

August 7, 2019

The Des Plaines Public Library (“Library”), Des Plaines, Illinois, desires proposals from qualified contractors for the following:

**Three Year HVAC Comprehensive Maintenance Services for the  
Des Plaines Public Library, No 8-2019**

The contract shall run from November 1, 2019 through October 31, 2022. An automatic renewal clause (commonly known as an “evergreen clause”) shall not be included in the final contract. The Library reserves the right to terminate the contract upon thirty (30) days written notice if in the judgment of the Library the contractor has breached any provision of the contract or failed to perform to the satisfaction of the Library.

The Library is an 82,000 square foot building, built in 2000, and open to the public seven days a week, 72 hours a week. RFP specifications are available at [dppl.org/rfps](http://dppl.org/rfps).

The covered HVAC equipment of the Library is listed in Exhibit A, The Equipment List.

**SCOPE OF AGREEMENT**

The proposal shall include, but not be limited to:

- Full comprehensive and routine preventive maintenance services provided by the contractor on all equipment and associated devices related to the Heating, Ventilating & Air Conditioning (HVAC) systems and listed in Exhibit A.
- The contract shall INCLUDE all Fan Power Box (FPB) filter replacement, FPB motors, ductwork, piping and valves.
- The contract shall EXCLUDE all the following; the automated building control system, Variable Air Volume Box controls (VAVs), Fan Power Box controls (FPBs), and all electronic components and circuit boards directly related to operation of these boxes.
- Contractor furnished personnel, parts, materials, test equipment, tools and services in conformance with the terms and conditions as outlined below.
- Job labor, travel labor and travel to visually inspect and test the systems and equipment to determine and ensure proper operating conditions & efficiency.
- Priority emergency response to service requests (see EMERGENCY SERVICE CALLS, below)
- Contractor shall maintain all required licenses, and insurance as required by Illinois law including but not limited to Workers’ Compensation coverage.

- The proposal shall include the cost for a full service agreement that includes all labor and customary preventative maintenance material cost.
- Preventative maintenance includes, but is not limited to:
  - Inspect & repair minor leaks as required
  - Lubricate all moving parts
  - Check operation temperatures, pressures, fluid levels, refrigerant, voltages & amperages
  - Inspect and adjust
    - Motors and starters
    - Valves
    - Controls & safeties
  - Seasonal start-up inspections for both air-conditioning and heating systems
  - Seasonal shutdown procedure for both air-conditioning and heating systems
  - Condenser coil inspection & cleaning

Services Included:

The general services listed below shall apply to the systems and equipment as shown on Exhibit A, the Equipment List.

- Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
- Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- Lubricate all equipment where needed to permit bearings, gears and all contact wearing points to operate freely and without undue wear.
- Adjust all linkages, dampers, drive couplings, belts, motors, etc. that have drifted from the initial design settings and positions.
- Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.

Maintenance Supplies

- All miscellaneous parts and supplies necessary to maintain the mechanical systems and equipment shall be supplied by the contractor and shall be included in the cost of the service program (belts, lubricants, tools, test instruments, meters, etc.), except for air filters.
- The contractor shall change all air filters at a frequency dictated by dirt conditions, but no less than two times per year. This shall include filters for all air handling units, electric wall mounted heaters, and ceiling located accessible FPB's. The Des Plaines Public Library will provide all filters required for air handling units and FPBs and wall mounted electric heat units.

The contractor shall be available, at no additional charge, for consultation on minor design and equipment changes, or needed modifications to all mechanical systems.

The contractor shall provide the Des Plaines Public Library with a list of service rates, including standard rates, overtime rates, and holiday rates for any needed HVAC service not covered in the service contract.

### **PREVENTIVE MAINTENANCE AND EMERGENCY SERVICE CALLS**

- The contractor shall provide the Des Plaines Public Library with a written schedule and perform routine preventive maintenance services no less than quarterly.
- After each service call, the Head of Building and Security Services may immediately access the status and detail of the work via the internet or email and review all work accomplished and any part(s) replaced.
- Two of the scheduled service visits shall include the system start-up and the system shut-down, for the appropriate season.
- The contractor shall provide unscheduled requested service as needed during normal business hours, Monday through Friday and be capable of responding on site within four (4) hours.
- The Des Plaines Public Library is open seven days a week, 72 hours a week. Service requested before 8:00 a.m. and after 5:00 p.m. Monday through Friday and on weekends will be considered emergency service, and will be performed for a pre-determined rate listed in the service contract proposal.
- The contractor shall be capable of responding to any emergency situation within four (4) hours.
- Emergency service response system shall be answered by a direct employee of the contractor. Automatic telephone answering/recording machines or home telephone numbers are not acceptable.

#### **Equipment Repair/ Replacement**

If in the course of service under a signed contract, the contractor shall determine that a repair to or replacement of any HVAC equipment is necessary or would be beneficial to the Library, contractor shall promptly advise the Library of this determination and upon receipt of a signed work order from the Library the contractor shall complete the repair or replacement.

If during the building walkthrough any of the equipment listed in Exhibit A is determined by the contractor to be beyond repair and must be replaced, the contractor will inform the library of the item and its replacement cost in their proposal.

### **PROPOSAL**

Contractors must submit the following documents:

- Annual costs for a 3-year contract commencing on November 1, 2019 and ending on October 31, 2022.
- Cover letter indicating your understanding of the requirements and identifying the primary contact for this service.
- Details of the preventive maintenance services which will be provided.
- Labor costs for 8 to 5, Monday through Friday service.
- Labor costs for evening and Saturday/Sunday service.
- Information regarding your firm's history and qualifications. Please provide the detail of your experience working with the equipment listed.
- Three (3) references from similar sized/type clients within the last five years including current contact information.
- Certificates of Liability Insurance covering all services.
- Expected response time to service requests (must be 4 hours or less).
- Job labor, travel labor, and travel expenses for services not covered by the preventative maintenance and if these rates are discounted and the amount of the discount.
- Include if parts ordered through your company are discounted and the amount of the discount.
- A list of any items determined to be beyond repair during the library building walkthrough and their replacement cost.
- A list of all subcontractors that will be used to perform the work, if any, including addresses and phone numbers, work to be performed, demonstrated qualifications and experience, and resumes of key personnel. The proposal shall designate which tasks will be subcontracted and shall state that subcontractors contracting with the contractor to perform this work shall be governed by the terms and conditions applicable to the contractor's work. The proposal also shall state that the contractor will provide such documents to the subcontractor to inform them of this obligation.

#### Selection Criteria

Proposals will be evaluated by representatives of the Library with such other assistance as required. Proposals will be evaluated based on demonstrated experience and qualifications of the firm, the proposed cost for the work, and the availability and capacity of the firm to perform the work in a timely manner.

In considering any responses delivered in response to the request for proposals, the Library reserves the right to:

- accept or reject any proposal that fails to comply with the requirements set out in the request for proposals for the content of proposals;
- assess proposals as it sees fit, without in any way being obligated to select any proposal or contractor;
- the right to require clarification after the dates and times set out above from any one or more of the contractors in respect of proposals submitted;
- the right to communicate with, meet with or negotiate with any one or more of the contractors respecting their proposals or any aspects of the project;

- reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.

### Contract

The request for proposals is solely a request for expressions of interest and statements of qualifications. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract.

### Compliance with the Law

The contractor shall at all times observe and comply with all laws, ordinances and regulations of the Federal, State, county and local government, which may in any manner affect the preparation and submittal of the request for proposals, the contract with the Library and the performance of the work, including but not limited to all of the applicable provisions of the Illinois Prevailing Wage Act, the Illinois Human Rights Act and all environmental laws.

### Representation

By submitting its proposal to the Library, each contractor represents and warrants to the Library that the information in its proposal is accurate and complete.

### Proprietary Information

Although the Library does not guarantee that information contained in any proposal will remain confidential, if contractor considers that any part of its proposal is proprietary, including by reason of its being copyright, the proposal must clearly identify those portions of it that are considered proprietary.

The information submitted in each proposal may be subject to public disclosure pursuant to the Freedom of Information Act [5 ILCS 140/1 et seq.]

**A mandatory building walkthrough will be held on Thursday, August 22<sup>nd</sup> at 11 a.m.** for all interested contractors. Deadline for proposals to be received by Library Director Jo Bonell at the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, IL, is Thursday, August 29, 2019 at 11 a.m.

Sincerely,

Roberta S. Johnson  
Assistant Library Director  
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