

**LEGAL NOTICE
CALL FOR BIDS**

The Des Plaines Public Library, Des Plaines, Illinois, is seeking sealed bid proposals for the following:

THREE YEAR COMPREHENSIVE PREVENTATIVE MAINTENANCE SERVICES OF MECHANICAL SYSTEMS FOR THE DES PLAINES PUBLIC LIBRARY, No. 07-2016

Copies of the Bid documents and Specifications are available at the Des Plaines Public Library website, dppl.org/rfps. Bidders are required to pay prevailing wages as required by applicable law.

There will be a mandatory **Pre-Bid meeting and walk-through on Wednesday, August 10, 2016** at the Des Plaines Public Library in the Conference Room – Second Floor at 10:00 a.m. Attendance is required by all parties in order to submit a bid.

All sealed bids will be accepted at the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois 60016 to the attention of Holly Richards Sorensen, Library Director, until **Monday, August 29, 2016, 10:00 a.m.**, local time, at which time the sealed bids will be publicly opened and read aloud in the Library Conference Room. No oral, telephone, facsimile or e-mail bid proposals will be allowed. Bidder, their authorized agents and interested parties are invited to be present.

Direct questions to Roberta Johnson at 847-376-2816 or rjohnson@dppl.org.

The Des Plaines Public Library reserves the right to reject any and all bids and to waive any technical errors, omissions, or informalities in bids.

DES PLAINES PUBLIC LIBRARY

HVAC MAINTENANCE
BID SPECIFICATIONS
No. 07-2016

**Holly Richards Sorensen, Library Director
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, Illinois 60016**

INVITATION TO BID HVAC MAINTENANCE

The following are required as part of your Proposal:

1. Proposal and Pricing Form.
2. Certificates of Insurance
3. Reference List
4. Certification of Compliance with Illinois Drug-Free Workplace Act
5. Certificate regarding Sexual Harassment Policy
6. Certificate of Eligibility to Bid
7. On Bidder's Letterhead, affirmative statements and Identifications (See A, 11)
8. **Mandatory Bid Meeting - All Bidders must attend the Mandatory Pre-Bid Meeting (See Section A, Page 3)**

DES PLAINES PUBLIC LIBRARY

PROPOSAL AND PRICING

To: Holly Richards Sorensen, Library Director
Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, Illinois 60016

Scope of Work for Full Service Maintenance

Having attended the mandatory Pre-Bid Meeting and carefully examined the instructions to the Bidders and bid specifications, the undersigned proposes to provide the necessary **FULL SERVICE MAINTENANCE which will include labor and preventative maintenance** materials to maintain the Des Plaines Public Library HVAC system being the scheduled equipment listed on Exhibit A of the bid specifications and repair parts; repair labor (including overtime costs); 24/7 emergency service calls and regular maintenance activity as listed in Section B for the following total cost:

Year 1: \$ _____

Year 2: \$ _____

Year 3: \$ _____

CORPORATE SEAL

Bidder Name _____

Address _____

By: _____

Authorized Agent of Contractor

Title _____

Date _____

State of: _____

County of _____

Signed and sworn before me this ____ day of _____, 2016.

My commission expires: _____.

Notary Public Signature

The Des Plaines Public Library reserves the right to reject any or all bids, have pre-determined pre-qualifications and/or to waive any informality in any bid. Bid proposals may be rejected where they are incomplete or improperly executed. Contracts shall be awarded to the lowest responsible bidder or to any other bidder the Library determines will best serve the interest of the Library.

If this proposal is accepted and the undersigned shall fail to contract as aforesaid, the Des Plaines Public Library shall, at its option, determine that the bidder has abandoned this proposal and acceptance thereof shall be null and void. The Des Plaines Public Library reserves the right to terminate the contract within seven (7) days of signature by written notice to the vendor.

ACCEPTANCE

The foregoing bid is hereby accepted by the order of the Board of Trustees of the Des Plaines Public Library, this _____ day of _____, 2016.

Carol Kidd, Board Secretary

Holly Richards Sorensen, Library Director

CERTIFICATIONS BY BIDDER

Eligibility to Bid

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (Please Print)

Authorized Agent (Signature)

Title

Compliance with Illinois Human Rights Act

The undersigned hereby certifies that the Bidder is in compliance with the Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended under Compliance with Legislation in Instructions to Bidder.

Name of Bidder (Please Print)

Authorized Agent (Signature)

Title

Binding Effect of Bid

The undersigned hereby certifies he has read, understands, and agrees that acceptance by Des Plaines Public Library of the Bidder's offer by issuance of a Purchase Order (specifications and bidding conditions contained or referenced therein) will create a binding contract.

Name of Bidder (Please Print)

Authorized Agent (Signature)

Address

Title

Phone Number

Date

State of: _____

County of _____

Signed and sworn before me this _____ day of _____, 2016.

My commission expires: _____.

Notary Public Signature

REFERENCES

The Bidder shall provide three (3) recent references for which HVAC contract preventative maintenance services are presently being provided for a comparable facility such as the Des Plaines Public Library.

Bidder is in the process of supplying HVAC maintenance to the following facilities at the present time:

Name and Contact Person	Address	Phone No.

Bidder is in the process of supplying HVAC maintenance to the following companies/businesses at the present time or has supplied such to them during the past five (5) years:

Name and Contact Person	Address	Phone No.

**CERTIFICATIONS OF COMPLIANCE WITH
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Bidder (Please Print)

Authorized Agent (Signature)

Title

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Name of Bidder (Please Print)

Authorized Agent (Signature)

Title

State of: _____

County of _____

Signed and sworn before me this _____ day of _____, 2016.

My commission expires: _____.

Notary Public Signature

Section A

INSTRUCTIONS TO BIDDERS

**DES PLAINES PUBLIC LIBRARY
HVAC MAINTENANCE SERVICES**

No. 07-2016

Section A
INSTRUCTIONS TO BIDDERS

MANDATORY PRE-BID MEETING DATE: Wednesday, August 10, 2016 at 10:00 a.m. with a building walk-through at the Des Plaines Public Library in the Conference Room – Second Floor.

Bid Opening Date: Monday, August 29, 2016 at 10:00 a.m.

1. NOTICE IS HEREBY GIVEN that proposals for a three-year contract for a full service comprehensive maintenance contract for the HVAC equipment/system for Des Plaines Public Library, Des Plaines, Illinois, beginning November 1, 2016 and expiring October 31, 2019, will be opened and read at the Des Plaines Public Library Second Floor Conference Room at the time and date indicated above.
2. The sealed bid proposals shall be delivered to the 2nd floor Administration Office at the above address, any time prior to, but not later than 10:00 a.m. local time, on Monday, August 29, 2016. The Library cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the time that a bid has been “received” by the Library before the specified deadline. Bids received after the time specified in the Invitation to Bid will not be considered.
3. Each proposal must be submitted on the Proposal and Pricing bid form provided with these specifications and must be contained in a sealed envelope, which shall be endorsed on the outside thereof with the following information:
 - a. Proposal for Regular HVAC Maintenance Services
 - b. Bid Opening Date and Time
 - c. Name and address of Bidder

No bid proposal will be accepted from any Bidder on other forms, letterhead, stationery, etc.

4. All bids shall be deemed final, conclusive, and irrevocable, and once opened no bid shall be subject to correction or amendment for any error or miscalculation. No bid shall be withdrawn without the consent of the Library after the scheduled closing time for the reception of bids. All bids submitted must be valid for a minimum period of sixty (60) days after the date set for the bid opening. The Library reserves the right to reject any and all bids and to select a provider that is deemed to be in the best interest of the Des Plaines Public Library.
5. Prevailing Wage: Provider must pay its employees the applicable prevailing wage rate for Cook County Illinois, in accord with the requirements of the Illinois Prevailing Wage Act.
6. The Board of Trustees reserves the right to waive any informality, all irregularities or defects in any or all proposals and to accept that bid which in its opinion is in the best interest of the Library. Any such decision shall be considered final.
8. Bids shall be in ink, without interlineations, or erasures. No oral, telephone, facsimile or e-mail Bid or revision to a Bid will be considered.

9. The Library is an 82,000 square foot building, built in 2000, and open to the public seven days a week, 72 hours a week. Bid specifications are available at dppl.org/rfps. Bidders must satisfy themselves, upon examination of the bid specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from either party.
10. The contract will be awarded, if at all, to the lowest responsible Bidder meeting specifications as determined by the Board of Trustees. While the financial responsibility of the Bidder is a significant concern, the board is equally concerned with the proven ability of the Bidder to satisfactorily perform his contract so that the service will be provided in accordance with proposed contract documents.
11. The Board may require, upon request, evidence as to the financial stability of the Bidder. Upon request, the Bidder shall provide the following information to the Board within 48 hours:
 - a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person; and
 - b. The last financial statement and balance sheet of the Bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.
12. As stated above, the dollar amount of the bid, the financial responsibility of the Bidder, and the ability of the Bidder to perform his contract are primary concerns of the Board of Trustees in awarding the contract. Information must be included with the bid, on the Bidder's letterhead that establishes by affirmative statements that:
 - a. The Bidder has a minimum of five (5) years experience in the State of Illinois operating an HVAC business and experience in the performance of HVAC maintenance programs;
 - b. The Contractor has had experience and is properly equipped to provide the full service maintenance of the Library's HVAC equipment;
 - c. The Contractor will provide trained technicians, engineers and union service mechanics as necessary to carry out the work of the contract; and
 - d. The Contractor will meet all of the service company qualifications set forth on Exhibit B.
13. Each bid must be accompanied by a Certificate Regarding Sexual Harassment Policy certifying that the Bidder has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a Certificate Regarding Sexual Harassment Policy.
14. Each bid must be accompanied by a Certificate of Bid certifying that the Bidder is not barred from bidding on public contracts due to a conviction for the violation of section 33E-3 (Bid Rigging) or section 33E-4 (Bid Rotating) of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 5/33E-4). The

form for Certificate of Eligibility to Bid is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.

15. Each bid from a company with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the Bidder shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the Bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 1, et seq.). Each bid from an individual must be accompanied by the Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the contractor is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate were applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the Bidder has made false certification or that the Bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.
16. Each bid must be accompanied by a copy of the Contractor’s current drug and alcohol testing procedures, which must be in strict compliance with State and Federal regulations.
17. All questions and requests for information or clarification regarding this Bid process must be submitted no later than 5:00 p.m. on August 22, 2016. Questions submitted after this deadline will not be answered.

Please direct all correspondence regarding this Bid to Roberta Johnson, Assistant Director, rjohnson@dppl.org.

ANTICIPATED TIMELINE (subject to change)

Bid Release Date	Tuesday, July 26, 2016
Pre-Bid Meeting and Walk Through	Wednesday, August 10, 2016, 10 a.m.
Bid Due Date	Monday, August 29, 2016, 10 a.m.
Recommendation of Final Selection to DPPL Board of Trustees	Thursday, September 15, 2016 7:30 p.m.

Attendance at the Pre-Bid Meeting is Mandatory. Bids from Contractors who do not attend the Pre Bid Meeting will not be accepted. The Pre-Bid Meeting is scheduled for Wednesday, August 10, 2016 at 10:00 a.m. with a building walk-through at the Des Plaines Public Library in the Conference Room – Second Floor.

Section B

BID SPECIFICATIONS

**DES PLAINES PUBLIC LIBRARY
HVAC MAINTENANCE SERVICES**

No. 07-2016

Section B

BID SPECIFICATIONS

1. For purposes of these specifications, the terms “provider”, “contractor”, and “Bidder” all refer to the individual or firm submitting the bid and/or having been awarded the contract.
2. The successful Bidder of the Preventative Maintenance Contract shall, during the life of the contract, provide the services set forth below according to manufacturer’s recommendations, the covered HVAC equipment of the Library, which is listed in Exhibit A hereto. Any additional bid specifications are available at dppl.org/rfps.

SCOPE OF AGREEMENT

- Full comprehensive and routine preventive maintenance services shall be provided by the Service Company on all equipment and associated devices related to the Heating, Ventilating & Air Conditioning (HVAC) systems as outlined within the specifications.
- The Service Company shall furnish all personnel, parts, materials, test equipment, tools and services in conformance with the terms and conditions as outlined below.
- This agreement shall INCLUDE all Fan Power Box (FPB) filter replacement, ductwork, piping and valves, and all Variable Frequency Drive (VFD) units.
- This agreement shall EXCLUDE all related automatic building controls, Variable Air Volume Boxes (VAVs), and Fan Power Boxes (FPBs).

SERVICE COMPANY QUALIFICATIONS

The following requirements shall be considered as the minimum standards for a Service Company to be considered as qualified to provide services under this contract and shall be a prerequisite to any award.

- A minimum of five (5) years’ experience in the performance of HVAC maintenance programs.
- The Service Company shall provide three recent (3) references for which contract preventative maintenance services are presently being provided for a comparable facility such as the Des Plaines Public Library as described above.
- All successful Bidders must be in compliance with Illinois Statutes as follows:
 - PUBLIC CONTRACTS, 720 ILCS 5/33E-1, 5/33E-3, 5/33E-4, 5/33E-7, 5/33E-8 – Interference with Public Contracting – Bid Rigging and Rotating-Kickbacks-Bribery;
 - PUBLIC CONTRACTS 65 ILCS 5/11-42.1-1 Delinquent Taxpayers;
 - EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT 30 ILCS 570;
 - PREVAILING WAGE ACT 820 ILCS 130;
 - PUBLIC WORKS EMPLOYMENT DISCRIMINATION ACT, 775 ILCS 10/0.01;
 - The ILLINOIS HUMAN RIGHTS ACT, 775 ILCS 5/1-101.
- Contractor must maintain a professional uniform image at all times (uniform with company identification, ID badge).

EQUIPMENT MAINTENANCE SERVICE

The specific HVAC Equipment included is listed separately on the attached Exhibit A Equipment List.

Services Included:

The general services listed below shall apply to the systems and equipment as shown on the Equipment List.

- Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
- Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- Lubricate all equipment where needed to permit bearings, gears and all contact wearing points to operate freely and without undue wear.
- Adjust all linkages, dampers, drive couplings, belts, motors, etc. that have drifted from the initial design settings and positions.
- Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.

Maintenance Supplies

- All miscellaneous parts and supplies necessary to maintain the mechanical systems and equipment shall be supplied by the Service Company and shall be included in the cost of the service program (belts, lubricants, tools, test instruments, meters, etc.), except for air filters.
- The Service Company shall change all air filters at a frequency dictated by dirt conditions, but no less than two times per year. This shall include all air handling units, electric wall mounted heaters, and ceiling located accessible FPB's. The Des Plaines Public Library will provide all filters required for air handling units and FPBs and wall mounted electric heat units.
- The Service Company shall be available, at no additional charge, for consultation on minor design and equipment changes, or needed modifications to all mechanical systems.
- The Service Company shall provide the Des Plaines Public Library with a list of service rates, including standard rates, overtime rates, and holiday rates for any needed HVAC service not covered in the service contract.

PREVENTIVE MAINTENANCE AND EMERGENCY SERVICE CALLS

- The Service Company shall provide the Des Plaines Public Library with a written schedule and perform routine preventive maintenance services no less than quarterly.
- After each service call, the Head of Building and Security Services may immediately access the status and detail of the work via the internet or email and review all work accomplished and any part(s) replaced.
- Two of the scheduled service visits shall include the system start-up and the system shut-down, for the appropriate season.
- The Service Company shall provide unscheduled requested service as needed during normal business hours, Monday through Friday and capable of responding on site within four (4) hours.

- The Des Plaines Public Library is open seven days a week, 72 hours a week. Service requested after 5:00 p.m. Monday through Friday and on weekends will be considered emergency service, and will be performed for a pre-determined rate listed in the service contract proposal.
 - The Service Company shall be capable of responding to any emergency situation within four (4) hours.
 - Emergency service response system shall be answered by a direct employee of the Service Company. Automatic telephone answering/recording machines, home telephone numbers, are not acceptable.
3. All costs of the preventative maintenance agreement including labor and customary preventative maintenance material are to be included in the contractor's bid. As such, the Contractor shall also include cost for a full service agreement that includes all labor and customary preventative maintenance material cost in the contractor's bid.
 4. The successful contractor shall provide customary preventative maintenance or full service maintenance of the listed equipment including pre-season inspection, periodic tests and adjustments for the equipment listed on Exhibit A hereto.
 5. If in the course of service under this agreement, the Contractor shall determine that a repair to or replacement of any HVAC equipment is necessary or would be beneficial to the Library, Contractor shall promptly advise the Library of this determination and upon receipt of a signed work order from the Library and the Contractor shall complete the repair or replacement in accord with the "Charges for non-covered work" submitted by Contractor.
 6. The contract shall not be assigned, nor shall any part of the same be subcontracted, without the written consent of the Board of Trustees, and in no case shall such consent relieve the Contractor from its obligations, or change the terms of the contract.
 7. Contractor shall maintain all required licenses, and insurance as required by Illinois law including but not limited to Workers' Compensation coverage.
 8. Contractor shall at all times observe and comply with all law, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety. It shall be mandatory that the contractor will not discriminate against members of the public, any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental impairment unrelated to ability, or unfavorable discharge from military service; and further that he will comply with all the provisions of the Illinois Human Rights Commission as required by the rules and regulations for public contracts.
 9. A Contract for Preventative Maintenance Services or Full Service Maintenance may be executed after action of the Board of Trustees to accept the bid that is deemed in the best interest of the Library. Upon Board action the contract of the successful contractor will be signed and returned to the contractor. The Contract shall incorporate and be consistent with all the requirements of these Bid Specifications and be executed by the successful Contractor.

10. All Bidders must attend the mandatory pre-bid meeting at which time they may inspect the Existing HVAC equipment of the Library and raise any issue regarding the provisions of these bid specifications. If any changes to these bid specifications result from the pre bid meeting, the changes will be delivered to the prospective Bidders at least 48 hours in advance of the bid deadline.

12. The Library reserves the right to terminate Contractor upon sixty (60) days written notice if in the judgment of the Library Contractor has breached any provision of the contract or failed to perform to the satisfaction of the Library.

Exhibit A – Des Plaines Public Library Equipment List

Equipment Description	Building Area Serviced	Equipment Manufacturer	Equip Model Number	Equip Serial Number	Capacity/Size
ALS 205A Air-Cooled / Screw Compressor Chiller Unit	Building Chilled Water Loop	McQuay	ALS205A	STNU990900008	200 Tons
Atmospheric Hot Water Boilers / Modular (7)	Building Heating Loop	Hydrotherm	MR-2100-B	MSM2359	7100 mbh
Atmospheric Hot Water Boilers / Modular (7)	Building Heating Loop	Hydrotherm	MR-2100-B	MSM2358	7100 mbh
Steam Humidifier	AHU-1	Dri-Steam	GTS400	01-02-A	400 mbh
Steam Humidifier	AHU-1	Dri-Steam	GTS400	01-01-A	400 mbh
AHU-1	Floors 1 & 2	McQuay	CAH065FDAC	SCOU3300444	60 hp
RTN-1	Floors 1 & 2	Greenheck	36TC5	99H21273	25 hp
AHU-2	Floors 3 & 4	McQuay	CAH065FDAC	SCOU3300445	60 hp
RTN-2	Floors 3 & 4	Greenheck	36TC5	99H21272	25 hp
P3 / Base Mounted Pump	Chilled Water Loop	B & G	1510	2174932	15 hp
P4 / Base Mounted Pump	Chilled Water Loop	B & G	1510	2174933	15 hp
P1 / Base Mounted Pump	Heating Water Loop	B & G	1510	2176244	7.5 hp
P2 / Base Mounted Pump	Heating Water Loop	B & G	1510	2176244	7.5 hp
P5A / In-Line Pump	Boiler Loop	B & G	B & G Series 80		5 hp
P5B / In-Line Pump	Boiler Loop	B & G	B & G Series 80		5 hp
P6 / In-Line Pump	AHU 1	B & G	B & G Series 80		2 hp
P7 / In-Line Pump	AHU 2	B & G	B & G Series 80		2 hp
Exhaust Fans (3)	Restrooms / Staff Areas				.25 hp
Fan Powered Boxes (30)	Ceiling accessible: 1st floor - 7, 2nd floor - 8, 3rd floor - 7, 4th floor - 8				
Hanging HW unit Heaters (2)	Garage				
Baseboard Electric Heaters (38)	1st floor hall perimeter		Markel H2500N		
Elect. Duct Heater Coil	1st floor supply room				
Elect. Wall Mounted Cabinet Heaters (8)	Rear Stairways		Qmark Series 1300		
Elect / Hanging Unit Heaters (2)	Garage				
Hot Water Boiler Control Panel	1st Floor Mech. Room Boilers				