REQUEST FOR PROPOSALS (RFP)
ROCK ISLAND COUNTY
HEALTH DEPARTMENT
PURCHASE AND INSTALLATION OF TWO HVAC UNITS

The Rock Island County Health Department is hereby requesting bids for the labor, materials, and equipment required to acquire and install two (2) new HVAC units for the health department building. Sealed proposals will be accepted in person or by mail at Rock Island County Health Department-C/O Ron Finley, Maintenance Supervisor, 2112 25th Avenue, Rock Island, IL, before Wednesday, August 31, 2022, until 4:00 p.m., at which time they will be publicly opened and read. Proposal envelopes MUST BE SEALED AND MARKED “Rock Island County – HVAC Units” in order to avoid being opened prematurely.

The RFP is available online at http://www.richd.org. Technical questions, questions regarding the bid process or submitting your proposal, and site visit scheduling should be directed to Ron Finley, Maintenance Supervisor at 309-558-2955 or rfinley@rockislandcountyil.gov

RFP Schedule:

Request for Proposal issued Wednesday, July 27, 2022

Written proposals due Wednesday, August 31, 2022 by 4:00 p.m.

RICHD reserves the right to accept or reject any or all proposals; decide what services meet, exceed or are equal to specifications; and to waive any technicalities. RICHD reserves the right to cancel the proposal request any time prior to the acceptance of the proposal. The RFP, including specifications, is available online at http://www.richd.org. Technical questions and questions regarding the proposal process or submitting your proposal should be directed to Ron Finley, Maintenance Supervisor at (309) 558-2955.

The following items SHALL be included with each proposal for the HVAC units or the proposal will be subject to disqualification:

1. Bid Proposal forms properly filled out and signed.
2. Contractor/Supplier Certification.
3. EEO Policy Statement: Sign and date this page and include your own, if applicable.
I. EQUIPMENT AND INSTALL SPECIFICATIONS

Scope Requirements for the Replacement of Both Air Conditioning Units

At Rock Island County Health Department

1) Recover refrigerant from, disconnect, remove, and dispose of the existing condensing unit on the north side of the building as well as the condenser on the roof.
2) Disconnect and dispose of the existing evaporator coils in both air handlers.
3) Disconnect, remove, and dispose of the existing refrigerant piping for both units.
4) Provide and set a new 18 ton capacity condensing unit on the concrete pad on the north side of the building.
5) Modify the existing steel structure at the roof to accommodate a new condensing units footprint.
6) Provide and set a new 40 ton capacity condensing unit on the modified steel structure at the roof.
7) Provide and set a new evaporative coil in both air handling units in the basement.
8) Provide and install dual circuit refrigerant piping between the condensers and evaporator coils. Piping to include; service isolation valves at the air handlers, moisture indicators, and liquid line filters. All piping to be ACR copper thickness.
9) Pull a vacuum and charge the units with r-410a refrigerant.
10) Insulate the new refrigerant piping with ½” wall thickness Armaflex insulation.
11) Connect the new condensers to the existing electrical power wiring at their respective locations. The new condensers must include integral disconnects as part of the units.
12) Provide and install control cabling from the existing Johnson Controls Metasys system to the new condensing units. The new condensing units must include BACnet integration cards integrally in their control modules.
13) Integrate the new condensing unit controls into the existing Johnson Controls building automation system.
14) Start-up of the new units.
II. GENERAL SPECIFICATIONS

All planned services under this agreement will be performed during normal working hours (7a – 5p) when possible.

The contractor shall not be required to make safety tests or to install new attachments, additional controls, or equipment as recommended or directed by any insurance company, laboratory, or government agency, or to make replacements mentioned herein with parts or devices of a different design for any reason. Anything of this nature will be supplemental to this contract and paid for on a time and material basis.

Each preventative maintenance call shall be scheduled detailing exactly what tasks are to be performed and special tools and instruments needed to maintain the systems at optimum comfort and efficiency levels.

Limitation of Liability: The contractor will not be liable for any delay in furnishing or failure to furnish service due to fire, flood, corrosive substances in the air, strike, lockout, dispute with workers, inability to obtain material due to flooding, fire, unsafe conditions, of the said location, commotion, war, act of God or any cause beyond reasonable control.

Insurance Covering Special Hazards: special hazards which are known to or can be expected to exist on this type of work shall be covered by rider or riders to the General Conditions, Insurance Requirements, Paragraph B.

Where systems are vandalized or theft of parts occurs, RICHID will be responsible for parts and labor.

The contractor will be required to comply with the Clean Air Act, must have all the necessary equipment and trained & certified personnel to operate the same.

If you have any questions concerning the bid or the systems, or if you wish to inspect the systems before you submit a bid, please contact Ron Finley, Maintenance Supervisor 2112 25th Avenue, Rock Island, IL 61201 Phone (309)558-2955, or via email at rfinley@rockislandcountyil.gov

III. GENERAL CONDITIONS

1. Award of Bid – A contract will be awarded to the contractor submitting the lowest total bid, provided the proposal is in the best interest of the Rock Island County Health Department.

2. Submit bid in a sealed envelope, clearly marked with the proposal title (see above) on the outside.

3. The successful contractor will be required to execute a written contract, with sureties (performance bond and insurance requirements), within fifteen (15) days from acceptance of proposal.

4. Specifications are furnished for reference only in Section I. Contractors shall field verify conditions which could affect completion of work. Submission of the proposal will be construed
as evidence that such examination has been made, and later claims for labor or equipment required or for difficulties encountered will NOT be approved.

5. The Rock Island County Health Department reserves the right to correct accidental variances.

6. All proposals must be accompanied by a completed Contractor/Supplier Certification, pursuant to 720 ILCS 5/33E-11 (bid rigging or bid rotating).

7. All proposals shall remain valid for sixty (60) days, and any contractor submitting a proposal agrees not to withdraw or modify their proposal for this time period.

8. The successful contractor is responsible for job safety for their employees and shall comply with requirements of OSHA, and the U.S. Department of Labor.

9. The Rock Island County Health Department or its representatives shall have access to the work whether in preparation or in progress.

10. **Insurance Requirements:**

    The Contractor shall carry or require that there be carried Workers’ Compensation Insurance for all his employees and those of his subcontractors engaged in work at the site, in accordance with State or Territorial Workers’ Compensation Laws. Workers’ compensation, including occupational disease, as prescribed or permitted by law, in employer’s liability, with a limit of not less than $500,000 for each accident, $500,000 for Disease Policy Limit, and $500,000 for Disease each employee. The policy should include, when appropriate:

    - All states’ endorsements, and
    - United States’ Longshoreman and Harbor Workers’ Compensation Act.

    The Contractor shall carry or require that there be carried Commercial General Liability Insurance with limits of $1,000,000 to protect the Contractor and his subcontractors against claims for injury to or death of one, or more than one person, because of accidents which may occur or result from operations under the contract. Such insurance shall cover the use of all equipment, hoists, and mobile equipment on the site or hauling materials or debris from the site. Commercial general liability insurance for bodily injury and property damage with the combined single limit of not less than $1,000,000.00 for each occurrence is required on a primary, noncontributory basis. Coverage shall be extended for endorsements made and exclusions removed, as follows:

    - Premises and operations;
    - Blanket contractual;
    - Personal injury liability (extending to claims from employees of Contractor);
    - Contractor’s protective liability (for work let or sublet);
    - Products and completed operations;
    - Broad form property damage;
    - Explosion, collapse and underground damage (as applicable);
    - Professional Liability

    The Contractor shall carry or require that there be carried Comprehensive Auto Liability Insurance, including owned, non-owned hired or leased automobiles, used in connection
with this work, with a bodily injury and property damage combined single limit of $500,000.00 for each occurrence.

The Contractor shall carry or require that there be carried Excess and Umbrella Liability Insurance in the form following the underwritten coverages in the amount of $1,000,000.00 for each occurrence and $1,000,000.00 aggregate. The Contractor shall indicate on the certificate of insurance that the Excess and Umbrella policy is following form.

The Contractor shall carry or require that there be carried Property Damage Insurance in the amount of not less than $250,000 to protect him and his subcontractors from all claims for property damage which might arise from operations under this contract.

In case any or all of this work is sublet, the Contractor shall require the Subcontractor to procure and maintain all insurance required under this contract, and in like amounts. The Subcontractor’s policies shall be available to RICHD upon request.

Indemnify the RICHD - In addition to carrying the above insurance, the Contractor and his sureties will indemnify and hold harmless RICHD and all of its officers, agents, and employees against any claims or liabilities arising from or based on the violation of any law, ordinance, regulation, or order, whether by himself or employees.

All insurance policies are to be written by companies authorized to do business under the laws of the State of Illinois and acceptable to the Rock Island County Health Department. Irrespective of any other requirements herein, the General Liability, Auto Liability and Excess and Umbrella insurance policies, shall each name RICHD and its employees, acting within the scope of their duties, as additional insured for coverage. For the Worker’s Compensation, Auto Liability and General Liability insurance policies, the Contractor must also provide a waiver of subrogation.

11. This Proposal calls for the construction of a “public work” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors, subcontractors, and truckers to pay laborers, workers, and mechanics performing services on public works projects not less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. The current prevailing wage rates for projects may be found at: http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx.
12. **RFP’s will not be considered** unless the contractor offering the same shall furnish evidence satisfactory to RICHD that they have the necessary facilities, ability and pecuniary resources to fulfill the conditions and specifications.

13. **Statement of References** – Contractor shall provide a list of any current or previous contracts for similar services. List shall include the contracting agency, years of experience in this field, and an estimated number of services performed that year. Contractor shall also provide a list of equipment available to perform the work. **This information shall be provided with the sealed bid proposal.**

14. Contract will **not** be awarded to any person or persons in arrears to the Rock Island County Health Department, upon debt of contract, or who is a defaulter as surety or otherwise upon any obligation to RICHD.

15. The Rock Island County Health Department reserves the right to accept any proposal, waive formalities, and reject any or all proposals as its best interests may require.

16. Bid prices shall not include County, State or Federal taxes.

17. The contractor shall comply with all applicable local, state and federal laws relating to fair employment practices and prohibiting discrimination in employment involving public funds.

18. **Default** – It is understood that the following events, or any one of them, shall be considered a material breach of and default by the contractor under contract for work:

   A. Petition in bankruptcy.
   B. Assignment for the benefit of creditors.
   C. Refusal or failure to meet the specification or insurance requirements within seven (7) days after written notice by RICHD that noncompliance exists. In addition, RICHD reserves the right to withhold payment for failure to meet the specifications after such notice has been given.
   D. Allowing insurance policies to lapse without replacement prior to lapse.
   E. The consistent failure to pay just debts which result in lien or liens being filed against public funds.
   F. Any other matter that the specifications expressly define as a material breech.

   The Rock Island County Health Department shall be considered in default under and default of this contract when any of the following events occur:

   A. Consistently fails to make payment upon receipt of a proper and timely demand within the time specified in this contract.
   B. Any action that prevents the contractor, through no fault of their own, from performing under the contract for more than thirty (30) consecutive days.

19. The contractor shall obtain all necessary permits and licenses and comply with Rock Island County ordinances.

20. **Change Orders** – Any addition or subtraction of work by the contractor above and beyond that which is already mentioned, shall be done by written Change Order issued by RICHD. The added or subtracted dollar amounts shall be reflected in each change order.
21. Where RICHD requests evidence of insurance policies, the policies provided shall be DUPLICATES, not copies.

22. The contractor shall be responsible for filling out the Cutting, Welding and Hot Work Operations Permit and submit them to the city each time the listed work is performed on property.
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of (insert firm name) to provide equal employment opportunity to all persons regardless of race, color, religion, sex or national origin. Accordingly, we will take Affirmative Action to ensure that we will:

1. Recruit, hire and promote in all job classifications regardless of race, color, religion, sex or national origin.

2. Make promotional decisions that are in accordance with principles of equal opportunity by imposing only valid requirements for promotional opportunities.

3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, lay-off, returns from lay-off, company sponsored training, education, tuition assistance.

4. Conduct social and recreational programs sponsored by our agency without regard to race, color, sex and religion.

Firm name: 

Authorized signature: 

Title: 

Date: 
CERTIFICATION STATEMENT

IN COMPLIANCE WITH 720 ILCS T/33E-11 ILLINOIS COMPILED STATUTES, CHAPTER 38, SECTION 33E-11:
The undersigned individual certifies that he or she is not barred from bidding on this contract as a result of a violation or either 720 ILCS 5/33e-3 or 720 ILCS 5/33e-4 bid-rigging or bid-rotating.

INDIVIDUAL:
Signature of bidder: ________________________________________________
Business address: ________________________________________________
Business phone number: __________________________________________
SUBSCRIBED AND SWORN to before me on this date: _____________________ Notary Public

PARTNERSHIP:
The undersigned certifies on behalf of the partnership named below that the partnership is not barred from bidding on this contract as a result of a violation of either 720 ILCS 5/33e-3 or 720 ILCS 5/33e-4, proposal-rigging or proposal-rotating.

Further, the undersigned certifies and warrants that he or she is duly authorized to execute this certification on behalf of the partnership and in accordance with the partnership agreement and the laws of the State of Illinois and that this certification is binding upon the partnership and is true and accurate.

Partnership name: ________________________________________________
Signed by: _______________________________________________________
Business Address: ________________________________________________
Business phone number: __________________________________________
Insert names and addresses of all partners:

SUBSCRIBED AND SWORN to before me on this date: _____________________ Notary Public
CERTIFICATION STATEMENT

CORPORATION:
The undersigned certifies and warrants that he or she is duly authorized to execute this certification on behalf of the corporation in accordance with by-laws of the corporation and that this certification is binding upon the corporation and is true and accurate.

Corporate name: ___________________________________________________________

Signed by: ________________________________________________________________

Title:  ______________________________________________________________________

Business address: __________________________________________________________

Insert names of corporate officers:

President: ___________________________________________________________________ Secretary: ___________________________________________________________________

Treasurer: ___________________________________________________________________ Attest: ___________________________________________________________________

            Secretary