



City of Chipley
Invitation to Bid - No. 2024-02
Public Works Building – Solar Panel Project

The City of Chipley (City) invites qualified contractors (Contractor) to submit bids for a turn-key photovoltaics (PV) solar panel project. This project involves the installation of a 40-kW solar panel system at the public works building located at 671 Rustin Drive, Chipley, FL. The selected contractor will be responsible for developing detailed designs and engineering plans, specifying solar panels, inverters, mounting structures, and necessary electrical components, adhering to local building codes and regulations.

Bids for these services will be received until **2:00 PM CST, Wednesday, January 31, 2024**, at the City of Chipley City Hall located at 1442 Jackson Avenue, Chipley, FL 32428. At that time, or shortly thereafter the bids received will be opened and read publicly at the City of Chipley Council Meeting Room located within the City Hall.

For additional information and to obtain the project BID documents contact Patrice A. Tanner, City of Chipley, City Administrator, by phone at (850) 638-6350 or Email ptanner@cityofchipley.com.

LATE SUBMITTALS RECEIVED AFTER THE FOREMENTIONED DEADLINE DATE, EITHER BY MAIL, OR OTHERWISE, WILL NOT BE CONSIDERED AND RETURNED UNOPENED. THE TIME OF RECEIPT WILL BE DETERMINED BY THE TIME RECEIVED IN THE CITY CLERK'S OFFICE. IT IS THE SOLE RESPONSIBILITY OF THE FIRM FOR ASSURING THAT THE SUBMITTAL IS RECEIVED IN THE CITY CLERK'S OFFICE BY THE DESIGNATED DATE AND TIME. NO FAXED, ELECTRONIC, OR ORAL SUBMITTAL WILL BE ACCEPTED. FIRM/INDIVIDUALS ARE RESPONSIBLE FOR THE DELIVERY OF ITS SUBMITTAL. SUBMITTALS RECEIVED AFTER THE SPECIFIED DAY AND TIME WILL NOT BE OPENED.

To be considered, the bidder must submit one (1) manually signed original and one (1) hard copy of the SUBMITTAL in a sealed envelope or package, clearly marked with the respondent's name and address, and the words **"Invitation to Bid – No. 2024-02 – Solar Panel Project"**.

"Request for Bids: Public Works Building – Solar Panel Project" addressed to:

Patrice A. Tanner
1442 W Jackson Ave
Chipley, FL 32428

Small business and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit proposals, and firms using such subcontractors are strongly encouraged to solicit such firms in the subcontracting process. Any Contracts/subcontracts issued under this procurement must comply

with the necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2 CFR § 200.321.

SPECIAL NOTE:

The City requires a business license tax be paid for the privilege of engaging in any business within the city limits. Please contact the City Clerk's Office for a fee schedule.

**EQUAL OPPORTUNITY EMPLOYER
HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION**