

**SANFORD AIRPORT AUTHORITY  
NOTICE TO BIDDERS/INVITATION FOR BIDS  
#2025-016-ITB-CB**

The Sanford Airport Authority, hereinafter called "Owner," hereby requests sealed bids for the **"HVAC Chillers and Water Circulating Pumps Preventative Maintenance, Repairs and Inspections" (Project)**, at **ORLANDO SANFORD INTERNATIONAL AIRPORT**.

The project can generally be described:

Preventative Maintenance, Repairs, and Inspections to the HVAC Chillers and Water Circulating Pumps on Four (4) Chillers and Seven (7) Water Circulating Pumps at the Orlando Sanford International Airport (SFB). The resulting contract shall include all labor, equipment, licensing, materials, tools, travel, and all other items necessary to complete work as outlined in the solicitation and on an "as required if required basis". A contract will be issued in the form of three (3) years with two (2) additional one (1) year renewal options upon written agreement by all parties.

It is anticipated that this bid will be awarded to the lowest responsive and responsible bidder(s) meeting all specifications, terms and conditions. Furthermore, the Authority reserves the right to award on basis by individual item, group of items, all or none, or a combination; with one or more Contractors; to reject any and all offers or waive any minor irregularity or technicality in bids received.

**The Sanford Airport Authority is only accepting electronic sealed response submissions. Respondents shall create a FREE account with OpenGov by signing up at <https://flysfb.com/procurement/solicitations/>. Once you have completed account registration, browse back to the Project page, click on "Submit Response", and follow the instructions to submit the electronic response. Responses will be accepted up to Tuesday, May 6, 2025 @ 2:00 p.m., at which time all responses received will be publicly opened, the contents noted and read aloud. The opening will take place at the Sanford Airport Authority 2<sup>nd</sup> Floor Boardroom. The Authority Boardroom is located on the 2nd floor of the Main Terminal located at 1200 Red Cleveland Blvd., Sanford, Florida 32773. Take the elevator past Baggage Claim 3 to the second floor and check-in at the front desk.**

On and after Thursday, March 27, 2025, Solicitation Documents will be available electronically and may be obtained on the Sanford Airport Authority's webpage: <https://flysfb.com/procurement/solicitations/> or by contacting Chris Breese, Procurement Analyst, Phone: 407-585-4035; Email: [procurement@osaa.net](mailto:procurement@osaa.net) (hard copies are not available). Respondents must be registered through OpenGov Procurement on the Sanford Airport Authority's online procurement webpage @ <https://www.flysfb.com/procurement> **to be eligible to submit a response for the project**. A complete examination and understanding of the specifications contained in the solicitation documents is necessary in order for the Respondent to properly submit a response. All ITB submittals shall be prepared in accordance with the solicitation documents. The failure to comply with any requirement contained in the solicitation documents may result in the rejection of the response as non-responsive or a finding that the Respondent is not qualified for this Project.

**A MANDATORY Pre-Bid Conference will be conducted at the Orlando Sanford International Airport, Sanford Airport Authority 2<sup>nd</sup> Floor Boardroom. The Authority Boardroom is located on the 2nd floor of the Main Terminal located at 1200 Red Cleveland Blvd., Sanford, Florida 32773 on Thursday, April 10, 2025 at 10:00 am, local time. Take the elevator past Baggage Claim 3 to the second floor and check-in at the front desk.** A Non-Mandatory Site Inspection will be conducted immediately following the Pre-Bid Conference. The Pre-Bid Conference is the primary opportunity that Bidders will have to address with the Owner questions about the Project, the Contract Documents, and the Owner's security requirements.

ORLANDO SANFORD INTERNATIONAL AIRPORT  
HVAC CHILLERS AND WATER CIRCULATING PUMPS  
PREVENTATIVE MAINTENANCE, REPAIRS AND INSPECTIONS

NOTICE TO BIDDERS/  
INVITATION FOR BIDS

**IMPORTANT NOTICES**

The Sanford Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concessions disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

*Nicole Martz*

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Nicole Martz, Esq. AICP, President and CEO  
Sanford Airport Authority