

## ADVERTISEMENT

The following advertisement for bids shall be published in the City of Buffalo City Record and The Buffalo News on the following date: Tuesday, July 21, 2020.

### **Request for Proposals for On – Call HVAC Maintenance Services For various City of Buffalo Buildings**

will be received by the Commissioner of Public Works, Parks and Streets, Room 502 City Hall, Buffalo, New York, 14202, no later than:

WEDNESDAY, AUGUST 12, 2020 @ 11:00AM – BY MAIL ONLY

**It is the bidder's responsibility to ensure the proposal is delivered before the bid opening and bidders are highly encouraged to mail the sealed proposals accordingly to allow for delivery on or prior to Tuesday, August 11, 2020. It is also highly encouraged that bidders track delivery of their mailed proposals and use appropriate priority mail as necessary. City of Buffalo staff is available to sign for deliveries on standard business days Monday-Friday from 8:00 AM to NOON. No in-person deliveries will be accepted on any day for this bid.**

Bids will be opened by City of Buffalo Representatives on WEDNESDAY, AUGUST 12, 2020 @ 11:00 AM LOCAL TIME. Due to the ongoing COVID-19 global pandemic, in-person attendance at the bid opening will not be permitted; however, bids will be opened via video/phone conference call. Bidder representatives can view the public bid opening by emailing Dr. Ihenko at [uihenko@city-buffalo.com](mailto:uihenko@city-buffalo.com) by Tuesday, August 11, 2020 at 4:00 PM to be added to the meeting invitation. An updated meeting invitation will be sent prior to the bid opening to all that request to be added.

The City of Buffalo is soliciting proposals from licensed HVAC contractors for on – call repair and maintenance services for various City of Buffalo occupied buildings.

The City contemplates entering into an agreement with the successful HVAC contractor, for an initial year term of one (1) year, with an option to renew for an additional four (4) but separate one-year periods, to be exercised at the City's sole discretion.

There is no pre-proposal conference meeting scheduled but written question(s) may be sent to Dr. Ihenko at [uihenko@city-buffalo.com](mailto:uihenko@city-buffalo.com) no later than Friday July 31, 2020. All question(s) and answer(s) responses would be published as addendum on the City's website at <http://www.city-buffalo.com> , by Tuesday August 4, 2020.

Copies of the request for proposal including all related documents will be made available on the City's website and be obtained by visiting the City's website at <http://www.city-buffalo.com> . No oral, electronic, telegraphic, telephonic, or facsimile transmittals request will be accepted. All proposals must contain an original signature by an authorized officer of the company.

All inquiries and comments concerning this request for proposal shall be submitted in writing to:

Dr. Uzo E. Ihenko  
Deputy Director of Building Operation

65 Niagara Square, Room 604  
Buffalo, New York 14202  
Fax: 716-851-4791  
Email: [uihenko@city-buffalo.com](mailto:uihenko@city-buffalo.com)

THE CITY OF BUFFALO RESERVES THE RIGHT TO ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE CITY, OR WAIVE ANY INFORMALITY IN ANY PROPOSAL. THE CITY MAY ALSO REJECT ANY AND ALL PROPOSALS.