

Sample contract for FAC-26-104

Fire Station HVAC Modernization

SAMPLE. Not executed.

File: FAC-26-104-Sample-Contract.pdf

DEMONSTRATION DOCUMENT

Prepared for the fictional City of Westbridge, Ohio. This file is not an instrument of any real government. It does not certify a firm, a product, or a person.

This sample shows the agreement the city expects to sign with the successful bidder. It is not signed, and signing the sample does not create a contract.

Parties

The City of Westbridge, Ohio, and the bidder awarded FAC-26-104, Fire Station HVAC Modernization.

Article 1. Scope

The City of Westbridge seeks proposals from qualified mechanical contractors to replace aging HVAC equipment at Fire Stations 2, 4, and 6. Work includes removal of existing rooftop units, installation of new high-efficiency equipment, controls integration, and commissioning. Stations must remain fully operational throughout construction.

Article 2. Term

The work runs from October 4, 2026 through July 21, 2027, unless the parties amend those dates in a written change order.

Article 3. Price and payment

The contract price is the price of the successful bid, within the published estimate of \$1,200,000 to \$1,600,000.

The city pays approved invoices within 30 days. The contractor keeps records of cost and payroll for the retention period stated in the city's public-records practice and makes them available to the city and its auditors.

Article 4. Changes

Only a written change order signed by the city's project manager changes the scope, the price, or the time. A field instruction is not a change order.

Article 5. Termination

The city may terminate for convenience with written notice, paying for acceptable work performed through the stop date. The city may terminate for cause if the contractor fails to cure a written notice of default.

Article 6. Records

This agreement and its change orders are public records of the fictional City of Westbridge, except material the law withholds. The copy on the procurement portal is a demonstration copy of that record.

Procurement Office

City of Westbridge Procurement Office

400 Civic Center Plaza, Westbridge, OH 44601

procurement@westbridge.example | (330) 555-0140

Monday through Friday, 8:00 AM to 4:30 PM

How to read this file

Read this file with the record on the City of Westbridge procurement portal. If a date, a price, or a requirement differs, the portal record and any published addendum control.

The public page lists the current version of a solicitation file. An earlier version with the same file name stays on the staff record. A file a person uploads replaces this demonstration copy for that version.

Submit questions through the portal before the question deadline. The city publishes the question and the answer to every bidder and does not name the firm that asked.

Bids and proposals stay sealed until the submission deadline passes and an authorized officer records the opening. A late submission is not opened.

What this file does not do

- It does not certify a license, a bond, or an insurance policy.
- It does not name a surety, an insurer, or a product approval.
- It does not change the portal record.
- It does not open a sealed bid. Opening is a separate recorded act.
- It is not a signature page unless the file itself is a form the bidder completes.

Where the rest of the record lives

- Solicitation page: scope, schedule, requirements, and the current files.
- Questions and answers: published to every bidder, with the asking firm unnamed.
- Addenda: written changes after posting. Acknowledge each one before you submit.
- Award page, after the city publishes it: the decision and the tabulation the city released.
- Contract page: the current value, the term, and each public change order.

Keep a copy of the file you relied on. If the city posts a new version, the version number on the portal tells you which copy is current.

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