

Anderson Public Library

Invitation to Bid (ITB)

Replacement of HVAC Units (WSHP #5 and #6)

Anderson Public Library – Lawrenceburg, KY

General Information

The Anderson Public Library Board of Trustees is soliciting sealed bids from qualified contractors to provide all labor, equipment, and materials necessary for the removal and replacement of two (2) Water Source Heat Pump (WSHP) units at the Anderson Public Library, 114 N. Main Street, Lawrenceburg, Kentucky 40342.

This procurement will follow the requirements of KRS 424.260 for competitive bidding. The Library is a tax-exempt entity; all bids should exclude Kentucky sales tax.

Scope of Work

The successful contractor shall provide a complete turnkey replacement of two existing WSHP units, including but not limited to:

- Removal and proper disposal of the two existing WSHP units.
- Supply and installation of two new WSHP units of appropriate size and capacity to serve the building's needs.
- All necessary connections to existing ductwork, piping, electrical systems, condensate drainage, and building controls.
- Any modifications required to ceilings, access panels, or finishes to complete installation, with restoration to original condition upon completion.
- Startup, testing, and verification of system performance in both heating and cooling modes.
- Provision of all operation manuals, as-built documentation, and warranty information to the Library at project closeout.
- Completion of work in accordance with all applicable codes, standards, and manufacturer recommendations.

Warranty

The contractor must provide all manufacturer warranties and a minimum one-year warranty on labor and workmanship. Warranty terms must be clearly stated in the bid response.

Bid Submission

- Deadline: September 11, 2025, at 5:00 PM (EST)
- Location: Anderson Public Library, 114 N. Main St., Lawrenceburg, KY 40342
- Format: Sealed envelope labeled "Sealed Bid – HVAC Replacement WSHP #5 and #6"
- Late bids will not be accepted.

Bids must include:

1. A completed bid form with total project cost.
2. A project timeline including anticipated start and completion dates.
3. Proof of general liability and workers' compensation insurance.
4. References for at least three (3) comparable commercial HVAC projects completed within the past five years.
5. A copy of the contractor's current license(s).

Bid Opening

All bids will be publicly opened at the Anderson Public Library Board of Trustees meeting on September 16, 2025, at 6:00 PM at the Anderson Public Library. Vendors are invited to attend.

Evaluation & Award

The Library Board reserves the right to reject any and all bids, waive informalities, and select the bid deemed most advantageous and responsible, considering cost, experience, references, compliance with specifications, and ability to perform the work within the required timeframe.

Tax Exempt Status

The Anderson Public Library is exempt from Kentucky sales tax. A copy of the Library's tax-exempt certificate will be provided to the awarded contractor.

Contact

Questions regarding this ITB should be submitted in writing to:

Tara Russell, Library Director
Anderson Public Library
114 N. Main St.
Lawrenceburg, KY 40342
Email: trussell@andersonpubliclibrary.org

Issued by Order of the Anderson Public Library Board of Trustees

Date: September 02, 2025