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## HVAC Maintenance and Repair Services

**Solicitation Department(s):** General Services / Building Services

**Solicitation Number:** 269.2025.103

**Solicitation Category:** Local

**Commodity Codes:** 91017, 91450, 92830, 94155, 99247

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The City of Charlotte is seeking bids from qualified companies to provide HVAC Maintenance and Repair Services.

**The full solicitation can be viewed at on the Procurement Portal, Bonfire, at:**

<https://charlottenc.bonfirehub.com/opportunities/173641>

The non-mandatory, Pre-Proposal Conference will be held virtually via Microsoft Teams on March 21<sup>st</sup>, 2025, at 9 a.m.

This conference will review key details of the solicitation. **Attendance is not required but is encouraged.**

[Join the meeting now](#)

**Meeting ID:** 220 651 699 334

**Passcode:** wS9r3Tn6

**Dial in by phone**

[+1 872-256-4172,,725408174#](#) United States, Chicago

[Find a local number](#)

**Phone conference ID:** 725 408 174#

### **Questions:**

All solicitation questions must be submitted electronically via Bonfire through the “[Vendor Discussions](#)” section of the relevant solicitation page. Responses will be posted publicly in Vendor Discussions via addenda.

### **Submission Instructions:**

All proposal documents must be submitted on or before but no later than March 28<sup>th</sup>, 2025, at 3:00 PM (EST) via the Procurement Portal, Bonfire.

To access the portal, please register as a user. Once registered, chose the relevant opportunity by selecting “View Opportunity.” All Proposal Documents are located on the opportunity page for download. Once completed, please upload the required documents to submit your proposal.

The City strongly recommends allowing sufficient time to complete this process—ideally, a week prior to the deadline—to finalize your submission and to upload your documents. *Late proposals will not be accepted.*

### **For any Procurement Portal questions, please contact:**

Robert Andrews

[robert.andrews@charlottenc.gov](mailto:robert.andrews@charlottenc.gov)

Contact # 980.301.6335

**Or:** Contact the Bonfire support team at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) or by calling 1-800-354-8010.

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### **About the City of Charlotte**

The City of Charlotte provides services to more than 870,000 residents. The city's priorities are workforce and business development; transportation, planning and the environment; safe communities; and great neighborhoods. For the latest news and updates about city government, visit the citywide newsroom at [charlottenc.gov/newsroom](https://charlottenc.gov/newsroom), and follow @CLTgov on [Facebook](#), [Twitter](#) and [Instagram](#).