MACON BIBB ECONOMIC OPPORTUNITY COUNCIL, INC.

INVITATION TO BID – MAINTENANCE SERVICES

Bid Date: November 2, 2026
Bid Submission Deadline: November 6, 2026, at 3:00 P.M.

Submission Location:
Macon Bibb Economic Opportunity Council, Inc.
Administrative Office
456 Bay Street
Macon, Georgia

Macon Bibb Economic Opportunity Council, Inc. is soliciting bids from qualified, experienced, and properly licensed contractors or maintenance service providers to provide general maintenance, HVAC, plumbing, and facility maintenance services for EOC facilities.

The purpose of this solicitation is to identify a qualified contractor capable of providing dependable, timely, and professional maintenance services to support the safe, clean, functional, and well-maintained condition of Macon Bibb Economic Opportunity Council, Inc. facilities.

The successful bidder should have demonstrated experience in general building maintenance, HVAC systems, plumbing, painting, furniture assembly, minor repairs, and other facility-related services. The contractor must have the ability to respond to routine maintenance needs as well as urgent or emergency situations when requested by authorized Macon Bibb EOC staff.

Services may be required at various EOC facilities and locations and may include preventative maintenance, repairs, troubleshooting, installation, replacement of minor components, and other related work.

The contractor must have sufficient personnel, tools, equipment, knowledge, experience, and resources to complete assigned work safely and efficiently. Where required by law, the contractor and/or subcontractors must maintain appropriate licenses, certifications, insurance, and qualifications for the services being performed.

AREAS OF REQUIRED EXPERIENCE

Bidders should demonstrate experience in the following areas:

- General building and facility maintenance
- HVAC maintenance, troubleshooting, repair, and preventive maintenance
- Plumbing maintenance, troubleshooting, repair, and minor installation
- Painting and touch-up work
- Furniture assembly and disassembly
- Moving and lifting materials and equipment weighing over 50 pounds
- Installation of shelves, fixtures, signs, hardware, and other facility items

- Minor carpentry and drywall repairs
- Screwing, fastening, mounting, and installation of hardware
- Door, cabinet, lock, hinge, and other minor hardware repairs
- Office and facility setup, relocation, and reconfiguration
- Emergency and after-hours maintenance services, when needed

HVAC AND PLUMBING EXPERIENCE

Bidders shall provide information demonstrating their experience with commercial HVAC and plumbing systems. This information should include:

- Years of HVAC and plumbing experience.
- Types of HVAC and plumbing systems serviced.
- Experience servicing commercial buildings and facilities.
- Experience in performing preventative maintenance.
- Experience troubleshooting and repairing HVAC equipment.
- Experience with heating and air-conditioning systems, thermostats, filters, vents, and related components.
- Experience with plumbing fixtures, water lines, faucets, toilets, drains, leaks, and related plumbing components.
- Ability to identify problems requiring specialized repair or replacement.
- Applicable licenses, certifications, or registrations.
- Availability for emergency HVAC and plumbing service.
- References for previous HVAC and plumbing work.
- Identification of any subcontractors who will perform specialized HVAC or plumbing work.

All work must be performed in accordance with applicable federal, state, and local requirements. Contractors and subcontractors shall maintain any licenses or certifications required for the work they perform.

SCOPE OF SERVICES

The selected contractor may be responsible for, but is not limited to:

1. General facility maintenance and repairs.
2. HVAC inspection, preventive maintenance, troubleshooting, and repair.
3. Plumbing inspection, preventive maintenance, troubleshooting, and repair.
4. Painting and minor surface repairs.
5. Furniture assembly and disassembly.
6. Lifting, moving, and positioning materials, furniture, and equipment over 50 pounds.
7. Installation and repair of shelving, fixtures, hardware, signs, and other facility items.
8. Minor carpentry and drywall repairs.
9. Installation and replacement of screws, bolts, brackets, handles, hinges, and other hardware.
10. Repair of doors, cabinets, locks, and related items.

11. Facility setup, relocation, and reconfiguration.
12. Identification and reporting of major repairs requiring specialized contractors.
13. Emergency maintenance services as requested.
14. Other related maintenance services authorized by Macon Bibb Economic Opportunity Council, Inc.

BIDDER QUALIFICATIONS

The bidder should demonstrate:

- A minimum of three years of relevant maintenance experience, preferably including commercial facilities.
- Demonstrated HVAC experience.
- Demonstrated plumbing experience.
- Experience of performing general building maintenance.
- Qualified personnel capable of safely performing the required work.
- Appropriate licenses and certifications were required.
- Appropriate insurance coverage.
- Ability to provide tools and equipment necessary to complete the work.
- Ability to respond within an agreed-upon timeframe.
- Good references and satisfactory history of similar work.
- Ability to comply with Macon Bibb EOC policies, facility requirements, and applicable safety standards.

SUBMISSION DEADLINE

All bids must be received by:

NOVEMBER 6, 2026, AT 3:00 P.M.

Please clearly mark the submission:

“MAINTENANCE SERVICES BID”

Macon Bibb Economic Opportunity Council, Inc. reserves the right to reject any or all bids, waive minor informalities, request additional information, negotiate with qualified bidders, and select the contractor determined to provide the best overall value and service for the organization.

This makes the HVAC and plumbing experience part of the core purpose of the bid, rather than an afterthought, which should help ensure the contractors responding are qualified to handle those areas.

Contact Information

Company Name:_____

Address:_____

Contact Number:_____

Email Address:_____

Contact Person:_____

Authorization

Authorized Representative: _____

Title: _____

Date: _____