

## INVITATION TO BIDDERS

Sealed bids will be received on **February 27, 2024**, by the Terrebonne Parish Consolidated Government Purchasing Division, at the City of Houma Service Complex, 301 Plant Road, in Houma, Louisiana until **11:00 AM CST** as shown on the Purchasing Division Conference Room Clock at which time sealed bids shall be publicly opened and read aloud in the Purchasing Division Conference Room.

Bid documents are posted on <http://www.centralauctionhouse.com/rfp.php?cid=65>. To view these, download, and receive bid notices by e-mail, you must register with Central Auction House (CAH). Vendors/Contractors have the option to submit their bids electronically or by paper copy. For information about the electronic submittal process, contact Ted Fleming with Central Auction House at 225-810-4814.

**Each bid shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or such bid shall be sent by United States Postal Service registered or certified mail with a return receipt requested, or shall be submitted electronically with Central Auction House (CAH). Bids shall not be accepted or taken, including receiving any hand delivered bids, on days which are recognized as holidays by the United States Postal Service.**

**The mailing address for bids is:   City of Houma Service Complex  
                                                  301 Plant Road  
                                                  Houma, Louisiana 70363**

**BID NO/NAME: #24-HVAC-05   Purchase, Installation, Delivery and Training on HVAC  
Repairs and Commissioning Project**

No bid received after the scheduled time for opening will be considered. Failure of the U.S. Mail to deliver the bids timely shall not be considered due cause for the scheduled time of the bid opening to be extended.

Specifications and proposal forms are on file at the City of Houma Service Complex, Purchasing Division, 301 Plant Road, in Houma, Louisiana, and may be obtained by prospective bidders at no cost. Please contact Valerie Robinson, Animal Shelter Manager at 985-873-6878 or [vrobinson@tpcg.org](mailto:vrobinson@tpcg.org) with regard to the specifications or Sharon Ellis, Purchasing Manager at 985-873-6821 or [sellis@tpcg.org](mailto:sellis@tpcg.org) with regard to any clarifications or information about bid submittal requirements.

The Terrebonne Parish Consolidated Government reserves the right to reject any and all bids in accordance with Louisiana State Bid Law.

/s/ Jason W. Bergeron  
Jason W. Bergeron, Parish President  
Terrebonne Parish Consolidated Government

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