



Request for Proposals
Village Hall HVAC Condenser Replacement
June 12, 2024

Village Hall Condenser Replacement

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Section I: Request for Proposal

The Village of Homer Glen is seeking proposals from qualified firms for the replacement of one Carrier Condenser and coil at the Village Hall located at 14240 W 151st St.

Section II: Introduction

Incorporated April 17, 2001, the Village of Homer Glen is located in northeastern Will County, 25 miles southwest of downtown Chicago. Homer Glen has a population of approximately 24,263. Homer Glen is one of Will County's largest municipalities encompassing more than 22 square miles.

Section III: Scope of Work

Provide labor, material, equipment, related services, and supervision required, including, but not limited to, replacement of Carrier HVAC condenser and coil, as specified herein.

The installation, materials and workmanship must meet the 2015 International Building Code.

The current 10-ton condenser and coil are manufactured by Carrier. Existing air handler is being reused with new coil installed.

The new condenser and coil must be manufactured by Carrier, or approved equal.

Installation of new liquid line drier.

Installation of new coil drain piping.

Existing line set will be reused. Contractor must pressure test and flush existing line set. If during pressure test, existing line set is determined to have a leak, please provide your time and material rate to replace in the section IX Proposal Form.

Evacuate system and charge with new refrigerant.

Includes all low and high voltage wiring of new condenser.

All job-related debris shall be removed from the site by the contractor and disposed of properly. This includes recovering existing R-22 refrigerant and disposal of R-22 refrigerant within EPA regulations.

All labor shall be warrantied for one (1) year and all new equipment shall be warrantied for a minimum of five (5) years.

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All questions, inquiries, requests for public information and clarifications regarding this Request for Proposals are to be submitted to the Village of Homer Glen, no later than 12 p.m. on June 25, 2024 via email to Bill Frossard at bfrossard@homerglenil.org. Responses to all questions will be posted to the Village's website no later than 5 p.m. on June 26, 2024.

Section IV: Deliverables

The firm must provide the following:

1. Cover Letter, including the Name, Address, Phone Number, Email Address, and Brief History of Your Firm.
2. List a minimum of five (5) references, two (2) preferably should be government entities.

The Village will only accept proposals in one (1) bound hard copy format along with a USB Flash Drive. The Village will not accept proposals submitted via fax, email, or other electronic means. Proposals are to be submitted in a sealed package to:

Village of Homer Glen
Re: (vendor name)
Proposal for HVAC Condenser Replacement
Village Hall of Homer Glen
14240 W. 151st Street
Homer Glen, IL 60491
Attention: Bill Frossard, Facilities Coordinator

Each bid shall be accompanied by a Bid Guarantee in the form of a Bid Bond from a company with an A-1 best rating, or a cashier's check in the amount of ten percent (10%) of the total amount of the proposal and made payable to the Village of Homer Glen, 14240 W. 151st Street, Homer Glen IL 60491. No bid shall be withdrawn for a period of forty-five (45) days after the bid opening date without the consent of the Village. Checks or drafts of unsuccessful bidders will be returned as soon as possible after the opening and checking the bids.

The successful winning bidder must provide proper insurance acceptable to the Village. Each contractor is to submit their bid as indicated in the Specifications and include all signed supporting documents.

Section V: Evaluation and Selection Process

All respondents who submit a valid and complete response will be evaluated and rated based on the following criteria:

1. Competitive pricing within the Village's budgetary restraints.
2. Capability and history of the applicant as it relates to the scope of services.

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3. Past record of performance as determined from available information, including direct communication by the Village with firm's former clients.
4. Demonstrate capability, under current workload and resources available, to perform the work.

Section VI: Additional Terms of Qualification

The following additional terms must be met in the firm's preparation of and the Village's consideration of each submittal.

1. Compliance with Laws:
 - a. All services of any qualifying firm shall comply with all Federal and State of Illinois laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
 - b. A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
 - c. A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code {720 ILCS 5/33E-3, 33E-4}. Furthermore, qualifying firms must submit a completed and signed Non-Collusion Certificate (Appendix B).
 - d. A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act {30 ILCS 580/1, et. seq.}, and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
 - e. A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable. **Any permit fees from the Village of Homer Glen shall be waived for this project.**
 - f. A qualifying firm shall submit a completed and signed Certifications and Assurances form (Appendix A).
 - g. The contractor must have an Unlimited State of Illinois HVAC License.

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2. Insurance and Indemnification:

The Organization agrees to obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the Village with evidence of credible insurance, in the following types and amounts is necessary:

a) Workers Compensation and Employer's Liability with limits not less than:

- 1) Workers Compensation: Statutory;
- 2) Employer's Liability;
- 3) \$1,000,000 injury – per occurrence
- 4) Such insurance must evidence that coverage applies in the State of Illinois

b) Comprehensive Motor Vehicle Liability with limits for vehicles owned, non-owned or rented not less than:

Bodily Injury/Property Damage: combined Single Limit: \$1,000,000 per accident

c) Comprehensive General Liability with coverage written on an "occurrence" as is and with limits no less than:

- 1) Each Occurrence: \$1,000,000
- 2) General Aggregate: \$2,000,000
- 3) Products and completed operations: General Aggregate \$2,000,000

d) Umbrella Policy. The required coverages may be in any combination of primary, excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss. This policy should apply to the Commercial General Liability and Motor Vehicle Coverage. Minimum amount \$5,000,000 in combination. An exception for a lower limit may be granted at the discretion of the Village of Homer Glen. Such an exception could be based upon other criteria such as a review of their safety record, information provided by references, and/or any established prior history. Organization agrees to name the Village of Homer Glen, its officers, officials, Village President, Board of Trustees, agents, employee's representatives, volunteers, and attorneys, as additional insureds of the Comprehensive General Liability, Comprehensive Motor Vehicle Liability and Umbrella/Excess Policies. Organization agrees to provide insurance with an endorsement naming the Village of Homer Glen and its officers, officials, Village President, Board of Trustees, agents, employees, representatives, volunteers, and attorneys as additional insureds. Organization further agrees that all insurance policies are to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the Village.

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Section VII: Anticipated RFP Schedule

The following schedule is projected for the RFP selection process:

<u>Date / Timeframe</u>	<u>Project Task</u>
June 12, 2024	RFP is Advertised
June 21, 2024	Recommended Site Visit at 1pm
June 25, 2024	RFP Questions are Due
June 26, 2024	Responses to Questions Posted
July 8, 2024	Proposals are Due by 10am
July 8, 2024	Proposals are open and read aloud at 10am
July 24, 2024	Contract is Awarded

Section VIII: Contract

The Village reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into a written contract, which shall be submitted to the Corporate Authorities of the Village for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the firm.

Contractor should be prepared to accept a contract resulting from this RFP. It is understood that the proposal will become a part of the official file on this matter without obligation to the Village.

This RFP does not obligate the Village to contract for services specified herein.

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Section IX: Proposal Form

Complete, verify and sign the section below that represents the proposal to provide HVAC Services for the Village of Homer Glen.

_____ (Name of Firm) proposes to provide A new HVAC condenser and coil, as outlined, to the Village of Homer Glen, no later than , 2024 for the total cost of \$_____. This includes all services, materials, labor, management, reports and planning, transportation, and any other items considered a billable expense. Cost of replacement, line set time \$_____per hour material \$_____per linear foot

Signed: _____

Printed Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Dated: _____

Section X: Notice

- A. This RFP is not a contract or offer of employment.
- B. The cost of preparation of proposals shall be the sole obligation of the respondent firm.
- C. All submitted proposals, whether accepted or rejected, are the property of the Village of Homer Glen.
- D. The firm selected to perform the work must enter into a standard Village of Homer Glen contract, as written by the Village in consultation with the successful bidder.
- E. No subcontracting of this project is allowed. Only the successful winning bidder may perform the proposed work as described.

**APPENDIX A
CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Village without further negotiation at any time within the 60-day period.
2. In preparing this proposal, I/we have not been assisted by any current or former employee of the Village whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I understand that the Village will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the Village, and I/we claim no proprietary right to the ideas, writings, items, or samples.
4. I/we warrant that, in connection with this procurement:
 - a. The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
 - b. Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor
 - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Contractor _____

Signature _____ Date _____

Title _____

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APPENDIX B

NON-COLLUSION CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

(Printed Name of Contractor)

Address

City State Zip Code

Signature of Authorized Representative

Title Date