

**REQUEST FOR PROPOSALS FOR THE PROVISION OF
PREVENTIVE MAINTENANCE ON FACILITY HVAC SYSTEMS
FOR
SKOKIE PUBLIC LIBRARY**

Skokie Public Library is requesting proposals for a contract for the provision of preventive maintenance on the facilities HVAC equipment.

Sealed proposals, clearly labeled “Proposal – Preventive Maintenance on Facility HVAC Systems”, will be received weekdays between 9:00am and 5:00pm in the Administrative Office, Skokie Public Library, 5215 Oakton Street, Skokie, IL 60077, until 5:00pm on February 28, 2018. Proposals received after 5:00pm on that day will not be accepted. All proposals will be required to include a list of three clients of a 50,000 square feet or larger facility.

Request for proposal documents may be obtained on the library’s website www.skokielineibrary.info beginning 9am, February 9, 2018. A pre-proposal meeting and walk-through will be held at February 13, 2018 at 10am. We can also schedule an additional site visit at that time.

Submit questions to: Tim Murphy, Facilities Manager
Skokie Public Library
tmurphy@skokielineibrary.info 847.324.3155

Submit sealed proposal to: Administrative Office
Attention: Richard Kong, Director
Skokie Public Library
5215 Oakton Street
Skokie, IL 60077

Proposals will be evaluated by the Director and Facilities Manager. The selected proposal will be presented to the Board of Library Trustees at their March 14, 2018 board meeting. All proposals should be open for acceptance for a period of 60 days from the deadline for receipt of quotes, and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

EVALUATION OF PROPOSALS

1. Firms bidding on RFP are responsible for all aspects of the project, including that their subcontractors (if applicable) meet the same expectations of responsibility as the awarded primary contract company.
2. All questions must be answered completely. Additional pages may be added if more room is needed to answer a question.
3. To be considered qualified, a contractor must provide a list of clients as specified.
4. In selecting the contractor, experience, services offered, and reference feedback demonstrating quality of service will be considered as well as costs.
5. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

Company Name:

Representative Name:

REQUIREMENTS

1. General
 - 1.1. The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement. The Contractor is responsible for making sure that their personnel and any of their subcontractors (if applicable) are properly trained to perform all tasks expected of them and of all safety requirements according to OSHA requirements.
 - 1.2. The Contractor's and their subcontractor's (if applicable) employees shall be carefully interviewed, screened, and covered by Bond. Every employee who works in the library will be bonded for at least \$5,000.
2. Insurance
 - 2.1. The Contractor shall provide public liability and property damage insurance covering all of the Contractor's and their subcontractors (if applicable) operations in the library. General liability insurance coverage shall be for not less than \$1,000,000 each occurrence, with additional umbrella liability of not less than \$1,000,000.

- 2.2. The Contractor shall provide Worker's Compensation Insurance, including occupational disease provisions, as required by Illinois statute for all of the contractor's and their subcontractors (if applicable) employees performing work related to this agreement.
- 2.3. To the fullest extent permitted by law, the Contractor and any of their subcontractors (if applicable) shall indemnify, keep and hold harmless the Owner and its agents, officers, and employees, against all injuries, deaths, losses, damages claims, suits, liabilities, judgments, costs and expenses which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor, its employees, or its subcontractors. The Contractor shall at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connected therewith, and, if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.
- 2.4. With the proposal, the Contractor shall provide proof of insurance and bonding. On or before the effective date of this agreement, the Contractor shall provide a certificate of insurance evidencing that Skokie Public Library has been named as additional insured and that the Contractor's insurance policies will not be changed or canceled during their term until after at least thirty days prior notice has been given by registered mail to Skokie Public Library.

3. Prevailing Wage

- 3.1. Some or all of the work herein may be subject to the provisions of the Prevailing Wage Act, 820 ILCS 130/.01 et. seq., providing for the payment of prevailing rate wages to all employees and subcontractors. The Contractor shall agree to indemnify the library for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

4. Preventive Maintenance Inspections

- 4.1. Air conditioning – 2 inspections including seasonal start up and shut down
- 4.2. Heating – 2 inspections including seasonal start up and shut down
- 4.3. Exhaust fans – 2 inspections
- 4.4. Please see – Equipment Coverage (EC1)

Skokie Public Library

Contractor

(Representative)

(Representative)

(Date)

(Date)

Skokie Public Library

HVAC Preventive Maintenance Services

Equipment Coverage (EC1)

Air Handling Units

Quarterly Maintenance

1. Inspect coils for blockage and leaks
2. Inspect drain line and pans
3. Lubricate fan bearings as required
4. Lubricate motor bearings as required
5. Check belt tension and sheave. Replace belts annually
6. Check motor mounts and vibration pads
7. Inspect wiring and tighten connections
8. Check fan operations
9. Lubricate and adjust dampers and linkages as required
10. Check motor operating voltage and amperages
11. Inspect filters
 - a. Change pleated filters quarterly
 - b. Change bag filters and roll filters annually
12. Clean outside of air intake screens
13. Check heating and cooling coils

Boilers

Annual Inspection

1. Inspect fire side of boiler
2. Clean loose debris
3. Inspect firebrick and refractory
4. Visually inspect boiler pressure vessel for possible leaks
5. Disassemble, inspect, and clean low water cut off
6. Check blow down valve if applicable
7. Inspect and clean the burner and combustion control equipment
8. Re-assemble and re-fill
9. Check burner sequence of operation and combustion air equipment
10. Visually inspect the relief valves for leakage or signs of wear
11. Check fuel piping for leaks
12. Clean and adjust ignition electrodes
13. Inspect burner linkage for wear
14. Inspect burner fan wheel and air intake damper
15. Lubricate motor and shaft bearings (if required)
16. Clean contacts in program timer and check sequencing
17. Check setting and test all operating and limit controls

Running Inspection

1. Inspect boiler and burner
2. Perform a combustion analysis (annually); adjust burner as needed
3. Blow down and check low water cut off and feed control valves
4. Check sequence and operation of flame safeguard controls

Chillers

Preseason Inspection

1. Check main starter and controls panel. Tighten all electrical connections.
Dry run starter and check operation
2. Leak test unit
3. Meg compressor and check operation (if applicable)
4. Sample oil for analysis (if applicable)
5. Check sump heater (if applicable)
6. Check and test all operating and safety controls
7. Check controls and operation of purge system
8. Condenser tube brushing in winter

Seasonal Start Up

1. Review manufacturer's recommendation for start up
2. Check auxiliary equipment operation
3. Check refrigerant and oil levels
4. Check oil sump heater
5. Start chilled water pumps and water chiller
6. Check unit operation

Operational Inspection

1. Review manufacturer's recommendation for start up
2. Check auxiliary equipment operation
3. Check refrigerant and oil levels including super heat and sub cooling
4. Check oil sump heater
5. Check unit operation

Cooling Towers

Annual Inspection

1. Power wash media of cooling tower
2. Clean out nozzles and flush pans
3. Open sump of tower and clean out debris
4. Fill sump and test fill valve
5. Grease fan and motor bearings
6. Check sump heater operation

Running Inspection

1. Check sump heaters and thermostats for operation and calibration
2. Inspect electrical connections
3. Fill cooling tower
4. Vent condensate water loop
5. Circulate condenser water, test flow and clean strainer

Seasonal

1. Drain and winterize cooling towers and lines

Exhaust Fans

Annual Inspection

1. Replace and adjust belts annually
2. Check amp draw of motor
3. Check voltage
4. Check pulleys and tighten all set screws
5. Check motor bearings and oil/grease as needed
6. Check fan bearings and grease as needed
7. Check all mounting bolts and tighten as needed
8. Inspect motor and bearing mounts
9. Inspect exhaust wheel
10. Check for vibration
11. Check electrical connections
12. Check back draft damper for proper operation where accessible

Pumps

Annual Inspection

1. Lubricate pump bearing per manufacturer's recommendation
2. Lubricate motor bearings per manufacturer's recommendation
3. Tighten all nuts and bolts
4. Check motor mounts and vibration pads and adjust as needed
5. Check motor operating conditions
6. Visually check motor alignment and coupling
7. Inspect electrical connections and contactors
8. Check and clean strainers and check hand valves
9. Inspect mechanical seals and adjust as needed
10. Verify gauges for accuracy
11. Clean any strainers

<u>Equipment List</u>		<u>EL1</u>
<u>Equipment</u>	<u>Model #</u>	<u>Location</u>
Centrifugal Chiller CH1	Carrier 19XR 375 ton	2nd floor mech room
Screw Chiller CH2	Trane RTHCIC 246 ton	2nd floor mech room
Condenser Pump CWP1	Century 54640 20hp	2nd floor mech room
Condenser Pump CWP2	Taco 6008 FE 20hp	2nd floor mech room
Condenser Pump CWP3	Taco 6008 FE 15hp	2nd floor mech room
Chilled Pump CHWP1	Marathon 9E256TTDR 20hp	2nd floor mech room
Chilled Pump CHWP2	Taco TA 1224B 20hp	2nd floor mech room
Chilled Pump CHWP3	Taco TA 1224B 20hp	2nd floor mech room
Cooling Tower CT1	BAC Series 1500 350 ton	East roof
Cooling Tower CT2	BAC Series 1500 250 ton	East roof
Boiler B1	Bryan hot water RV4000 4000MBH	Basement boiler room
Boiler B2	Bryan hot water RV4000 4000MBH	Basement
Hot water pump HWP1	Beldor 7.5hp	Basement
Hot water pump HWP2	Beldor 7.5hp	Basement
Hot water pump SHWP1	Beldor 7.5hp	Basement
Hot water pump SHWP2	Beldor 7.5hp	Basement
Hot water pump SHWP3	23gpm (radiators)	2nd floor mech room
Hot water pump SHWP4	70gpm (reheat coils)	2nd floor mech room
Hot water pump SHWP5	40gpm (radiators)	2nd floor mech room
Hot water pump SHWP6	140gpm (reheat coils)	2nd floor mech room
Expansion tank ET1	Taco	2nd floor mech room
Expansion tank ET2	Taco	Basement boiler room
Air separator	Taco AC4F 4"-16" 3300gpm	Basement boiler room
Air conditioner AC1	Liebert MM036A 3 ton	IT server room
Air handler AHU001	Trane MCCA021 10000cfm	2nd floor mech room
Air handler AHU002	Trane MCCA050 29400cfm	2nd floor mech room
Air handler AHU003	Trane MCCA050 24000cfm	3rd floor mech room
Air handler AHU1		Basement boiler room
Air handler AHU2		Basement boiler room
		EL1 (cont'd)

Return Fan RF001	Trane 7.5hp	2nd floor mech room
Return Fan RF002	Greenheck B-6BISW21 30hp	2nd floor mech room
Return Fan RF003	Trane MCCA040 20hp	3rd floor mech room
Return fan RF1		Basement
Return fan RF2		Basement
VFD AHU001	Square D Altivar	2nd floor mech room
VFD AHU002	Square D Altivar	2nd floor mech room
VFD AHU301	Square D Altivar	3rd floor mech room
VFD RF001		2nd floor mech room
VFD RF002		2nd floor mech room
VFD RF301		3rd floor mech room
VFD AHU1		Basement
VFD RF1		Basement
VFD AHU2		Basement
VFD RF2		Basement
Exhaust fan	Greenheck G65-01 30hp	Basement
Exhaust fan	Dayton 2K2618 1/3hp	Basement
Exhaust fan		Basement
Exhaust fan		Basement
Exhaust fan		Basement
Suspended unit heaters (qty. 8)		various locations
Cabinet unit heater C1		west vestibule
Cabinet unit heater C2		east vestibule
VAV terminal boxes with reheats (qty. 25)		various locations
Reheat coils		various locations
Air compressor	Gast 1hp	2nd floor mech room
Electric duct heaters (qty. 2)		1st floor Youth
Electric duct heaters (qty. 1)		1st floor meeting room
Humidifier/dehumidifier		IT server room
Combustion air supply fan		Basement
Duct free split system (qty. 3)	Mitsubishi	Lower roof/upper roof
SF 1 IFB	L J Wing	Basement
Heat Pump	Samsung DVMS	Lower roof

Filter and Belt Sizes**FL/BL1**

<u>Unit</u>	<u>Filters</u>	<u>Belts</u>	<u>Location</u>
AHU1	24x24x2 - 8	5VX600 - 1	Basement
	20x24x2 - 6		
	20x20x2 - 1		
	24x24x12 - 8		
	24x20x12 - 6		
	20x20x12 - 1		
AHU2	24x24x2 - 3	5VX600 - 3	Basement
	24x20x2 - 3		
	24x24x12 - 3		
	24x20x12 - 3		
RF1		BX51 - 2	Basement
RF2		3BP140 - 1	Basement
EF1		AP51 - 1	Basement
AHU001	24x24x36 - 15	Optibelt C162 banded	2nd floor mech room
	24x12x36 - 5		
	Roll filters		
RF001		B162 - 2	
AHU002	24x24x36 - 15	Optibelt C162 banded	2nd floor mech room
	24x12x36 - 5		
	Roll filters		
RF002		B162 - 2	
AHU003	24x24x2 - 6	5VX550 - 3	3rd floor mech room
	18x24x2 - 4		
RF 3		2BX93 - 2	