

## **REQUEST FOR BIDS**

### **HVAC Replacement Units**

The Mundelein Park and Recreation District hereby requests bids for purchase and installation of two (2) heating and ventilation units. Bids are to be submitted in opaque, sealed envelopes clearly marked "**Bid: HVAC Replacement Units.**" Bids are due no later than 11:00 a.m. on Tuesday, April 26<sup>th</sup>, 2016 at the office of the Mundelein Park and Recreation District, 1401 N. Midlothian Road, Mundelein, IL 60060.

**Pre-bid Meeting:** A Pre-bid Meeting will be held at 1:00 p.m. on Tuesday, April 12<sup>th</sup>, 2016. The meeting will be held at the Mundelein Community Center, 1401 N. Midlothian Rd., Mundelein, IL 60060.

The Board of Commissioners of the Mundelein Park and Recreation District reserves the right to reject any or all bids and to waive any technicalities or formalities, or adjust quantities, which it deems in the best interest of the District.

All prices are F.O.B. Mundelein, Illinois. Any questions regarding this bid should be directed to Derek Solberg, Superintendent of Parks at (847) 388 - 5463. All work must be performed according to specifications in a professional manner and be warranted for a minimum 12 months from the date of acceptance unless otherwise stated herein.

All contracts involving labor must adhere to local, state and federal requirements including prevailing wage. All pay requests and invoices must include a copy of the certified payrolls. The information shall include the name, address, telephone number, social security number, classification, wage per hour, number of hours worked each day and starting and ending times of each day for each employee that works on the project. A certified payroll is also required from subcontractors. The certified payroll must contain the records listed above along with a statement that declares the records are true, that the hourly rate is not less than required by Public Act 094-0515 and an acknowledgement that filing a false certified payroll is a Class B misdemeanor. Contractors shall provide the District with a Certificate of Insurance naming the District as additional insured for the contractors work on this project. Coverage shall include general liability, automobile liability and workman's compensation.

The Contractor awarded this bid is required to comply with the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. & 701 et. seq. and 30 ILCS 580/1 et. seq.).

## **HVAC Replacement Units: General Conditions**

**Scope of Work:** The project consists of the following: furnishing two (2) HVAC replacement units, removal and disposal of existing units, installation of new units and operation - startup of systems.

**Qualifications of Contractors:** Bidding shall be open to all qualified contractors who have completed at least two (2) similar installations by said bidder that have been in service a minimum of two (2) years; and supply locations and dates completed.

**Completion Schedule:** The contractor shall complete this project on or before July 1, 2016.

**Bid Documents:** All bids must be submitted on the form supplied in the bid document package.

**Prevailing Wage:** The contractor must pay the prevailing wage for each trade involved with this project as specified by the Illinois Department of Labor.

**Guarantee:** The successful bidder shall guarantee the work specified herein against defective parts or faulty workmanship for a minimum period of one (1) year following the date of acceptance by the Park District unless otherwise stated herein.

**Performance Guarantee:** A performance guarantee in the form of a certified check or bank draft, payable to the Mundelein Park and Recreation District, in the amount of 10% of the total bid shall be attached to the bid as a guarantee the bidder will enter into contract with the Park District. Bid Bonds will be accepted as performance guarantees. The performance guarantee shall be held in lieu thereof. Failure on the part of the contractor to complete work within the specified time to do the work as specified herein will be just cause to forfeit his surety.

**Insurance Requirements:** The successful bidder shall file with the Park District a certificate of insurance in the amount of \$1,000,000 for general and automobile liability. Workers Compensation Insurance shall be provided in accordance with State law. The Mundelein Park and Recreation District shall be named as an additional insured on all policies affecting the contract at no extra expense to the District.

**Withdrawal of Bids:** Bids must be firm for sixty (60) days after opening.

**Right Reserved by the Park District:** The District reserves the right to waive any informality and/ or reject any or all bids when, in the opinion of the District, such action serves the best interests of the District. Unless bids are rejected, the contract will be awarded to the lowest responsible, qualified bidder.

## HVAC Units: Specifications

**Location of work:** Mundelein Community Center, 1401 N. Midlothian Rd, Mundelein, IL 60060.

**Project Description:** Shall be the furnishing and installation of new equipment and removal and disposal of existing equipment. Work shall include system connections and start up with customer training of system operation and maintenance.

**Unit #RT10:**

- Install a new Trane 20-ton pkg gas/electric high gas heat R410 10.2 EER R/T unit m# YSD240F3RHA00
- Install economizer with barometric relief
- Crane service included
- Removal/disposal of existing unit
- Honeywell programmable thermostat TH8320R
- Hail Guard for condenser
- Complete system start up

**Warranty:** Shall be a minimum of (1) one year on parts and (5) five years on compressors and heat exchangers.

**Unit #RT13:**

- Install a new Trane 10-ton pkg gas/electric med gas heat R410 11.3 EER R/T unit m# YSC120F3EMA00
- Install economizer
- Install curb adapter
- Crane service included
- Honeywell programmable thermostat TH8320R
- Hail Guard for condenser
- Removal/disposal of existing unit
- Complete system start-up

**Warranty:** Shall be a minimum of (1) one year on parts and (5) five years on compressor and heat exchanger.

## **HVAC Units: Specifications continued:**

**General warranty:** Warranty shall begin upon date of start-up.

**Permits:** Contractor shall be responsible for obtaining all necessary applications and permits to perform installations.

**Scheduling:** Installation scheduling shall be made with the Superintendent of Parks or his agents in advance so as to minimize interruption of Park District services. Installation shall be done at the Park Districts earliest convenience.

**Installation:** Contractor shall schedule and provide all necessary equipment to remove old units and install new. Contractor shall be responsible for crane service.

Gas supply piping shall be reconnected, new gas shut off valves to be installed. Exhaust venting shall be installed and routed as required by the manufacturer.

Sheet metal work will reconnect supply and return plenums to the new furnace units.

A licensed electrician will complete electrical work. New weather tight disconnect boxes shall be installed where required.

Each unit shall be reconnected to thermostat controls.

Work must comply with all required building codes.

**Start-up, operation:** Contractor will review start-up and operation of units with an agent of the Park District. Contractor will review filter service procedures with Park District staff.

**Documentation:** Contractor shall provide Park District with technical data for installed units, including operation, service and parts manuals.

**Disposal:** Contractor shall be responsible for proper disposal of old equipment.

## HVAC Replacement Units: Bid Submittal Form

**To: Mundelein Park and Recreation District  
1401 Midlothian Road  
Mundelein, Illinois 60060**

Gentlemen:

The undersigned proposes to furnish all equipment, materials and labor as specified to install and connect two (2) HVAC units at the Mundelein Community Center in accordance with the attached conditions and specifications, and the terms and scheduled prices herein given:

### BID ITEM:

Mundelein Community Center Unit RT10: \$ \_\_\_\_\_

Unit RT13: \$ \_\_\_\_\_

Total bid amount: \$ \_\_\_\_\_

BY: \_\_\_\_\_  
Authorized Signature

PRINT NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, and ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_ EMPLOYEE TAX ID# \_\_\_\_\_