

# **Naperville Public Library**

## **Request for Proposal**

### **HVAC MAINTENANCE**

**Nichols Library  
&  
Naper Boulevard Library  
&  
95<sup>th</sup> Street Library**

**Submission Date/Time:  
June 27, 2019 at 10:00 a.m. CST**

**Place:  
Nichols Library  
Board Room  
200 West Jefferson Avenue  
Naperville, IL 60540**

Dear Prospective Bidder:

The Naperville Public Library is pleased to invite you to submit a sealed proposal for:

**HVAC Maintenance –Nichols Library & Naper Blvd. Library & 95<sup>th</sup> Street Library**

**RFP Opening: June 27, 2019, 10:00 AM, local time**

Specifications packages are available on our website: [www.naperville-lib.org](http://www.naperville-lib.org)

A **mandatory pre-bid meeting and site inspection** will be held on **Tuesday, June 11, 2019, at 9:30 AM** starting at the 95<sup>th</sup> Street Library, 3015 Cedar Glade Drive, Naperville IL 60564, continuing to the Naper Blvd. Library, 2035 S. Naper Blvd., Naperville IL 60565, and ending at the Nichols Library, 200 W. Jefferson Ave, Naperville, IL 60540. Bidders must attend and sign in for the site inspection at each building. Parties interested in attending the pre-bid meeting will meet Mr. Scott Speidel in Meeting Room C at the 95<sup>th</sup> St Library.

Please note the following requirements of the Request for Proposal:

- Price Work Sheet
- Proposal Form
- Question Work Sheet
- Certificate of Insurance
- References
- Written Description on how the proposal meets RFP requirements
- Annual calendar showing all service events
- Original and Copy of Your Full Submitted Proposal and One Electronic Proposal

We sincerely hope that you take the time to review the specifications and submit a proposal. If you need additional information please submit your questions in writing to the Library, either by fax at 630-961-4119 or by email to [jscheuerman@naperville-lib.org](mailto:jscheuerman@naperville-lib.org) by 5:00 PM on **June 17, 2019**. The Library will post a written response on our website [www.naperville-lib.org](http://www.naperville-lib.org) in the form of an addendum by end of day **June 20, 2019**.

Sincerely,

Jeffrey Scheuerman  
Finance Manager

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**NAPERVILLE PUBLIC LIBRARY  
GENERAL TERMS AND CONDITIONS  
REQUEST FOR PROPOSAL (RFP) INSTRUCTION TO PROPOSERS**

THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES, SOLICITATIONS FOR GOODS AND/OR SERVICES, DO BECOME A DEFINITE PART OF EACH FORMAL REQUEST FOR PROPOSAL, PURCHASE ORDER, OR CONTRACT ISSUED BY THE NAPERVILLE PUBLIC LIBRARY, UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A RESPONSE, THE PROPOSER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. PROPOSERS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING PROPOSALS, FAILURE TO DO SO WILL BE AT THE PROPOSER'S OWN RISK AND HE/SHE CANNOT SECURE RELIEF ON THE PLEA OF ERROR.

**RFP PROCEDURES**

The first **two** items must be performed by the proposer in order for the proposal to qualify for consideration by the Library. **A place to check off each item as you complete it has been provided for your convenience.**

- \_\_\_\_\_ 1.     **PROPOSAL FORMS:** Proposals shall be submitted on the forms provided or in an identical format typed by the proposer, properly signed in the appropriate places, and submitted in a sealed envelope.
  
- \_\_\_\_\_ 2.     **SUBMISSION OF PROPOSALS:** All proposals submitted must be received in an envelope by the Library before the time specified for receipt of proposal. The envelope must be clearly marked "SEALED PROPOSAL" --WITH THE RFP TITLE, DATE DUE AND TIME OF RECEIPT, written on the front of the envelope. The Executive Director, or their designated agent, will decide when the specified time for receipt has arrived (as determined by the official clock in the Library's Office of the Director). Formal sealed proposals, amendments thereto, or requests for withdrawal of bids after the time specified for the bid opening will not be considered.
  
3.     **ADDENDUM:** Proposer shall acknowledge the receipt of any addendum interpreting the specifications on the proposal form.
  
4.     **QUESTIONS:** Questions requiring a clarification or interpretation of the specifications shall be submitted to the Library in writing by either fax at 630-961-4119 or by email to [jscheurman@naperville-lib.org](mailto:jscheurman@naperville-lib.org) by June 17, 2019. The Library will post a written response on our website [www.naperville-lib.org](http://www.naperville-lib.org) in the form of an addendum by the end of day June 20, 2019. Whenever the answer to a question is contained in the documents, the proposer shall be directed to the RFP document. The Naperville Public Library will not be responsible for any other explanation of the specifications made prior to the receipt of proposals.
  
5.     **ALTERNATE PROPOSALS:** The proposal specifications may not state that an alternate proposal is permissible.
  
6.     **ALTERNATE PROPOSALS, SOLICITED:** At this time, the Library is not soliciting any alternate proposals.
  
7.     **PROPOSALS BINDING FOR 90 DAYS:** Unless otherwise specified in the specifications, all formal RFP submitted shall be binding for ninety (90) calendar days following date of opening.
  
8.     **WITHDRAWAL OF PROPOSALS:** A written request for the withdrawal of a proposal will be granted if the request is received by the Library prior to the specified time of receipt.

## AWARDING THE PROPOSAL

9. **CRITERIA FOR AWARDING /RESERVATION OF RIGHTS:** The contract will be awarded to the responsible, responsive proposer, or any other proposer determined by the Naperville Board of Library Trustees to be in the best interest of the Library, who meets or exceeds the criteria, provisions sought by the requesting department. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library. The Library also reserves the right to reject the RFP of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or investigation shows is not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by the Library.

- (a) The ability, capacity, and skill of the proposer to perform the contract or provide the service required;
  - (b) Whether the proposer can perform the contract or provide service promptly, or within the time specified, without delay or interference;
  - (c) The character, integrity, reputation, judgment, experience, and efficiency of the proposer;
  - (d) The quality of performance of previous contracts or services;
  - (e) The previous and existing compliance by the proposer with laws and ordinances relating to the contract or service;
  - (f) The sufficiency of the financial resources and ability of the proposer to perform the contract or provide the service;
  - (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
  - (h) The ability of the proposer to provide future maintenance and service for the use of the subject of the contract;
  - (i) Proposer's record of experience in this field of endeavor; and, the size and scope required in the proposals specifications;
10. **NOTICE OF AWARD:** The Library will accept in writing one of the proposals within ninety (90) days from the date of opening or the time specified within the specifications, unless the awardee extends the time of acceptance to the Library. Notice of Award will be mailed to all proposers of record within the time for acceptance specified in the Request for Proposal.
11. **REGISTRATION REQUIRED:** Companies awarded should be registered to do business in the State of Illinois. The Library may verify status with the State by calling 217-782-7880 prior to awarding contract.

**PRICE**

12. **TAX EXEMPTION:** Sales to the Naperville Public Library are exempt from state and local retailers' occupation tax, state and local service occupational tax, use tax, and service use tax pursuant to Rule No. 40 of the Illinois Retailers Occupation Tax Rules issued April 15, 1965. Our Tax Exemption Identification No. is E9991-2953-07.

**FINANCIAL RESPONSIBILITY PROVISIONS**

13. **GENERAL GUARANTY:** Contractor agrees to:
- (a) Save the Library, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract which the Contractor is not the patentee, assignee, licensee, or owner; and
  - (b) Protect the Library against latent defects in materials or workmanship and to repair or replace any articles damaged or marred in transit or during delivery; and
  - (c) Pay for all permits, licenses, and fees and give all notices and to comply with all laws, ordinances, and rules of the City of Naperville and the State of Illinois.
14. **WARRANTIES:** Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him FOR A PERIOD OF ONE YEAR from date of delivery and installation. If within the guarantee period, any defects or signs of deterioration are noted which, in the opinion of the Library, are due to faulty design and installation, workmanship, or materials, the Library shall notify the Contractor. At the Contractor's expense, the Contractor shall repair or adjust the equipment or parts to correct the condition, or replace the part or entire unit to the complete satisfaction of the Library.
15. **INSURANCE:** At the Contractor's expense, the Contractor shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Contractor's operations. All insurance policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Library. This provision shall also be stated on each Certificate of Insurance as "Should any of the above described policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder named to the left".

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law.

(A) **Commercial General Liability:**

- i. Coverage to include Premise/Operations, Products/Completed Operations, Independent Contractors, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$2,000,000.00
Products/Completed Aggregate	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Personal Injury	\$1,000,000.00
- iii. Exclusions relating to the Explosion, Collapse and Underground hazards shall be deleted.
- iv. Coverage is to be written on an "occurrence" basis.
- v. Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.
- vi. Cover all claims arising out of the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this Contract.

(B) **Professional Liability:**

- i. Per Project Aggregate \$1,000,000.00
- ii. Cover all claims arising out of the Consultant's operations or premises, Subconsultant's operations or premises, anyone directly or indirectly employed by the Consultant or Subconsultant, and the Consultant's obligations of indemnification under this Contract.

(C) **Workers Compensation:**

- i. Shall be in accordance with the provisions of the laws of the State of Illinois, including Occupational Disease Act provisions, for all employees at the site of the project, and in case work is sublet, the Contractor shall require each Subcontractor similarly to provide this insurance. In case employees are engaged in work under this contract and are not protected under the Workers Compensation and Occupational Disease Act, the Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**

- i. Coverage to include all Owned, Hired, Non-owned vehicles, and/or trailers and other equipment required to be licensed.
- ii. Limits:

Combined Single Limit	\$1,000,000.00
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(E) **Umbrella:**

- i. Limits:

Each Occurrence/Aggregate	\$2,000,000.00
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- ii. Cover all claims arising out of the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this contract.

(F) **The Naperville Public Library shall be named as additional insured on all insurance policies, except for professional liability and workers compensation.**

The Contractor understands and agrees that any performance bond or insurance protection required by this contract or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Library as herein provided.

16. **INDEMNIFICATION:** The Contractor shall indemnify, hold harmless and defend the Library, its trustees, officers, employees, and its agents from any and all claims, suits, actions, costs, and fees, including reasonable attorney's fees, of every nature or description arising from, growing out of, or connected with the performance of this Contract, or because of any act or omission, neglect, or misconduct of the Contractor, its employees and

agents, or its subcontractor(s). Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the Library, its trustees, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions, or suits brought against them. The Contractor shall be liable for the costs, fees, and expense incurred in the defense of any such claims, actions, or suits.

17. **CERCLA INDEMNIFICATION:** The Contractor shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Library, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Contractor, both before and after its disposal.

### **ASSIGNMENT/TERMINATION/DEFAULT**

18. **ASSIGNMENT:** Assignment of this contract or any part thereof, or any funds to be received there under by the Contractor shall be subject to the approval of the Naperville Public Library.
19. **TERMINATION OF CONTRACTS:** Contracts will remain in force for full periods and until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
- (a) Terminated prior to expiration date by satisfactory deliveries of entire contract requirements.
  - (b) Extended upon written authorization of the Executive Director and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
20. **DEFAULT:** The contract may be canceled or annulled by the Naperville Board of Library Trustees in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. Upon receipt of such notice, the Contractor shall have seven (7) days within which to cure any default or violation. If the default or violation is not cured within the specified time an award may be made to the next lowest Bidder, or articles specified may be purchased on the open market. In either event, the defaulting Contractor (or his surety) shall be liable to the Library for costs incurred by the Library in excess of the defaulted contract prices. However, the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
21. **MATERIAL SAFETY DATA SHEETS:** It is a federal law that chemical manufacturers and importers must develop an MSDS for each hazardous chemical they produce or import, and must provide the MSDS automatically at the time of the initial shipment of a hazardous chemical to a downstream distributor or user, or anytime the chemical makeup of the product is changed. Distributors must also ensure that downstream employers are similarly provided an MSDS.

Contractors who are awarded this contract, and if the above paragraph applies to this bid, must submit Material Data Sheets which include information regarding the specific chemical identity of the hazardous chemical(s) involved and the common names. In addition, information must be provided on the physical and chemical characteristics of the hazardous chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen by NTP, IARC, or OSHA; precautionary measures; emergency and first-aid procedures; and the identification of the organization responsible for preparing the sheet.

22. **PUBLIC WORKS PROJECTS-EMPLOYMENT OF ILLINOIS LABORERS:** Whenever there is a period of excessive unemployment in Illinois, every person who is charged with the duty, either by law or contract, of constructing or building any public works project or improvement or for the cleanup and on-site disposal of hazardous waste for the State of Illinois or any political subdivision, municipal corporation or other governmental unit thereof shall employ only Illinois laborers on such project or improvement, and every contract let by any such person shall contain a provision requiring that such labor be used: Provided, that other laborers may be used when Illinois laborers as defined in this Act are not available, or are incapable of performing the particular type of work involved, if so certified by the Contractor and approved by the contracting officer.
23. **PREVAILING WAGES:** Contractor shall comply with all applicable provisions of “An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, 820 ILCS 130/0.01 et seq. (2002)(see website address: <http://www.state.il.us/agency/idol/> for rates) and City of Naperville Ordinance 18-061, (“An Ordinance Ascertainning Prevailing Wages In The City of Naperville”), and any applicable superceding ordinance or public law.
24. **NON-RESIDENT EXECUTIVE AND TECHNICAL EXPERTS:** Every contractor on a public works project or improvement or hazardous waste clean-up and on-site disposal project in this State may place on such work no more than 3, or 6 in the case of a hazardous waste clean-up and on-site disposal project, of his regularly employed non-resident executive and technical experts, even though they do not qualify as Illinois laborers as defined in Section 1 of Article 2 of this Act.
25. **FORCE MAJEURE:** Whenever a period of time is provided for in this Agreement for either the LIBRARY or OWNER and CONTRACTOR to do or perform any act or obligation, neither party shall be liable for any delays or inability to perform due to causes beyond the control of said party such as war, riot, strike or lockout by or against either party’s own employees or suppliers, unavoidable casualty or damage to personnel, materials or equipment, fire, flood, storm, earthquake, tornado or any act of God; provided, however, that said time period shall be extended for only the actual amount of time said party is so delayed. Except as to a strike or lockout by or against either party’s own employees or suppliers, an act or omission shall not be deemed to be “beyond OWNER and CONTRACTOR’s control” if committed, omitted or caused by OWNER and CONTRACTOR, OWNER and CONTRACTOR’s employees, officers or agents or a subsidiary, affiliate or parent of OWNER and CONTRACTOR or by any corporation or other business entity that holds a controlling interest in OWNER and CONTRACTOR, whether held directly or indirectly.

# Naperville Public Library

## Request for Proposal

### **Purpose:**

The Naperville Public Library is soliciting proposals for HVAC Service/Maintenance Agreement. The facilities include: the Nichols Library at 200 W. Jefferson Avenue, Naperville, IL 60540; the Naper Boulevard Library at 2035 S. Naper Blvd. Naperville, IL 60565; and the 95<sup>th</sup> Street Library at 3015 Cedar Glade Drive, Naperville, IL 60564.

### **Bidder's Qualifications:**

Any bidding HVAC Maintenance provider is agreeing that they meet the following minimum requirements:

1. Company is licensed to do heating and air conditioning maintenance and repair business in the state of Illinois.
2. Company shall be in and maintain compliance with the Owner's Fair Employment Practices Agreement, the Federal Civil Rights Act and Illinois Fair Employment Practices Act.
3. Company should be of sound financial status.
4. Company shall comply with all EPA regulations and requirements.
5. Company shall have a minimum of 10 years documented commercial HVAC experience.
6. Company shall be free of encumbering legal actions or firm history of judgments, claims and arbitration proceedings.
7. Company shall provide necessary insurance requirements as defined.

### **Mandatory Pre-bid Meeting:**

A mandatory pre-bid meeting and site inspection will be held on Tuesday, June 11, 2019 at 9:30 AM starting at the 95<sup>th</sup> Street Library, 3015 Cedar Glade Drive, Naperville, IL 60564, continuing to the Naper Blvd. Library, 2035 S. Naper Blvd., and ending at the Nichols Library, 200 W. Jefferson Ave., Naperville, IL 60540. Bidders must attend and sign in at the site inspection for each building. Parties interested in attending the pre-bid meeting will meet Mr. Scott Speidel in Meeting Room C at the 95<sup>th</sup> St Library.

### **Materials**

The successful proposer must provide all other supplies, parts and consumables necessary for the execution of this agreement.

### **Equipment:**

The Contractor shall provide all equipment necessary to perform the contracted work to current industry standards. The Contractor shall maintain all equipment in proper working order at all times. All equipment stored on the library premises must be clearly marked with the Contractor's company name.

### **Contract Period**

The contract period for this RFP is August 01, 2019, through July 31, 2020. The Naperville Public Library reserves the right to renew for a second year and a third year at the proposal price.

**COVERED EQUIPMENT:**

NAPER BLVD. EQUIPMENT				
Type	Make	Model #	HP	Location
Boiler # 1	HTP	Mod-Com 850	853 MBH	Boiler room/Basement
Boiler # 2	HTP	Mod-Com 850	853 MBH	Boiler room/Basement
A/C Condenser	Carrier		90 Ton	Outside/Back of Building
Air Handler	McQuay	MSL141DH	40 HP	Mechanical room/Basement
E/R Fan (4)	Penn		2 HP	Boiler room/Basement
Supply Fan #2	Greenheck		1/4 HP	Mechanical room/Basement
Exhaust Fan	Penn		2 HP	Mechanical room/Basement
Exhaust Fan (3)	Penn		1/4 HP	Mechanical room/Basement
Boiler Pumps (2)	Grundfos	C-PC1436		Boiler room/Basement
Coil Pump	Taco	1611C3N14.5	1/2 HP	Boiler room/Basement
Bldg Pump (2)	Bell & Gossett	172764LF	1 1/2 HP	Boiler room/Basement
Humidifier	Nortec			Mechanical room/Basement

NICHOLS EQUIPMENT					
Type	Make	Model #	HP	Location	Serial #
Air Compressor	Quincy	FJ32535197801	2 HP	Mechanical room/Basement	
After Cooler	Pneumtech	0201T1368045T	1/4 HP	Mechanical room/Basement	25SCFM
Humidifier	Nortec	GSTC400N		Mechanical room/Basement	2008607GS4AH06
Boiler	Aero	BMK2.0/2000	2000000 BTUH	Boiler room/Basement	G-13-1615
Boiler	Aero	BMK2.0/2000	2000000 BTUH	Boiler room/Basement	G-13-1616
AH	Trane	86	60 HP	Mechanical room/Basement	
AH/Exhaust	Trane	Q-60-9	25 HP	Mechanical room/Basement	
Condenser 1	Carrier	38AH124A	60 Ton	Exterior Roof	3712Q62462
Condenser 2	Carrier	38AH124B	60 Ton	Exterior Roof	3712Q62465
HW Pumps (2)	Taco	KV3009AE2JCB68	5 HP	Boiler room/Basement	
Circ Pump	Taco	1641C3E4790	3 HP	Boiler room/Basement	
Circ Pump	Taco		3/4 HP	Boiler room/Basement	
CR A/C	Liebert	CU043A-A00	4 HP	Server room	141848A
Condenser	Liebert			Exterior/Roof	

CEDAR GLADE - 95th St. EQUIPMENT					
Type	Make	Model #	HP	Location	Serial #
Chiller	Carrier	30GXN153-A-640XX	153 HP	Roof	4502F88611
Chiller	Carrier	30GXN150-A-640XX	150 HP	Roof	4502F88597
CR A/C	Data Air	DRCU-0532-4	4 HP	Server room	2002-2521-B
AH # 3	Carrier	39THK-SJW-AE	50 HP	2nd Fl. Mechanical Room	5002F94740
AH # 2	Carrier	39THK-RAA-U-AB	50 HP	2nd Fl. Mechanical Room	5002F94741
AH # 1	Carrier	39THK-SHW-AF	50 HP	2nd Fl. Mechanical Room	5002F94731
CW Pumps (2)		B&G3E	20 HP	2nd Fl. Mechanical Room	1510BF11
Boiler	PVI	28WB250A-PV	1000MBH	1st Fl. Boiler Room	1002108300
Boiler	PVI	28WB25A-PV	1000MBH	1st Fl. Boiler Room	1002108400
Boiler	PVI	28WB25A-PV	1000MBH	1st Fl. Boiler Room	1002108500
HW Pumps (2)		B&G2BC	5 HP	1st Fl. Boiler Room	1BF061J20
Humidifier	Nortec	Installing new 04/2016	400#	1st Fl. Boiler Room	TBD
Humidifier	Nortec	NHMC150	150#	2nd Fl. Mechanical Room	631449607005

DISTRICT 204 EQUIPMENT - CEDAR GLADE - 95th St.					
Type	Make	Model #	HP	Location	Serial #
AH	Carrier	38RM-024-B61HC	30 HP	Warehouse	4602F89333
Condenser	Carrier	38AH-028-610AA	25 HP	Exterior Warehouse	4302F86105

### **Scope of Work:**

Equipment Inspection, testing, and Preventive Maintenance of the HVAC equipment at the Naperville Public Library.

- Provide labor necessary to keep equipment in proper operating condition.
- Provide repairs or replacement parts necessary to keep equipment in proper operating condition.

Perform preventative maintenance, seasonal inspection and start-up of the heating and air conditioning equipment, including Liebert and Data Air systems and all humidification equipment at the three Naperville Libraries.

- Start up and pump down air conditioning equipment once per season.
- Start up and check heating and humidification equipment.
- Inspect entire systems.
- Lubricate all moving parts.
- Check operating temperatures and pressures.
- Measure combustion efficiency using an electric flue gas analyzer. Pre and post tune-up.
- Adjust airflow and reduce excessive stack temperatures.
- Adjust burner and gas input, manual or motorized draft control.
- Check for proper venting.
- Complete visual inspection of system piping and insulation.
- Check safety controls.
- Check adequacy of combustion air intake.
- Inspect all refractory. Report potential issues and make any recommendations to owner.
- Inspect gaskets on front and rear doors and make any recommendations to owner.

### **Check and Adjust:**

- Motors and starters.
- Valves.
- Gas fired units.
- Oil burners.
- Safety controls.
- Compressors.
- Belt drive alignment.
- Drive couplers and air fins.
- All outdoor air dampers and make-up air dampers.

### **Clean:**

- Coil surfaces, fan impellers and blades.
- Electrical contacts.
- Burner orifices, passages, nozzles, pilots and igniters.
- Clean condenser coils in April and July

### **Calibrate:**

- Safety controls.
- Temperature and pressure controls, pneumatic and DDC at Nichols and Naper Boulevard Libraries only.

**Repair and Replacement Parts:**

Provide repair and replacement of parts necessary to keep equipment in proper operating condition for the equipment at all locations. This includes:

- Pulleys/ Relays
- Refrigerant
- Fans, Motors, Belts
- Igniters, Nozzles, Gas Orifices, Pilot, Pilot Valves, Limit switches, Stack Switches, Thermocouples
- Expansion Valves, Dehydrators, Strainers, Pressure Valves, Diaphragm Valves, Water Valves
- Transformers, Pressure Controls, Electrodes, Solenoid Valves, Liquid Control Valves, Float Valves
- Pressure Regulators, Thermostats, Oil Burner Pumps, Oil Control Valves

**Preventative Maintenance and Inspections:**

- A minimum of 2 inspections calls yearly on the Air Conditioning equipment at each location.
- A minimum of 2 inspection calls yearly on the Heating equipment at each location.

**Additional Services**

- Chemical cleaning of condenser coils prior or as part of seasonal startup of air conditioning equipment at each location.

**Furnish quotations for any necessary work not covered by the maintenance contract.**

**Work Schedule:**

Routine maintenance and inspection are to be performed on a scheduled basis set by the mutual agreement between all parties involved. At no time should a task completion be over 21 days past due. All work will be performed between the hours of 7:00 AM and 4:30 PM with the exception of authorized emergency repairs.

**References:**

All respondents must provide a minimum of five references for HVAC Maintenance on building systems of comparable age, condition and type owned currently by the Naperville Public Library. Additionally, respondents should provide the names of any libraries where the respondent has provided repairs, installation or maintenance of the HVAC systems. The reference list shall include the company name, contact name, contact phone number and the type of work done.

**Clean-up**

The successful bidder will remove all debris, garbage and broken parts from the work areas on each visit. Additionally, they cannot leave any unsafe conditions while they are working in the public or staff areas.

**Deliverables:**

In order to fully respond to this RFP, each bidder must include:

- ❑ Price Work Sheet(attached)
- ❑ Proposal Form(attached)
  - Including acknowledged receipt of any or no Addendums
- ❑ Responses to the Questions Work Sheet(attached)
- ❑ Certificate of Insurance
- ❑ References
- ❑ A written description on how their proposal will meet the requirements of this RFP
- ❑ Annual calendar showing all service events
- ❑ Original and Copy of Your Full Submitted Proposal and One Electronic Proposal

Failure to include any of the deliverables may result in the response being disqualified or receiving a lower rating. It is the responsibility of each bidder to look for Addendums.

**Rating Criteria:**

**All responses shall be rated on the following scale:**

Cost 40 %

Experience 20%

References 20%

Proposal Quality and Completeness 20%

**NAPERVILLE PUBLIC LIBRARY**  
**HVAC Maintenance**  
**Nichols Library & Naper Blvd. Library & 95<sup>th</sup> Street Library**  
**June 27, 2019**

**Question Work Sheet**

(Attach answers to this form.)

Firm Name \_\_\_\_\_

**Please provide the following information:**

1. How long has your company been in the HVAC business?
2. Has your company been under a different name? If so, what name(s)?
3. Is your company a subsidiary of another company? If so, what company?
4. Annual calendar showing all service events.
5. Names and brief resumes for Account Manager and Lead Service Tech assigned to building.
6. Do you have a controls person in house or do you sub out all control work?
7. Explain how you will partner with the Library to take a proactive approach in recommending repair vs. replace parts and equipment to determine end-of-life cycle for budgeting purposes.
8. Does your company require automatic renewals on their contracts?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NAPERVILLE PUBLIC LIBRARY**

**PROPOSAL FORM**

**RFP TITLE:** **HVAC Maintenance**  
**Nichols Library & Naper Blvd. Library & 95<sup>th</sup> Street Library**

**RECEIVED BY:** **June 27, 2019** **TIME DUE:** **10:00 a.m. CST**

The undersigned proposer, having examined the specifications and other documents, hereby agrees to supply services as per the attached specifications and to perform other work stipulated in, required by and in accordance with the proposal documents attached for and in consideration of the proposed prices and certifies meets minimum bidder qualifications.

The undersigned acknowledges receipt of addenda Nos. \_\_\_\_\_.

***PLEASE SUBMIT ONE (1) ORIGINAL  
AND  
ONE (1) COPY OR YOUR PROPOSAL  
AND  
ONE (1) ELECTRONIC COPY OF YOUR PROPOSAL***

**TO BE CONSIDERED ALL PROPOSALS MUST:  
BE SIGNED,  
INCLUDE WORKSHEETS  
BE RECEIVED PRIOR TO DUE DATE AND TIME.**

**FIRM NAME:** \_\_\_\_\_

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

**TELEPHONE NO.:** \_\_\_\_\_ **FAX NO:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_ **(Typed)**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**NAPERVILLE PUBLIC LIBRARY**

**HVAC Maintenance**

**Nichols Library & Naper Blvd. Library & 95<sup>th</sup> Street Library**

**June 27, 2019**

**Price Work Sheet**

All respondents must use the following price sheet in order for their proposal to be considered.

Firm Name \_\_\_\_\_

Tax ID # \_\_\_\_\_

Contact \_\_\_\_\_

Phone /Fax /Email \_\_\_\_\_

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
<b>Nichols Library</b> \$	_____	_____	_____
<b>Naper Blvd. Library</b> \$	_____	_____	_____
<b>95<sup>th</sup> Street Library</b> \$	_____	_____	_____
<b>District # 204</b> \$	_____	_____	_____

**ADDITIONAL LABOR RATES:**

	<u>A Card</u> <u>(or equal)</u>	<u>B Card</u> <u>(or equal)</u>	<u>C Card</u> <u>(or equal)</u>
Weekend	_____	_____	_____
Holiday	_____	_____	_____
Overtime	_____	_____	_____
Hour's Overtime Effective	_____		

**Authorized Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_