Firm Name: _____

5500 Northrock Drive
Rockford, IL. 61103
Tel. 815-877-6100

RFQ # 26-0001

CALL FOR QUOTES

INSTRUCTIONS AND SPECIFICATIONS FOR HEATING & AIR CONDITIONING MAINTENANCE

The Forest Preserve is requesting a quote for Heating & Air Conditioning Maintenance. Please send your quotes to 5500 Northrock Drive, Rockford, Illinois 61103 no later than November 25, 2026.

PREPARATION OF BID OR PROPOSAL

The bidder must submit a quote on the forms furnished by the Forest Preserves of Winnebago County. All blank spaces on the proposal form must be filled in. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated.

TAXES NOT APPLICABLE

The Forest Preserves of Winnebago County as a Governmental Unit pays neither Federal Excise Tax or Illinois Retailers Occupational Tax, and therefore, those taxes should be excluded from bid. Our Tax-Exempt Number is: E99923483.

PROMPT PAYMENT ACT

The bid should provide that all payments are subject to the Local Governmental Prompt Payment Act.

PREVAILING WAGE

All contractors must quote prevailing wage.
https://labor.illinois.gov/laws-rules/conmed/current-prevailing-rates.html

NON-DISCRIMINTION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Non-Discrimination Clause.

NON-COLLUSION

The Contractor, by its officers, agents or representatives (hereafter referred to the Bidder) present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidders, or with any public officer or the Forest Preserves, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Bidder or Bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this bid.

NON-BARRED BIDDING

The Contractor is not barred from quoting on this Contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating.

The Bidder, by signing the quote form, acknowledges, understands and abides by all of the above "Requirements For Bidding And Instructions To Bidders".

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DETAILED SPECIFICATIONS

Qualifications

The following requirements shall be considered as the minimum standards for a Service Company to be considered as qualified to provide services under this bid.

A. A period of five (5) years' experience in the performance of H.V.A.C. & boiler maintenance shall be considered a minimum. Bidder must submit evidence of years of experience with bid.

B. The Service Company shall maintain a field office and/or warehouse that is within a 60-mile radius of Rockford.

C. Services that are to be provided shall be performed by qualified and trained service personnel that are directly employed by the Service Company. No subcontracting will be allowed unless prior approval.

D. The Service Company shall maintain experienced support staff to assist with technical support for parts, cross-references, manufacturing research capabilities etc. The Service Company shall include as a part of its quote the names and resumes of all individuals who would be assigned to the Forest Preserve.

Employees

The Service Company shall provide with their quote, licenses and resumes of all personnel to be associated with this contract.

HVAC & Boiler Mechanic

The Service Company's service mechanics must use and provide to the owner for approval upon completion of each service call copies that define the tasks performed on each piece of equipment. The Forest Preserve will also approve repair estimate prior to any work being performed.

Parts Replacement

A. When equipment or parts are replaced in their entirety and newer design of this device is available and is functionally equivalent and compatible, the device of the newer design shall be used as the replacement.

B. Miscellaneous parts and supplies necessary to maintain systems and equipment can be supplied by the Service Company. The Forest Preserve will not pay for miscellaneous, unspecified supply charge as a percentage of each invoice.

C. The Service Company shall furnish their personnel any and all hand tools, power tools, testing equipment needed to do the scope of work, scaffolding and ladders at no cost to the County. The Service Company can use equipment the Forest Preserve owns with permission and availability.

DETAILED SPECIFICATIONS (CONTINUED)

Scope
The Contractor shall be responsible for maintaining ORIGINAL DESIGN PERFORMAMCE (ODP) condition for all equipment and systems covered under this specification.
The equipment to be maintained is HVAC equipment, and one boiler.

Environmental Safety
The contractor shall have located in the local office a refrigeration reclaim machine to eliminate CFC refrigerant discharge into the atmosphere. Proof of ownership of machine and EPA Certification Service shall be included as part of this bid.

Cleaning
Upon completion of any work, the work areas shall be cleaned of all refuse caused by work performed under this contract.

Rubbish
The Contractor shall not allow waste material, or rubbish, caused by his employees to accumulate in or about the premises, but shall have same promptly removed, as requested by Owner.

Performance Review
The Owner's will review the services provided and reports submitted to verify that the preventive maintenance is being properly and adequately performed. Any lack of maintenance service, complaints, or deficiencies in the performance of the services shall be submitted to the Service Company in writing for correction.

For problems or deficiencies of significant importance or of a continual nature, a time period of compliance shall be established after discussion and mutual agreement. Failure of the Service Company to correct the deficiencies within the time period agreed upon shall constitute cause for termination of the services and/or withholding of payment.

Equipment Shut Down
If for some unknown reason or reasons, equipment must be shut down for an extended period of time, the Forest Preserves shall be notified immediately of the delay and the measures being taken to put the equipment back in service.

Services Included

1. The contractor shall have in his possession the manufacturer's specified maintenance and repair procedures and complete parts lists for all equipment to be maintained.

2. As work is scheduled the contractor shall issue, to the mechanic on the job, the necessary and appropriate manufacturer's recommended maintenance procedures and a listing of any special lubricants, tools, etc., that are required for proper maintenance of the apparatus concerned.

DETAILED SPECIFICATIONS (CONTINUED)

3. As work is performed, it shall be checked off on the work order and then kept on file with the owner. This and all other work is to be performed in a professional manner by properly trained personnel. Preventive maintenance calls shall include checking the performance of all components and testing, adjusting, calibrating, and cleaning of all system components.

4. The contractor shall report to the owner when on the job. One individual shall be responsible for reporting the number of men working on the job and for completion and submission of reports.
   a. After each service call, a service report shall be left with the owner, detailing work accomplished.
   b. The scheduled service calls shall include the system start-up and the system shut-down, for the appropriate season.

TERM

The term of this proposal will be for three years.

PRICING

The Forest Preserve is asking for a lump sum price for each facility. Contract awards will be made on a per site basis or possibly for all sites if there is little difference in cost per site or all sites awarded to one contractor.

The Service Company will quote the following rate by the hour:

Monday through Friday 8:00 a.m. to 5:00 p.m.
Monday through Thursday 5:00 p.m. to 8:00 a.m.
Friday from 5:00 p.m. to Monday at 8:00 a.m. (Weekend)
Holiday rate – 5:00 p.m. evening before holiday to 8:00 a.m. day after holiday

The Service Company will respond to request for service within four hours of receiving a call regardless of when the call is received during the contract. In the event that the Contractor is unable to respond the Forest Preserve reserves the right to contact other Contractors for immediate service.

All hours will be billed after time has been worked. The date, hours worked and the Forest Preserve work order number must be printed on the invoice. A separate invoice will be generated for each location.

No travel time or truck charges shall be charged to the Forest Preserve on regular scheduled work days. Emergency calls not during regular hours can charge travel time from shop/home.

This agreement does not imply or provide for any provisions or guarantees for capital replacements of HVAC units. Forest Preserves of Winnebago County reserves the right to seek additional competitive quotes and or bids before proceeding with any capital replacement work.

HVAC SERVICE & MAINTENANCE

REQUEST FOR QUOTES FORM

1. Twice a year inspection and service recommendations from 2027-2029 to all 6 Furnaces & 3 AC Units at Atwood Homestead F.P. per yr. $ _____ 3 yr. Total $ _____

2. Emergency or requested service at Atwood Homestead F.P. facilities per hour:
   - Weekday 8 am – 5 pm $ _____
   - Weekend All Day & Weekday 5 pm – 8 am $ _____
   - Holiday All Day $ _____

3. Twice a year inspection and service recommendations from 2027-2029 to 1 Furnace at Hononegah F.P. Maintenance Shop per yr. $ _____ 3 yr. Total $ _____

4. Once a year inspection and service recommendations from 2027-2029 to 2 Heaters at Hononegah F.P. Maintenance Shop. per yr. $_____ 3 yr. Total $_____

5. Emergency or requested service at Hononegah F.P. facilities per hour:
   - Weekday 8 am – 5 pm $ _____
   - Weekend All Day & Weekday 5 pm – 8 am $ _____
   - Holiday All Day $ _____

6. Twice a year inspection and service recommendations from 2027-2029 to all 5 Furnaces (1-central shop) & 4 AC Units at Headquarters F.P. per yr. $ _____ 3 yr. Total $ _____

7. Once a year inspection and service recommendations from 2027-2029 to all 9 Heaters at Headquarters F.P. (central shop only). per yr. $_____ 3 yr. Total $_____

8. Emergency or requested service at Headquarters F.P. facilities per hour:
   - Weekday 8 am – 5 pm $ _____
   - Weekend All Day & Weekday 5 pm – 8 am $ _____
   - Holiday All Day $ _____

9. Twice a year inspection and service recommendations from 2027-2029 to 1 Furnace & 1 AC Unit HVAC unit at Sugar River F.P. Maintenance Shop per yr. $ _____ 3 yr. Total $ _____

10. Once a year inspection and service recommendations from 2027-2029 to 3 Heaters at Sugar River F.P. Maint. Shop per yr. $_____ 3 yr. Total $_____

11. Emergency or requested service at Sugar River F.P. Maintenance Shop per hour:
    - Weekday 8 am – 5 pm $ _____
    - Weekend All Day & Weekday 5 pm – 8 am $ _____
    - Holiday All Day $ _____

12. Twice a year inspection and service recommendations from
    2027-2029 to all 6 Furnaces & 3 AC Units at Ledges Golf Course per yr. $ _____
    (Clubhouse & Maint. Shop) 3 yr. Total $ _____

13. Once a year inspection and service recommendations from 2027-2029 per yr. $ _____
    to 2 Heaters at Ledges Golf Course Maint. Shop 3 yr. Total $ _____

14. Emergency or requested service at Ledges Golf Course
    per hour: Weekday 8 am – 5 pm $ _____
    Weekend All Day & Weekday 5 pm – 8 am $ _____
    Holiday All Day $ _____

15. Twice a year inspection and service recommendations from
    2027-2029 to all 11 Furnaces & 5 AC Units at Macktown F.P. facilities per yr. $ _____
    (Clubhouse, Macktown Living History Buildings & Maint. Shop) 3 yr. Total $ _____

16. Emergency or requested service at Macktown facilities
    per hour: Weekday 8 am – 5 pm $ _____
    Weekend All Day & Weekday 5 pm – 8 am $ _____
    Holiday All Day $ _____

17. Twice a year inspection and service recommendations from
    2027-2029 to 2 Furnaces at Pecatonica River F.P per yr. $ _____
    Maintenance Shop & Study Center 3 yr. Total $ _____

18. Once a year inspection and service recommendations from 2027-2029 per yr. $_____
    to 2 heaters at Pecatonica River F.P. Maint. Shop 3 yr. Total $ _____

19. Emergency or requested service at Pecatonica River F.P.
    Maintenance Shop & Study Center per hour:
    Weekday 8 am – 5 pm $ _____
    Weekend All Day & Weekday 5 pm – 8 am $ _____
    Holiday All Day $ _____

20. Twice a year inspection and service recommendations from
    2027-2029 to 2 Furnaces at Kishwaukee River F.P. per yr. $ _____
    Maintenance Shop 3 yr. Total $ _____

21. Emergency or requested service at Kishwaukee River F.P.
    Maintenance Shop per hour:
    Weekday 8 am – 5 pm $ _____
    Weekend All Day & Weekday 5 pm – 8 am $ _____
    Holiday All Day $ _____

22. Twice a year inspection and service recommendations from 2027-2029 to 2 Furnaces & 3 AC Units at Severson Dells Education Center — per yr. $ _____ / 3 yr. Total $ _____

23. Once a year inspection and service recommendations from 2027-2029 to 1 boiler at Severson Dells Education Center — per yr. $_____ / 3 yr. Total $ _____

24. Emergency or requested service at Severson Dells Education Center per hour:
    - Weekday 8 am – 5 pm $ _____
    - Weekend All Day & Weekday 5 pm – 8 am $ _____
    - Holiday All Day $ _____

25. Provide service recommendations for all sites (if contract awarded to one vendor)

26. Emergency or requested service for all sites (if contract awarded to one vendor) per hour:
    - Weekday 8 am – 5 pm $ _____
    - Weekend All Day & Weekday 5 pm – 8 am $ _____
    - Holiday All Day $ _____

SIGNATURE _____

PRINT/TYPE SIGNATURE _____

CONTACT PERSON _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

E-MAIL_____

FAX NUMBER _____

FEIN NUMBER _____