



MEMO

TO: Board of Commissioners
FROM: Audrey Alexander
DATE: April 7, 2008
RE: RFP for Replacement of Air-Conditioning Units for the Administration Building

Pursuant to G.S. 143-129, formal bidding requirements, a Request for Proposals was issued for the Replacement of Commercial Rooftop Air-Conditioning Units at the Randolph County Administration Building. This proposal was for two (2) Commercial Rooftop Air-Conditioning Units. The public was notified of this Request for Proposals by a legal notice which ran in the Courier-Tribune on Sunday, March 16, 2008, through a posting on the County website and through emails which were sent to potential Contractors.

On Monday, March 31, 2008 at 3:00 P.M. sealed bids were received, opened and read. Proposals for the Replacement of the two (2) Air-Conditioning units were received from the following Contractors:

VENDOR	Trane SAHFF504 & SAHFF604	Computerized Control System	TOTAL
Charlie's Tin Shop, Inc.	\$141,176.47	\$76,111.12	\$217,287.59
Superior Mechanical, Inc.	\$147,600.00	\$90,000.00	\$237,600.00

The proposals received have been reviewed by James Chriscoe, the Maintenance Department Head, and Audrey Alexander, Purchasing. References provided by the Contractors have been contacted and a time line for the removal of the old units and installation of the new units has been outlined. The Maintenance Department has identified funds within their budget to proceed with the replacement of these air-conditioning units.

It is our recommendation that the Board of Commissioners approve and award the bid for the Replacement of Two (2) Commercial Rooftop Air Conditioning Units for the Administration Building at a total cost of **\$217,287.59** to **Charlie's Tin Shop, Inc.**