below, the bidder acknowledges receipt of this bid sheet and agrees to comply with the terms and conditions outlined herein.

Company Name: _____

Representative's Name (printed/typed): _____

Representative's Signature: _____

Date: _____

Additional Terms and Conditions:

Intent:

The intent of this contract is to remove and dispose of one (1) existing old chiller and replace it with one (1) new chiller. Work shall include all associated demolition, rigging, piping, equipment, electrical equipment, controls, insulation, and related work as detailed in these specifications to provide a complete and fully operational installation.

Award of Contract:

The contract will be awarded to the lowest responsive and responsible bidder complying with these instructions and the invitation for bid. The competency and responsibility of bidders will be considered in making the award. EMCC reserves the right to award the contract on the basis of any one or all bid items requested or any combination thereof.

Responsible Bidder Criteria:

A responsible bidder shall mean a bidder who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability to assure good faith performance. In determining responsibility, the following criteria will be considered:

- 1. Ability, capacity, and skill to perform the contract or provide the required service.*
- 2. Ability to perform the contract or provide the service promptly, within the specified time, without delay or interference.*
- 3. Character, integrity, reputation, judgment, experience, and efficiency.*
- 4. Quality of performance on previous contracts or services.*
- 5. Compliance with laws and ordinances related to contracts or services.*
- 6. Financial resources and ability to perform the contract or provide the service.*
- 7. Quality, availability, and adaptability of the goods or services for the required use.*