May 20, 2011

Illinois Valley Community College District No. 513 (the College) is accepting sealed proposals for annual maintenance of six (6) McQuay Screw Chillers in accordance with the accompanying specifications.

**INSTRUCTIONS TO VENDORS**

Proposals will be received and publicly read aloud in Room C-342, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 1:00 P.M. on June 2, 2011. Proposals received after this time will not be accepted and will be returned to you unopened. Faxed proposals will not be accepted.

Proposals must be made in accordance with the instructions contained herein. Questions concerning this proposal may be directed to the Purchasing Department at 815-224-0417. Proposals shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the vendor’s name and address. Submit all proposals to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 Orlando Smith Road
Oglesby, Illinois 61348

**ACKNOWLEDGEMENT OF ADDENDA:**
Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**BID SECURITY:**
Bid Security, in the amount of not less than ten percent (10%) of the proposal amount, payable to IVCC, in the form of a certified check, cashier’s check or bid bond must accompany proposals. Such security will be considered a pledge that bidder will enter into a contract on the terms stated in the proposal 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 proposal date; or (3) all proposals have been rejected, whichever is sooner.
PROPOSAL PROCEDURES:
No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College’s Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Interim Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Interim Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS:
The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION:
The College is tax exempt and therefore all proposal submissions should not include tax.

TERM OF CONTRACT:
The agreement will commence on July 1, 2011 and end on June 30, 2014 with the option to be renewed in one (1) year increments unless terminated.

AWARD CRITERIA:
As provided by statute, award will be based on the lowest and best (most advantageous to the College) 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
4. Location and availability of service and repair facilities and personnel

As deemed in the best interest of the College, the College reserves the right to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

INVESTIGATION OF BIDDERS:
The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The 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.

PROPOSAL AWARD:
The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

PROPOSED AGREEMENT:
Submit a sample of your company’s agreement with your proposal.
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.

CERTIFICATE OF INSURANCE:
The vendor must provide, within five (5) calendar days of proposal award notification from the College, certificate of insurance evidencing the insurances provided by the vendor and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the College as the Certificate holder and Additional Insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the College.

1. Workers Compensation
   a. $1,000,000 per accident
   b. Commercial Comprehensive Liability
2. Commercial Comprehensive Liability
   a. Each occurrence: $1,000,000
   b. Products/Completed Operations Aggregate: $2,000,000
   c. Personal/Advertising Injury: $1,000,000
   d. General Aggregate: $2,000,000
   e. Policy shall include: $2,000,000
   a. Bodily injury - $1,000,000 per person
   b. Bodily injury - $2,000,000 per accident
   c. Property damage: $1,000,000 OR
   d. Combined single limit: $1,000,000
4. Umbrella
   a. Umbrella Excess Liability: $2,000,000

CERTIFICATION FORM:
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT:
Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College District No. 513 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, education programs, and activities it operates.
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).

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.

W-9 FORM:
Please complete the enclosed W-9 form and return with your proposal.
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.
Chiller Maintenance

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>
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<tr>
<td>Moisture</td>
<td>Trends</td>
</tr>
<tr>
<td>Acid Number</td>
<td>Recommendations</td>
</tr>
</tbody>
</table>

1 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>

1 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>

<table>
<thead>
<tr>
<th>Establish baseline</th>
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1 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>
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<tbody>
<tr>
<td>Air-Cooled Screw Chiller</td>
<td>155 tons</td>
<td>1</td>
<td>McQuay</td>
<td>Model # ALS155A Serial # 56k8150801</td>
<td>Screw Chiller &amp; Predictive Maintenance</td>
<td>Quarterly</td>
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<td>Building A</td>
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<td></td>
<td></td>
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<td>Air-Cooled Screw Chiller</td>
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<td>Building B</td>
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<tr>
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<td>McQuay</td>
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<td>Quarterly</td>
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<td>Building C</td>
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<td>McQuay</td>
<td>Model # ALS155A Serial # 56k815401</td>
<td>Screw Chiller &amp; Predictive Maintenance</td>
<td>Quarterly</td>
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<td>Building D</td>
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<tr>
<td>Air-Cooled Screw Chiller</td>
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<td>Model # ALS190C27-ERII Serial # STNU021200078</td>
<td>Screw Chiller &amp; Predictive Maintenance</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>
Chiller Maintenance

BID FORM/SIGNATURE PAGE

Date: ____________, 2011

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

$ _______________________

The following is enclosed:

Acknowledgement of Addenda ________
Bid Bond ________
Completed Certification Forms (2) ________
Completed W-9 ________
References ________
Sample Agreement ________

Submitted By:

____________________________________  ______________________
Company  Authorized Signature

____________________________________  ______________________
Address  Printed Name

City  State  Zip  Phone

____________________________________
Fax  E-Mail

____________________________________
Date

*If submitting more than one offer, please make copies of this Bid Form. Submit one (1) offer per Bid Form
Chiller Maintenance

Illinois Valley Community College District No. 513

COURTESY “NO BID” RESPONSE

Chiller Maintenance - Proposal # PR11-P06

If your company decides not to submit an offer, the College would appreciate your input as to why you are not participating. Please indicate your reason and return by proposal due date to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

_____ Previous commitments

_____ Unable to supply service

Other __________________________________________________________

_________________________________________________________________

Company Name

________________________________________

Date

________________________________________

Signature
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL  61348

Pertaining to the proposal titled: Chiller Maintenance - Proposal # PR11-P06

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 PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Chiller Maintenance