



**NOTICE TO BIDDERS
HVAC Upgrades – Old Lee County Courthouse**

Date: November 23, 2021

Lee County will receive sealed bids for Project named “**HVAC Upgrades – Old Lee County Courthouse**”. Bids will be received until **10:00 a.m. local time on the 10th day of December, 2021** at the Old Lee County Courthouse, 112 E. Second Street, Dixon, IL 61021. (3rd Floor Conference Room) At that time and place all bids will be publicly opened and read aloud.

Specifications and bidding instructions can be obtained on-line at www.leecountyil.com or from the Lee County Board Chairman’s Office, Old Lee County Courthouse, 112 E. Second Street, Third Floor, Dixon, IL 61021.



BID INSTRUCTIONS
HVAC Upgrades – Old Lee County Courthouse

Project Location: Old Lee County Courthouse
112 E. Second Street
Dixon, IL 61021

Contact Person: Greg Saunders, Lee County Maintenance Supervisor
Phone: 815-213-0998
Email: gsaunders@countyoflee.org

Bid Documents. All Bidder's seeking to do business with Lee County are required to submit with any bid the following:

1. Bid Form
2. One (1) original and one (1) copy of the bid packet requirements

Bid Submission Instructions

1. Bids received must be enclosed in a sealed envelope and clearly marked "**HVAC Upgrades – Old Lee County Courthouse**".
2. Bids will be received until 10:00 a.m. local time on the 10th day of December, 2021 at the Office of the Board Chairman, Old Lee County Courthouse, 112 E. Second Street (3rd Floor), Dixon, IL 61021. Any bid received after this time will not be considered. Lee County will not be responsible for the late arrival of any bid for any reason.

Bid Opening

1. Bids will be publicly opened and read aloud at 10:00 a.m. on the 10th day of December, 2021, at the Old Lee County Courthouse, 112 E. Second Street, Third Floor Conference Room, Dixon, IL 61021.
2. No bid shall be withdrawn for a period of ninety (90) days subsequent to the opening of the bids without the express written consent of Lee County.

Lee County reserves the right to accept or reject any and all bids and to waive any and all technicalities.



SPECIAL CONDITIONS

HVAC Upgrades – Old Lee County Courthouse

1. **PROJECT SITE.** The contractor shall visit the site and acquaint themselves with all existing conditions as they affect the work specified. All questions concerning this project shall be referred to Greg Saunders, Lee County Maintenance Supervisor, at 815-213-0998 or at gsaunders@countyoflee.org.
2. **TIME OF COMPLETION.** The work is to be commenced and completed by the time stipulated in the Contract.
3. **ComEd ENERGY EFFICIENCY PROGRAM.** Lee County intends to apply for any/all applicable ComEd Energy Efficient programs. To meet the eligibility requirements, the installation contractor must have an active Illinois Commerce Commission Energy Efficiency Installer certification. The contractor must agree to support LEE COUNTY in pursuing any applicable ComEd Energy Efficiency Program incentives by procuring necessary documentation and attending calls with the program support staff if requested.
4. **PREVAILING WAGE.** Contractors and sub-contractors are required to pay not less than the posted Lee County prevailing wage to all laborers, workers, and mechanics engaged in the construction project. Contact the Lee County Administrator at (815)288-3024 or wryerson@countyoflee.org to obtain a copy of the posted prevailing wage rates.
5. **INSURANCE.** Pursuant to the requirements of the insurance pool in which LEE COUNTY participates, the contractor and all sub-contractors must name LEE COUNTY as an additional insured on the liability insurance policies.

Although a contract may be awarded, Notice to Proceed will not be issued until appropriate proof of insurance has been presented to Lee County from the contractor's and any sub-contractor's insurance companies. This must occur within 10 days of the award of the contract. The contractor and any sub-contractors shall maintain insurance coverage and limits of liability until all work is completed and accepted by LEE COUNTY.

6. **LIST OF SUB-CONTRACTORS.** Prime contractors shall list sub-contractors who will perform any portion of the work as requested. Contractors shall furnish partial waivers of lien starting with the second payout request from sub-contractors and suppliers with full waivers of liens being submitted prior to final payment.
7. **GUARANTEES AND WARRANTIES.** The contractor shall guarantee and warranty all materials and workmanship to be free of defects for a period of one year from the date of acceptance of said work by LEE COUNTY and shall replace at his expense, any work that may be found defective with said one-year period. The contractor shall also deliver all Manufacturers Warranties in excess of the above as offered by the Manufacturer or specified in other sections.
8. **RESPONSIBILITY OF CONTRACTOR.** Except as otherwise specifically stated in the Contract Documents and Specifications, the contractor shall provide and pay for all labor, tools, equipment, levies, fees, permits or other expenses and all other services and facilities of every nature whatsoever necessary for the performance of the Contract.
9. **EEO AFFIRMATIVE ACTION PLAN STATEMENT OF POLICY.** The contractor must certify and submit to Lee County an Equal Employment Affirmative Action Plan Statement of Policy.
10. **COMMUNICATIONS.** All notices, demands, requests, instructions, approvals, proposals, and claims must be in writing. Any notice to or demand upon the contractor shall be sufficiently given if delivered at the office of the contractor stated on the signature page of the BID PROPOSAL FORM or at such office as the contractor may from time to time designate in writing to LEE COUNTY.

BID SPECIFICATIONS
HVAC Upgrades – Old Lee County Courthouse

Project Location: Old Lee County Courthouse
112 E. Second Street
Dixon, IL 61021

Contact Person: Greg Saunders, Lee County Maintenance Supervisor
Phone: 815-213-0998
Email: gsaunders@countyoflee.org

Lee County IL is requesting proposals for a Design Build, Turnkey project to upgrade the existing HVAC system and controls.

General Scope of Work:

Provide fully engineered turnkey solution to replace the existing Roof Top Units (RTU) and Controls System. Certified stamped drawings meeting or exceeding all local and state energy codes, shall be included in this proposal to submit to the County for review.

- Replacement of (1) 40T RTU converted to (2) RTUs sized accordingly per floor
 - Provide w/integrated UV Lighting system.
- Replacement of (1) 30T RTU.
 - Provide w/integrated UV Lighting system.
- Structural steel engineering, fabrication, and installation for the addition of one RTU.
 - Include all necessary roofing and building work to incorporate the new RTU.
- Provide new duct work connections as needed to complete transition from new units to existing duct.
- Provide new insulation on new duct and repair insulation at connection point to existing duct.
 - This includes jacketing duct insulation on roof as needed.
- Provide new gas piping as need to connect to new RTUs.
 - Include painting of new gas piping.
- Provide new electrical as needed to support new RTUs.
- Remove existing control system and provide new fully functioning system to integrate the equipment listed below.
 - Controls to be provided and installed by Applied Controls, LLC.
 - Contact: Brian Edwards
 - Telephone: (630)709-5810
 - Email: bedwards@acichicago.com
 - (1) HW System
 - (32) Existing VAV's with hot water reheat.
 - (3) AHU's
- Certified Test and Balance of new systems.



**BID PROPOSAL FORM
HVAC UPGRADES – OLD LEE COUNTY COURTHOUSE**

BIDDING FIRM _____

ADDRESS _____ **C/S/Z** _____

AUTHORIZED REPRESENTATIVE _____

TELEPHONE _____ **EMAIL** _____

BID AMOUNT

The undersigned, being a duly authorized agent of the BIDDING FIRM, having carefully examined and thoroughly reviewed the specifications for the above named project; and being fully familiar with all the conditions affecting the work required by those specifications, including the Scope of Work, hereby proposes to provide all materials, labor, services, etc., required for the PROJECT for the bid sum of:

\$ _____

CONTRACT

The undersigned agrees to execute and deliver a contract in the prescribed form, for work covered by this Proposal in accordance with the Specifications, within sixty (60) days after due date of bid opening, provided he is notified in writing of the proposal's acceptance. The undersigned further agrees this proposal shall remain open during such sixty (60) day period. The undersigned further acknowledges that LEE COUNTY reserves the right to accept or reject any and all bids and to waive any and all technicalities.

BIDDING FIRM NAME _____ Date _____

Authorized Representative (Signature) _____

Authorized Representative Title _____

For Lee County Use Only

Bid Opened/Publicly Read on (date) _____ At (time) _____

By (Lee County Representative/Title) _____