

# Request for Proposal

HVAC Rooftop Replacement Units



## Stephenson County

Issue Date: May 10, 2024

Proposals Due: June 10, 2024 at 10:00 a.m.

Public Opening: June 11, 2024 at 1:00 p.m.

At Stephenson County Nursing Center

2846 S. Walnut Road

Freeport, IL 61032

## **NOTICE TO BIDDERS**

HVAC Rooftop Replacement for Stephenson Nursing Center  
2946 S. Walnut Road  
Freeport, Illinois 61032

**BIDS DUE:** June 10, 2024 at 10:00 a.m.

Stephenson Nursing Center will be accepting bids for the replacement of the HVAC rooftop at the Stephenson Nursing Center located at 2946 S. Walnut Road, Freeport, Illinois 61032. Bids will be received until June 12, 2024 at 10:00 a.m., at the Stephenson Nursing Center, 2846 S. Walnut Road, Freeport, Illinois 61032. Bids should be enclosed in a sealed envelope marked " HVAC Rooftop Replacement for Stephenson Nursing Center". Bids received after that time cannot be considered.

All bidders are required to furnish a Bid Guaranty in the amount of five percent (5%) of their bid in the form of a bank draft or certified check. Bid bonds will not be allowed as Bid Guaranties.

Contract Bond: The successful bidder at the time of execution of the contract will not be required to deposit a contract bond. The Bid Guaranty check will be held in lieu thereof. Failure on the part of the contractor to do the work specified herein will be considered just cause to forfeit his surety.

Contact for bidding is the Administrator at Stephenson Nursing Center, who can be reached via email [AdministratorSNC@stephensoncountyil.gov](mailto:AdministratorSNC@stephensoncountyil.gov).

Prevailing Wage Laws apply to the work covered under this bid.

Bids will be opened on June 11<sup>th</sup> at 1:00 p.m. at the Stephenson Nursing Center, 2846 S. Walnut Road, Freeport, Illinois 61032. Acceptable bids will be forwarded to the Stephenson County Board for approval.

The Stephenson Nursing Center and the Stephenson County Board reserve the right to waive technicalities and to reject any or all bids.

Stephenson County does not discriminate on basis of race, color, national origin, sex, religion, age, or handicapped status in employment or the provision of services.

## INSTRUCTIONS TO BIDDERS

HVAC Rooftop Replacement for Stephenson Nursing Center  
2946 S. Walnut Road  
Freeport, Illinois 61032

**BIDS DUE:** June 10, 2024 at 10:00 a.m.

**LOCATION OF WORK:** Stephenson Nursing Center, 2946 S. Walnut Road, Freeport, Illinois 61032

**SCOPE OF WORK:** The work covered under this contract should be in accordance with applicable codes and insurance requirements.

**WORK SITE INSPECTION BY BIDDERS:** Each bidder is responsible for visiting the work site to determine facilities and difficulties attendant to the execution of the specified work. Contact for inspection is Seth Shelley, who can be reached via email [maintenanceSNC@stephensoncountyil.gov](mailto:maintenanceSNC@stephensoncountyil.gov).

**WORK SITE ELECTRICAL:** 110V AC is available at work site.

**WORK SITE ACCESS:** Stephenson Nursing Center. Worksite is available from 6 AM until dusk daily.

**PROPOSAL FORM:** Proposals shall be made on the form provided, complete and unaltered.

**PREVAILING WAGES:** All contractors shall pay the prevailing wage required by law. (Prevailing Wage Act, 820 IL CS 130)

**TAXES:** Bidder shall not include any Illinois Retailers Occupation or Use Taxes in his bid. This contractor shall include any and all moneys that must be paid on account of all social security laws, pension requirements, unemployment insurance, occupation disease insurance, etc.

**OPENING OF BIDS:** Bids will be opened publicly at the time specified and at the place designated in the Notice to Bidders.

**WITHDRAWAL OR MODIFICATION OF PROPOSALS:** Bidder may withdraw or modify his bid, either personally or by telecommunications request (written confirmation over the signature of the bidder shall be mailed and postmarked on or before the date and time set for receipt of bids), or written request at any time prior to scheduled closing time for receipt of bids. No bids may be withdrawn or modified after scheduled closing time for receipt of bids for at least thirty days.

**REJECTION OF BIDS:** The Stephenson Nursing Center and County Board reserves the right to waive technicalities and to reject any or all bids.

**AWARDING OF CONTRACT:** The contract will be awarded to the responsible bidder submitting the lowest responsive bid that is determined to be most advantageous to the county, provided that his bid is reasonable. The bidder to whom award is made will be notified at the earliest practical date. The contract shall be deemed as having been awarded when formal notice of the award shall have been duly served upon the intended awardee.

## HVAC Rooftop Replacement Units

Stephenson Nursing Center  
2946 S. Walnut Road  
Freeport, Illinois 61032

Name of Firm

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Address

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Principle

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Signature

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Date

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Project Lead

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References (1)

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References (2)

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References (3)

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References (4)

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References (5)

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## HVAC Rooftop Replacement Units

Stephenson Nursing Center  
2946 S. Walnut Road  
Freeport, Illinois 61032

### Base Bid

Bidder agrees to perform work described and specified in the Bidding Packet for the sum of:

\_\_\_\_\_ Dollars \_\_\_\_\_

### Bond

Bidder agrees to provide a payment and performance bond for the sum of:

\_\_\_\_\_ Dollars \_\_\_\_\_

### Unit Pricing

Bidder agrees to this price for replacement of HVAC unit:

\_\_\_\_\_ Dollars \_\_\_\_\_

**PLEASE DIRECT ALL INQUIRIES TO:**

Stephenson Nursing Center  
2946 S. Walnut Road  
Freeport, Illinois 61032  
[maintenanceSNC@stephensoncountyil.gov](mailto:maintenanceSNC@stephensoncountyil.gov)

Please submit two (2) copies of your proposal.

**SPECIFICATIONS AND REQUIREMENTS**

**Bid Security:** Bids shall be accompanied by a Bid Security of at least 5% of your base bid. This may be in the form of a certified check, cashier's check, bank draft or bid bond. Security bids will be retained for the top two (2) bids until contract is signed in the event of cancellation of winning bid.

**Scope of Work:** Please provide a comprehensive scope of work in writing.

**Proof of Insurance:** Please provide a copy of proof of insurance for your company. If sub-contracting any portion of job, proof of insurance for that company is required also.

**License Number:** Please provide a copy of your Licensed Roofing Contractor - Unlimited Certificate.

**Installation Schedule:** All proposals shall be viable for at least 90 days. Construction will be allowed from 6 AM until dusk. All proposals shall provide available start date, expected installation time and expected completion date.

**Prevailing Wage:** Copies of Certified Payroll reports will be needed prior to final payment of project.

**Sample Warranty:** Document that outlines the terms and conditions of the warranty of the roofing product.

**List of 5 References:** References where similar applications have been installed.

A certificate of insurance shall be provided or liability waiver signed.

## **NOTICE TO BIDDERS**

Stephenson Nursing Center will be accepting bids for the replacement of the HVAC rooftop at the Stephenson Nursing Center located at 2946 S. Walnut Road, Freeport, Illinois 61032.

Bid packets will be available at Stephenson Nursing Center, 2846 S. Walnut Road, Freeport, Illinois 61032 from 8:30am to 4:00pm Monday through Friday or on the county website at <https://stephensoncountyil.gov>. Sealed bids must be received by June 10<sup>th</sup>, 2024 at 10:00 a.m., at the Stephenson Nursing Center, 2846 S. Walnut Road, Freeport, Illinois 61032.

Bids will be opened on June 11<sup>th</sup> at 1:00 p.m. at the Stephenson Nursing Center, 2846 S. Walnut Road, Freeport, Illinois 61032. Acceptable bids will be forwarded to the Stephenson County Board for approval. The Stephenson Nursing Center and County Board reserves the right to waive technicalities and to reject any or all bids.

**Nursing Center Capital Aging**  
2024

	<i>Build/Install Date</i>	<i>Job Cost</i>	<i>Brand Name</i>	<i>Life Expectancy</i>	<i>Current Age</i>
<b>HVAL</b>					
North RTU- 4 ton w/ heat	1997		Carrier	20	27
Center RTU- 8 ton w/ heat	1997		Carrier	20	27
Center RTU- 10 ton w/heat	1997		Carrier	20	27
Air handler- North	1988				36
Air handler- South	1988				36
A/C Unit- North	1988		Carrier		36
A/C Unit- South	1988		Carrier		36
Service Hall- RTU w/heat	1984			20	40