A logo for a company

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**Request for Bid (RFB) Specifications HVAC**

# Issued By: Habitat for Humanity of Lake Martin Area

**RFB Number:** [Enter RFB Number]

**Date Issued:** [Enter Date of Bid Start]

**Contact Information for bid submission and questions:**

* **Contact Person:** Caroline Brown
* **Email:** info@habitatlakemartin.org
* **Phone:** 256-750-1318

**Bid Submission Deadline:** [Enter Deadline Here]

**Introduction**

This bid is for Habitat’s New Construction Projects. The number of bedrooms depends on family size (See the included typical plan). The number of new houses will be approximately 3-5 projects built throughout the year. If your company does not typically handle the exact products described herein, **you may** **substitute for products of equal quality**. **You may bid for the entire packet or, if your company does not supply all the items listed, you may bid for specific** **items**. Please bid using anticipated pricing as of the date issued.

## Scope of Work

Included is a typical Habitat building plan for a home located on (Enter Home Address Here). **Please bid your materials using this plan for your material takeoffs**. This year we will be building in the community of Alexander City; we plan to expand into Tallapoosa and Coosa Counties.

**Supplier Building Notes**:

* Include a printed-out quote for all materials needed
* Include a breakdown of all labor costs

Material Costs for the [Enter Home Address Here] Plan. **Price: $**

Labor Cost for the [Enter Home Address Here] Plan. **Price: $**

## Submission Requirements

Submit all required information as per the Bid Packet requirements. Please note if your bid has any Habitat discount.

### Evaluation Criteria

Bids will be awarded based on the following criteria:

* Cost: The total price of the bid, including any potential additional cost.
* Experience: The bidders’ relevant experience and qualifications including past projects and expertise in the field.
* Technical Approach: The proposed methodology and technical solutions to meet the project requirements.
* Compliance with Requirements: How well bid meets the specified requirements and guidelines outlined in request for bid.
* Quality of Proposal: The overall quality and clarity of the bid submission, including the completeness and professionalism of the documentation.
* Reference and Past Performance: Feedback from previous clients and bidders track record of success.

**Terms and Conditions**

See Construction Bid Packet on [www.habitatlakemartin.org](http://www.habitatlakemartin.org) for more information

**Acknowledgment & Signature**

By signing below, I confirm that I have reviewed the bid packet, understand the scope of work, and am authorized to submit a bid on behalf of my company.

**Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Contractor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_