

**REQUEST FOR PROPOSALS FOR THE PROVISION OF
AIR HANDLER EQUIPMENT UPGRADE FOR
SKOKIE PUBLIC LIBRARY**

Skokie Public Library is requesting proposals for a contract for the provision of upgrade of motors, variable frequency drives, condensation pans, and cooling coils for two air handler units.

Sealed proposals, clearly labeled "Proposal – Air Handler Upgrade", will be received weekdays between 9:00am and 5:00pm in the Administrative Office, Skokie Public Library, 5215 Oakton Street, Skokie, IL 60077, until 10:00am on December 11, 2017. Proposals received after 10:00am on that day will not be accepted. All proposals will be required to include a list of five clients of a 50,000 square feet or larger facility.

Request for proposal documents may be obtained on the library's website www.skokielinearly.info beginning 9am, November 15, 2017. A pre-proposal meeting and walk-through will be held at 11am, November 20, 2017.

Submit questions to: Tim Murphy, Facilities Supervisor
Skokie Public Library
tmurphy@skokielinearly.info 847.324.3125

Submit sealed proposal to: Administrative Office
Attention: Richard Kong, Director
Skokie Public Library
5215 Oakton Street
Skokie, IL 60077

Proposals will be evaluated by the Director and Facilities Supervisor. The selected proposal will be presented to the Board of Library Trustees at their January 10, 2018, board meeting. All proposals should be open for acceptance for a period of 60 days from deadline for receipt of quotes, and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

Appendix A: Project Scope

- Provide labor and supervision to complete the following project. Work to be performed to not conflict with library functioning.
- Demolition and disposal of existing AHU (1) and (2) Supply Fan Motors and Variable Frequency Drives.
- Remove and dispose of existing heating/cooling coils and condensation pans from supply fan units (1) and (2).
- Furnish, fabricate, and install new condensation pans in Supply Fan units (1) & (2). Condensation pans may not fit in elevators. Alternate safe means of delivering them to the mechanical room responsibility of installer.
- Furnish and install new condensation pans under motor and blower units.
- Furnish and install new heating/cooling coils to replace corroded existing ones. (Coils may not fit in elevators. Alternate safe means of delivering them to the mechanical room responsibility of installer).
- Furnish and install (2) new 40HP 1750RPM 3PH 460V inverter duty T frame supply Fan Motors.
- Furnish and install (2) new ABB ACH550 40HP VT 460V 3PH 60HZ 58amp Variable Frequency Drives for Supply Fans (1) and (2).
- Perform electrical and control work necessary to sync installed Variable Frequency Drives to installed Motors.
- Perform leak check of installed cooling/heating coils once installation is complete.
- Perform leak check of installed condensate pans.
- Perform operational and accuracy test of installed Motors and Variable Frequency Drives.

EVALUATION OF PROPOSALS

1. Firms bidding on RFP are responsible for all aspects of the project, including that their subcontractors (if applicable) meet the same expectations of responsibility as the awarded primary contract company.
2. All questions must be answered completely. Additional pages may be added if more room is needed to answer a question.
3. To be considered qualified, a contractor must provide a list of clients as specified.
4. In selecting the contractor, experience, services offered, and reference feedback demonstrating quality of service will be considered as well as costs.
5. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

Company Name:

Representative Name:

1. General

- 1.1. The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement. The Contractor is responsible to make sure that their personnel and any of their subcontractors (if applicable) are properly trained to perform all tasks expected of them and of all safety requirements according to OSHA requirements.
- 1.2. The Contractors and their subcontractors (if applicable) employees shall be carefully interviewed, screened, and covered by Bond. Every employee who works in the library will be bonded for at least \$5,000.

2. Insurance

- 2.1. The Contractor shall provide public liability and property damage insurance covering all of the Contractor's and their subcontractors (if applicable) operations in the library. General liability insurance coverage shall be for not less than \$1,000,000 each occurrence, with additional umbrella liability of not less than \$1,000,000.
- 2.2. The Contractor shall provide Worker's Compensation Insurance, including occupational disease provisions, as required by Illinois statute for all of the contractor's and their subcontractors (if applicable) employees performing work related to this agreement.

2.3. To the fullest extent permitted by law, the Contractor and any of their subcontractors (if applicable) shall indemnify, keep and save harmless the Owner and its agents, officers, and employees, against all injuries, deaths, losses, damages claims, suits, liabilities, judgments, costs and expenses which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor, its employees, or its subcontractors. The Contractor shall at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connected there with, and, if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

2.4. With the proposal, the Contractor shall provide proof of insurance and bonding. On or before the effective date of this agreement, the Contractor shall provide a certificate of insurance evidencing that Skokie Public Library has been named as additional insured and that the Contractor's insurance policies will not be changed or canceled during their term until after at least thirty days prior notice has been given by registered mail to Skokie Public Library.

3. Prevailing Wage

3.1. Some or all of the work herein may be subject to the provision of the Prevailing Wage Act, 820 ILCS 130/.01 et. seq., providing for the payment of prevailing rate wages to all employees and subcontractors. The Contractor shall agree to indemnify the Library for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

Skokie Public Library

Contractor

(Representative)

(Representative)

(Title)

(Title)

(Date)

(Date)

