Naperville Public Library

Request for Pricing

Naper Blvd. Library:
Replacement of:
Boiler
Condenser
Control System

Submission Date/Time:
June 25, 2015 at 10:00 a.m. CST

Place:
Nichols Library-Board Room
Office of the Director
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:

**Naper Blvd. Library:**

**Boiler & Condenser & Control System Replacement**

**RFP Opening: June 25, 2015, 10:00 a.m., local time**

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

A site inspection will be held on Thursday, June 11, 2014, at 9:30 AM at the Naper Blvd. Library, 2035 S. Naper Blvd., Naperville, IL 60565. Bidders attending must sign in for the site inspection in the lobby of the Naper Blvd. facility. Parties interested will meet Ms. Denise Pucel.

Please note the following requirements of the Request for Proposal:

- Price Work Sheet
- Proposal Form
- References
- Responses to Question List
- Original and One Copy and One Electronic Copy of Your Full Submitted Proposal (Three (3) Full Copies)

The Library may accept or reject any or all proposals.

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 by 12:00PM Tuesday, June 16, 2015. 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 Thursday, June 18, 2015.

Sincerely,

Jeffry Scheuerman
Finance Manager
BIDDING PROCEDURES

1. Proposal Forms
2. Submission of Proposals
3. Addendum
4. Questions
5. Alternate Proposals
6. Alternate Proposals, solicited
7. Proposals Binding For 90 Days
8. Withdrawal of Proposals

Awarding the Proposal

9. Criteria for Awarding /Reservation of Rights
10. Notice of Award
11. Registration Required

Price

12. Tax Exemption


13. General Guaranty
14. Warranties
15. Insurance
16. Indemnification
17. CERCLA Indemnification

Assignment/Termination/Default

18. Assignment
19. Termination of Contracts
20. Default

Miscellaneous

21. Material Safety Data Sheets
22. Public Works Projects-Employment of Illinois Laborers
23. Prevailing Wages
24. Non-Resident Executive and Technical Experts
25. Force Majeure
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 her 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:** All questions concerning the RFP shall be submitted to the Library. Questions requiring a clarification or interpretation of the specifications shall be submitted to the Library in writing either by fax at 630.961.4119 or by email to jscheuerman@naperville-lib.org by 12:00PM Tuesday, June 16, 2015. The Library will post a written response on our website www.naperville-lib.org in the form of an Addendum by the end of day, Thursday, June 18, 2015. Whenever the answer to a question is contained in the documents, the proposer shall be directed to the provision in the specifications which responds to the question. 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 whom, upon 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 receipt, 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 E9991-2953-06.
13. **GENERAL GUARANTY:** Vendor 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 uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract which the Vendor 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 Vendor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him FOR A PERIOD OF ONE YEAR from date of commissioning if required unless otherwise specified in the specifications. 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 Vendor. At the Vendor's expense, the Vendor 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 Vendor's expense, the Vendor 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 Vendor's operations. The Vendor shall furnish Certificates of Insurance to the Library before starting construction or within ten (10) days after the execution of the contract, whichever date is reached first. 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 lowest responsive, responsible bidder will be required to provide an acceptable certificate of insurance prior to a recommendation of award.

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 Vendors, 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 Vendor's operations or premises, SubVendor's operations or premises, anyone directly or indirectly employed by the Vendor or SubVendor, and the Vendor'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 Vendor shall require each SubVendor 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 Vendor shall provide, and shall cause each subVendor 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:

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<td>Combined Single Limit</td>
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(E) **Umbrella:**

i. Limits:

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<th>Options</th>
<th>Limits</th>
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<td>Each Occurrence/Aggregate</td>
<td>$2,000,000.00</td>
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ii. Cover all claims arising out of the Vendor’s operations or premises, SubVendor’s operations or premises, anyone directly or indirectly employed by the Vendor or SubVendor, and the Vendor’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 Vendor understands and agrees that any performance bond or insurance protection required by this contract or otherwise provided by Vendor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Library as herein provided.

16. **INDEMNIFICATION:** The Vendor 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 Vendor, its employees and agents, or its subVendor(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 Vendor shall be liable for the costs, fees, and expense incurred in the defense of any such claims, actions, or suits.

17. **CERCLA INDEMNIFICATION:** The Vendor 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 Vendor, 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 Vendor 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 Vendor, 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 Vendor upon non-performance or violation of contract terms. Upon receipt of such notice, the Vendor 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 Vendor (or his surety) shall be liable to the Library for costs incurred by the Library in excess of the defaulted contract prices. However, the Vendor 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.

   Vendors 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 Vendor and approved by the contracting officer.

23. **PREVAILING WAGES:** Vendor 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 06-135, (“An Ordinance Ascertaining Prevailing Wages In The City of Naperville”), and any applicable superseding ordinance or public law.
24. **NON-RESIDENT EXECUTIVE AND TECHNICAL EXPERTS:** Every Vendor 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 VENDOR 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 VENDOR’s control” if committed, omitted or caused by OWNER and VENDOR, OWNER and VENDOR’s employees, officers or agents or a subsidiary, affiliate or parent of OWNER and VENDOR or by any corporation or other business entity that holds a controlling interest in OWNER and VENDOR, whether held directly or indirectly.
Naperville Public Library  
Request for Proposal  

Naper Blvd. Boiler Replacement  

**Purpose:**  
The Naperville Public Library is soliciting proposals for the removal, proper disposal of two existing boilers and the installation of two new high efficiency boilers.  

**Scope of work:**  
- Disconnect, demo, remove, and dispose of (2) existing boilers.  
- Demo existing boiler piping and wire.  
- Disconnect controls, and install new panel for reconnection to new control system (on separate RFP).  
- Demo existing piping system, flue piping, gas lines and controls as needed for boiler replacement.  
- Drain and flush existing building piping system as needed for boiler replacement and new controls installation.  
- Verify and include any modifications to concrete pads to accommodate new boilers.  
- Remove existing hw pumps and replace with (2) new primary pumps.  
- Provide and install (2) Hi-eff. (800-850 mbh) condensing boilers.  
- Provide and install new combustion and flue vent.  
- Install direct air intake to each boiler.  
- Supply and install all material necessary to modify and reconnect building hot water piping system, and controls to new boilers.  
- Install (1) side stream filter for boiler piping system if necessary based on boiler manufacturer recommendations or government requirements.  
- Provide new circuits and disconnects for new boilers as required.  
- Refill building piping.  
- Core drill for all new penetrations needed and sealing of all wall/roof penetrations.  
- Insulate new hws/hwr piping as required.  
- Provide pipe identification as required.  
- Test and balance boiler system after installation.  
- Start-up, verify proper operation and check for leaks.  
- Mechanical contractor to verify existing conditions in boiler room and include any additional work required i.e. valves, regulators, pump replacements or additions required for new set-up, control modifications, flue modifications, etc.  
- Owner training.
Naper Blvd. Condenser Replacement

Purpose:
The Naperville Public Library is soliciting proposals to disconnect and remove the existing condenser and install a new one.

Scope of work:

- Disconnect, demo, remove, and dispose of the existing condenser and associated piping.
- Electric demo and disconnect the existing electric service.
- Properly dispose of existing refrigerant/oil.
- Supply and install (1) new 90-ton air cooled condensing unit. Unit to have scroll compressors, (2) refrigerant circuits, multiple stages of cooling, spring isolator kits, and disconnect switches.
- Supply and install (2) new DX coils in existing AHU, and included dismantling and modifying AHU as needed for new coil installation.
- Core drilling for all new penetrations needed and sealing of all wall/roof penetrations.
- Provide and install all necessary piping and components for proper operating refrigerant circuits/systems.
- Provide and install insulation of all suction lines.
- Modify the existing electrical circuits as needed for the new condenser.
- Supply and install new circuits as needed for new condenser.
- Supply and install new main disconnects for new condenser.
- Provide and install new condensate pan in AHU.
- Provide proper pipe identification as required.
- Pressure test and leak check system.
- Start-up and verify proper operation and make adjustments as required.
- Provide training to owner staff.

Naper Blvd. Control System Replacement

Purpose:
The Naperville Public Library is soliciting proposals to disconnect and remove the existing pneumatic controls and install a new DDC Control System.

Scope of work:

- Perform site inspection of existing conditions for purpose of design of new system.
- Perform building controls system design and engineering.
- Disconnect and remove existing building pneumatic controls as needed for new control system installation.
- Install new web based control system (user interface and enterprise connectivity station pack).
- Program graphics creation.
- Create software database (consisting of mapped points from hardware devices as well as virtual point).
- Provide control and 24v power wiring for new control system. Control wire shall be plenum rate when installed above ceiling. Shall be in conduit in exposed areas, i.e. Mechanical rooms.
- Provide boiler optimization programming per manufacturer’s specifications.
- Monitor start/stop/status of secondary pumps.
- Connect VFDs to the control system and provide pump control.
- Connect (2) secondary differential pressure sensors to the new control system.
- Connect (5) exhaust fans with start/stop/status control.
- Install pressure sensors at (4) relief fans
- Provide control training to owner staff.
Supplies:
The Vendor shall provide all supplies necessary to perform the contracted work to current industry standards. The Vendor shall provide to Owner Material Safety Data Sheets (MSDS) on all chemicals prior to their use on the Owner’s properties.

Equipment:
The Vendor shall provide all equipment necessary to perform the contracted work to current industry standards. The Vendor shall maintain all equipment in proper working order at all times. Furthermore, the Vendor shall insure that all equipment is operated safely, all safety guards are in place and functioning, and per the manufacturer’s directions.

References:
All respondents must provide a minimum of three references of a similar size and scope of service provided over the past 12 months. The reference list shall include the company name, contact name, contact phone number, the type of work done and the length of time the service has been provided.

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
- References
- Responses to Question List
- Original and One Copy and One Electronic Copy of Your Full Submitted Proposal (Three (3) Full Copies)

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:
1. Overall cost (70%)
2. References (15%)
3. Proposal Quality (15%)
**Question List Regarding Naper Blvd HVAC Project:**

**Equipment:**
- What additional equipment is needed to monitor the system i.e. computer, monitor, smartphone, etc.?
- If additional equipment is needed to monitor the system is it included in the price?
- Does the boiler manufacturer dictate the material and size of the flue or does the HVAC Company make that determination?
- Will the DDC controls for the outside and return dampers be replaced?
- What current equipment is not being replaced as part of this project?
- Is any of the equipment you’re recommending going to become obsolete and not live out its full lifecycle?
- Are new connect/disconnect electrical circuits being provided and installed for the new condenser?

**Operations:**
- Will the new control system be expandable?
- Will the boiler operation adjust to the building load during summer months? How is it controlled manually or automatically?
- If the boilers are direct vented will there be enough make-up air for the hot water heater?
- Will any isolation or 3-way valves be replaced if found inoperable?
- What criterion was used to determine the recommended equipment?
- Is a backflow preventer or a break-tank needed?
- Is there any special equipment needed for efficient operations that were not included as part of this bid?
- Is the small heater in the boiler room adequate for the room given the new boilers efficiency?
- Is any additional air-balancing included once the new condenser is installed part of your pricing?

**Service:**
- Do you anticipate any disruption of service to the Library or its patrons?
- Are the techs qualified to work on the equipment quoted?
- How long is the warranty period on the equipment being installed?
- Will your company conduct an inspection of the equipment to ensure all warranty requirements are met prior to the expiration?
- Does the flushing of the system include the flushing of the fan power boxes?
- Are all recommended manufacturer and efficiency requirements included in this bid?
- Will assistance be given for applying for any rebates?
- Will all old automation equipment be removed and properly disposed of as part of the new control system?

**Timing:**
- What is the lead time for the equipment; i.e. boilers, condenser and controls?
- What is the recommended installation order given the current season?
- What is the estimated time for completion of the project?
NAPERVILLE PUBLIC LIBRARY
Naper Blvd. Library:
Boiler & Condenser & Control System Replacement
June 25, 2015
Price Work Sheet

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

FIRM NAME:______________________________________________________________

TAX ID #: ________________________________

CONTACT: ___________________ EMAIL: ________________________________

TELEPHONE NO.: ___________________ FAX: ________________________________

Boiler $ ___________________

Condenser $ ___________________

Control Settings $ ___________________

(1) Include schedules that provide the detail costs with all one-time costs: shipping costs, fees and any other charges that will be applied. Naperville Public Library is a tax exempt organization.
NAPERVILLE PUBLIC LIBRARY

PROPOSAL FORM

RFP TITLE: Naper Blvd. Library: Boiler & Condenser & Control System Replacement

RECEIVED BY: June 25, 2015 TIME DUE: 10:00 A. M.

WHERE: Nichols Library-Office of the Director, 200 W Jefferson Ave, Naperville 60540

The undersigned proposer, having examined the specifications and other documents, hereby agrees to supply the product as per the attached specifications and to provide the service or 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. ________.
(Each individual number must be listed)

PLEASE SUBMIT ONE (1) ORIGINAL

AND

ONE (1) COMPLETE COPY OF YOUR PROPOSAL

AND

ONE (1) ELECTRONIC COMPLETE 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: ______________________

AUTHORIZED REPRESENTATIVE: _________________________________________(Typed)

SIGNATURE:__________________________

DATE: ___________ TITLE:_________________________________________________