

April 27, 2018

The Town of South Boston hereby requests your bid for HVAC Preventive maintenance for all HVAC equipment as may now be owned or later acquired by the Town of South Boston. Preventive maintenance shall consist of one pre-cooling maintenance in April and one pre-heating maintenance in October and 2 additional air filter changes in January and July.

The period of contract will be from July 1, 2018 through June 30, 2019 then renewable for three (3) one (1) year periods from July 1 thru June 30.

A Mandatory Pre-Bid Conference will be held Wednesday, May 9, 2018 at the Town Council Building, Yancey St., South Boston, VA at 10a.m.

Sealed bids will be received at the office of the Public Works Department, 710 Hamilton Blvd., South Boston, VA until 2:00p.m. May 24, 2018. If you should have any questions please feel free to contact me.

The Town of South Boston reserves the right to reject any and/or all bids in whole or in part, waive bid informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring agency to be in its best interest.

I am thanking you in advance for your cooperation.

Sincerely,

Lauren W. Compton

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Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.