REQUEST FOR PROPOSAL

June 2, 2008

Illinois Valley Community College
Chiller Maintenance – PR09-01

Illinois Valley Community College (IVCC) is accepting proposals for an annual maintenance of six (6) McQuay Screw Chillers in accordance with the accompanying specifications.

Proposals are due in the Purchasing Department, C-343, on or before 2:00 p.m., June 17, 2008. Proposals received after the date and time specified will not be considered for award. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. IVCC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor. Faxed proposals will not be considered for award. Proposals must be submitted in a sealed envelope clearly marked “Chiller Maintenance”.

Signature:
Illinois Valley Community College requires the signature to be that of an authorized representative of said company. Each bidder, by making her/his bid, represents that they have read and understand the bidding documents and that these instructions to bidders are part of the specifications.

Term of Contract:
The agreement will commence on July 1, 2008 and end on June 30, 2011 with the option to be renewed in one (1) year increments unless terminated.

Proposed Agreement:
Submit a sample of your company’s agreement with your proposal.

Taxes:
IVCC is exempt from all federal excise, state, and local taxes.

W-9 Form:
Complete the enclosed W-9 Form and return with your proposal

Certification Forms:
Bidders must sign the enclosed Certification Forms that refer to the Criminal Code of 1961, the Illinois Human Right Act dealing with Sexual Harassment and the Illinois Substance Abuse Prevention of Public Works Projects Act. The signed certifications must be submitted with your bid. Failure to do so may result in the rejection of your bid.

Prevailing Wage:
Vendor shall not pay less than the prevailing rates of wages as determined by the Illinois Department of Labor for those performing work and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12).
**Prevailing Wage Continued:**
If, during the course of work under this contract, the Department of Labor revises the prevailing rate hourly wage to be paid under this contract for any trade or occupation, Owner, will notify contractor and each subcontractor of the changes in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the contract sum.

**Addenda:**
The only method by which any requirement of this RFP may be modified is by a written addendum. If an addendum to the RFP is required, the IVCC Director of Purchasing will mail or fax the addendum within a reasonable time prior to the due date. Proposals may not be considered if they do not include acknowledgement of all addenda.

**Insurance:**
The vendor performing services for IVCC shall, 1) maintain worker’s compensation insurance as required by Illinois statues, for all employees engaged in work; 2) maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be $1,000,000 liability for bodily injury and property damage including product liability and completed operations; 3) provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in the RFP. Minimum coverage will be $1,000,000 per occurrence combined single limit for automobile liability and property damage. **Proof of insurance must be forwarded to the IVCC Business Office before start of work.**

**Award Criteria:**
The successful vendor, as determined by IVCC, shall be required to execute a contract for the furnishing of all services, inspections and maintenance of the chillers. As provided by statute, award will be based on the lowest and best (most advantageous to IVCC) as determined by consideration of:
1. Price for services to be performed,
2. General reputation and performance capabilities of the bidder,
3. Conformity with specifications herein, and
4. Availability of service and repair facilities and personnel.

As deemed in the best interest of IVCC, the right is reserved to reject any and all bids or waive any minor irregularity or technicality in bids received.

**Bid Award:**
The successful contractor, and/or any contractor, shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of the contractor.

**Bid Security:**
Bid Security, in the amount of not less than ten percent (10%) of the bid amount, payable to IVCC, in the form of a certified check, cashier’s check or bid bond must accompany bids. Such security will be considered a pledge that bidder will enter into a contract on the terms stated in the bid and will furnish bonds covering the full performance of the contract and full payment of all obligations. Should bidder, if selected, refuse to enter into contract or fail to provide satisfactory bonds, bid security will be forfeited to IVCC as liquidated damages. Bid security will not be forfeited in the event that IVCC fails to enter into a contract.

Bid securities will be returned to bidders as soon as practicable. IVCC reserves the right, however, to retain bid securities of all bidders to whom contract award is being considered until: (1) contract has been enacted; (2) sixty (60) days after bid date; or (3) all bids have been rejected, whichever is sooner.

**Investigation of Bidders:**
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Illinois Valley Community College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.
**References:**
Bidders will provide a minimum of three (3) references for which a comparable project has been performed. References must include company name, phone number, and contact name.

**Equal Opportunity Employment:**

Illinois Valley Community College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educations programs, and activities it operates.

___________________________
Pat Reed
Director of Purchasing

ILLINOIS VALLEY COMMUNITY COLLEGE
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: 815.224.0417

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
Illinois Valley Community College (IVCC) is requesting proposals for a three year maintenance agreement of six (6) McQuay Screw Chillers. An Equipment Schedule and a Preventative Maintenance Form are enclosed. The successful bidder shall perform quarterly inspections to the McQuay Screw Chillers to include, but not limited to, the following:

- Inspect for refrigerant and oil leaks.
- Inspect vibration eliminators and water piping for leaks.
- Check freeze protection, evaporator and piping heaters, glycol content.
- Check and blow down water piping strainers.
- Check refrigerant in sightglass.
- Check compressor oil presence in sightglass, if applicable.
- Inspect and tighten electrical connections.
- Check relays and operating/safety controls.
- Check crankcase heater operation.
- Meg hermetic motor.
- Check operation of electronic expansion valve.
- Perform MicoTech check, log, and last fault analysis, analyze performance.
- Check condenser coils, clean debris from around condenser, Model ALS air cooled units.
- Check condenser fan operation, Model ALS air cooled units.

Successful bidder will be responsible for the following:

a. Furnish labor, OEM parts, oil, and material needed to maintain the equipment in good operating condition, performed during normal working hours.
b. Annually brush clean the airside of air-cooled condensers with procedures determined by manufacturer.
c. Maintain the following items related to the equipment:
   i. Electric wiring from the starter to its respective motor.
   ii. The pressure and temperature controls, thermometers, gauges, control devices, thermostats and manual valves located on the equipment.
   iii. Starters.
d. Provide a written report to IVCC about the condition of the equipment and any recommendations for enhancements to maintain capacity, reliability and efficiency.
e. Emergency service response 24 hours per day, 7 days per week including holidays.

IVCC will be responsible for the following:

a. Designate a representative in its employ to receive instructions in the operation of the equipment. Such representative shall have authority to carry out recommendations received from successful bidder.
b. Allow successful bidder to start and stop the equipment in order to perform services.
c. Operate the equipment in accordance with manufacturer instruction, and will notify successful bidder of any change in the usual operating conditions.
d. Provide reasonable means of access to the equipment.
Preventative Maintenance

**Spectrochemical oil analysis**

<table>
<thead>
<tr>
<th>Parameters tested</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metals</td>
<td>Diagnosis</td>
</tr>
<tr>
<td>Moisture</td>
<td>Trends</td>
</tr>
<tr>
<td>Acid Number</td>
<td>Recommendations</td>
</tr>
</tbody>
</table>

Oil analysis(es) will be performed annually

**Refrigerant Analysis**

<table>
<thead>
<tr>
<th>Parameters tested</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>High boiling residue</td>
<td>Diagnosis</td>
</tr>
<tr>
<td>Acid number</td>
<td>Trends</td>
</tr>
<tr>
<td>Moisture content</td>
<td>Recommendations</td>
</tr>
</tbody>
</table>

Refrigerant analysis(es) will be performed annually

**Vibration Analysis**

<table>
<thead>
<tr>
<th>Parameters tested</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure horizontal deflections</td>
<td>Report</td>
</tr>
<tr>
<td>Measure vertical deflections</td>
<td>Trends</td>
</tr>
<tr>
<td>Measure axial deflections</td>
<td>Recommendations</td>
</tr>
</tbody>
</table>

Establish baseline

Vibration analysis(es) will be performed annually
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Site</th>
<th>Qty</th>
<th>Manufacturer</th>
<th>Model/Serial No.</th>
<th>Service</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air-Cooled Screw Chiller</td>
<td>Building A</td>
<td>155 tons</td>
<td>1 McQuay</td>
<td>Model # ALS155A Serial # 56k8150801</td>
<td>Screw Chiller &amp; Predictive Maintenance</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Air-Cooled Screw Chiller</td>
<td>Building B</td>
<td>155 tons</td>
<td>1 McQuay</td>
<td>Model # ALS155A Serial # 56k8150901</td>
<td>Screw Chiller &amp; Predictive Maintenance</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Air-Cooled Screw Chiller</td>
<td>Building C</td>
<td>195 tons</td>
<td>1 McQuay</td>
<td>Model # ALS195A Serial # 56k815201</td>
<td>Screw Chiller &amp; Predictive Maintenance</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Air-Cooled Screw Chiller</td>
<td>Building D</td>
<td>155 tons</td>
<td>1 McQuay</td>
<td>Model # ALS155A Serial # 56k815401</td>
<td>Screw Chiller &amp; Predictive Maintenance</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Air-Cooled Screw Chiller</td>
<td>Building E</td>
<td>140 tons</td>
<td>1 McQuay</td>
<td>Model # ALS140A Serial # 56k8151501</td>
<td>Screw Chiller &amp; Predictive Maintenance</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Air-Cooled Screw Chiller</td>
<td>Building C</td>
<td>190 tons</td>
<td>1 McQuay</td>
<td>Model # ALS190C27-ERII Serial # STNU021200078</td>
<td>Screw Chiller &amp; Predictive Maintenance</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>
Date: __________, 2008

Having read and understand the bidding requirements, offer the following for the maintenance to the McQuay Screw Chillers:

$ ____________________

The following is enclosed:
  Bid Bond  ________
  Completed Certification Forms (2) ________
  Sample Agreement ________
  Completed W9 ________
  References ________

Addendum #1 ________ Dated __________
Addendum #2 ________ Dated __________
Addendum #3 ________ Dated __________

Signature:

Representative Name (please print) ________________________________

Representative Signature ________________________________

Company Name ________________________________

Phone #          Fax #          E-Mail Address
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE
    DISTRICT 513
    OGLESBY, IL  61348

Pertaining to the bid titled: Chiller Maintenance – PR09-01

I/we, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348
Bid Date: 

Project No.: 

Project Name: 

Location: 

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

A. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635.

________________________
Contractor/Subcontractor

________________________
Name of Authorized Representative (type or print)

________________________
Title of Authorized Representative (type or print)

________________________
Signature of Authorized Representative                  Date

B. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has in place, for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act, the attached substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

________________________
Contractor/Subcontractor

________________________
Name of Authorized Representative (type or print)

________________________
Title of Authorized Representative (type or print)

________________________
Signature of Authorized Representative                  Date
Form W-9

(Rev. November 2005)

Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

**Part I ** Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II ** Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if you have not received notification from the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<table>
<thead>
<tr>
<th>Sign Here</th>
<th>Signature of U.S. person ▶</th>
<th>Date ▶</th>
</tr>
</thead>
</table>

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 31.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,