

**Invitation for Bids (IFB)  
Conditions to Bid  
No. B24003, As Needed HVAC Services**

**BID FORM**

**SUBMIT BID NO LATER THAN February 22, 2204 @ 4:00 PM CST**

**Submit by Email to:** [brittnee@fwbha.org](mailto:brittnee@fwbha.org) or

**Mail/Deliver to:** Fort Walton Beach Housing Authority (deliver to the attention of Operations Director)  
27 Robinwood SE  
Fort Walton Beach, FL 32548

**BID**

Each Bidder shall submit their bid on this form only, which shall be completed and returned to the FWBHA as detailed herein. Please see section 3.2.2 of the solicitation document for an example of how to complete the form. Note; The FWBHA has the right to negotiate prices and services listed by the Awarded contractor.

The proposed fees (Pricing Items) shall be submitted by the bidder and placed in Tab 1 of the initial 3-tab "hard copy" bid submittal detailed within Section 3.0 of the solicitation document. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful bidder will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically otherwise agreed to by the Agency; etc.

(1) IFB Section	(2) Pricing Item No.	(3) Qty (\$)	(4) U/M (Hour)	(5) Service Description
3.3.2.1	Lot #1: HVAC Services			
3.3.2.1.1	1		Hours	HVAC Technician
3.3.2.1.2	2		Hours	Common Laborer
3.3.2.1.4	4		Each	Trip Charge (Optional)
TOTAL				

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By submitting a quote response, the Contractor agrees to abide by all applicable laws, ordinances, and regulations.

1. Base Quote - The undersigned, being familiar with local conditions affecting the cost of work, and with the specifications, found in the QSP, Quote Form, General Scope of Work, and Addenda, if any thereto, as prepared by and on file in the offices of the Fort Walton Beach Housing Authority, hereby proposes to furnish all labor and services required to complete the work, all in accordance with the specifications, for the amount(s) of:

Total hourly cost to provide the services as described, in this solicitation including, but not limited to employee wages and costs, tools, equipment, licensing, and insurance, etc.

2. If written notices of the acceptance of this quote is mailed, faxed, emailed, or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this quote is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form within ten (10) days after the contract is presented for signature.

**Quote Submitted By:**

**Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By (Print Name):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Signature (Authorized Principal or Officer):** \_\_\_\_\_