

**00 11 13**  
**Notice to Contractors**

**NMCC Christie HVAC Renovation**

**BGS Project No: 3303**

*Removal of existing second floor exhaust system and gravity make up air ductwork. Existing hot water fan coil units and hot water baseboard to remain. Removal of existing ACT ceilings, and installation of new ACT tiles and grids at a lower elevation. Existing lighting shall be temporarily suspended and reinstalled. Installation of air-cooled heat recovery VRF system consisting of outdoor heat pump and a mix of indoor ducted and cassette evaporators. Heat pump shall be located on new structural frame built above the roof. VRF system shall serve all occupied spaces on the second floor. An indoor floor mounted energy recovery unit shall exhaust air from classrooms and bathrooms and temper ventilation air supplied to evaporators. Creation of a new mechanical room to house the new energy recovery unit including concrete curb and floor drains. Net project area is approximately 9,000 sq. ft.*

The cost of the work is approximately \$650,000-\$750,000. The work to be performed under this contract shall be completed on or before the Final Completion date of *31 May 2022*.

1. Submit bids on a completed Contractor Bid Form, plus bid security when required, all scanned and included as an attachment to an email with the subject line marked "**Bid for NMCC Christie HVAC Renovation**" and addressed to the Bid Administrator at: [BGS.Architect@Maine.gov](mailto:BGS.Architect@Maine.gov), so as to be received no later than **2:00 p.m. on Thursday, December 2, 2021**.

Bid submissions will be opened and read aloud at the time and date noted above at the Northern Maine Community College, accessible as a video conference call. Virtual meeting invitations will be sent by the Architect to those submitting a Bid.

Any bid received after the noted time will not be considered a valid bid and will remain unopened. Any bid submitted by any other means will not be considered a valid bid. The Bid Administrator may require the Bidder to surrender a valid paper copy of the bid form or the bid security document in certain circumstances.

Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request to WBRC Architects Engineers / email: [donna.allen@wbrcac.com](mailto:donna.allen@wbrcac.com) at least seven days prior to the date for receipt of Bids.

2. The bid shall be submitted on the Contractor Bid Form (section 00 41 13) provided in the Bid Documents. The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.
3. Bid security *is required* on this project.  
If noted above as required, the Bidder shall include a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with the completed bid form submitted to the Owner. The Bid Bond form is available on the BGS website.
4. Performance and Payment Bonds *are required* on this project.  
If noted above as required, the selected Contractor shall furnish a 100% contract Performance Bond (section 00 61 13.13) and a 100% contract Payment Bond (section 00 61 13.16) in the contract amount to cover the execution of the Work. Bond forms are available on the BGS website.
5. Filed Sub-bids *are not required* on this project.

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6. There *are no* Pre-qualified General Contractors on this project.  
If Pre-qualified General Contractors are identified for this project, the name of each company, with their city and state, are listed below.
7. A non-mandatory on-site pre-bid conference *will* be conducted for this project at *10:00 am on Tuesday, November 16, 2021 at the project site.*
8. Bid Documents - full sets only - will be available on or about *November 5, 2021* and may be obtained *at no cost from the Architects Office* or printed sets can be purchased from Print Bangor, 80 Central Street, Bangor, Maine (207) 947-8049.  
*WBRC Architects Engineers*  
*44 Central Street*  
*Bangor, Maine 04401*  
*Donna Allen at donna.allen@wbrcae.com*