County of Grundy

Date: 11/09/2022

**To: Courthouse HVAC Project**

 **From: Grundy County Finance Department**

**RE: RFP : ADDENDUM NO. 4**

This Addendum shall consist of the following items:

The County of Grundy is issuing Addendum #\_\_\_ to the Request for Proposal for Grundy County Courthouse HVAC Replacement. 003 – 2022. The County of Grundy’s Intent is to extend the timeline of submission of documents, and to Phase the Project Scope in order to help alleviate issues surrounding Supply Chain, Staffing, and Scheduling. It is with all intention of the County of Grundy to provide adequate timelines in order to allow for the most responsive and responsible bidders to compete for this extensive project.

Addendum #3 contains changes to the following areas:

1. Page 3 – Sealed Proposal Acceptance. Paragraph 2.; Amended
2. Page 4 – II. Overview, Section E. Pre-BID Conference; Deleted
3. Page 5 – II. Overview, Section F. Pre-BID Conference Location; Deleted
4. Page 5 – II. Overview, Section H. BID Submission Date and Time; Amended
5. Page 5 – II. Overview, Section I. Schedule of Events, Amended
6. Page 6 – III. Statement of Work, Section A. Scope, Sub-Section a. Purpose; Amended
7. Page 6 – 8 – III. Statement of Work, Section A. Scope, Sub-Section c. Specifications and Areas; Amended
8. Page 6 – III. Statement of Work, Section A. Scope, Sub-Section d. Requirements; Amended
9. Page 21 – VII. Proposal Requirements, Section C. Price Proposal; Amended
10. Page 21 – VII. Proposal Requirement, Section D. Schedule; Amended
11. Page 23 – VIII. Evaluation, Criteria: Schedule; Amended
12. Page 27 – 28 – IX. Attachments, Price Proposal; Amended

In the event of any inconsistency between information provided within the RFP and information provided in the Addendum #\_\_, the information provided in addendum #\_\_\_ shall prevail.

1. **Amendment to Paragraph 2, page 3; Advertisement:**
* **Sealed proposals will be accepted until 3:00 pm (cst.) November 30th, 2022 at the Grundy County Finance Department, 1320 Union St., Morris, IL 60450. At 3:00pm (cst.) November 30th, 2022; sealed proposals will be publicly opened and read aloud. Fax and electronic submissions will not be accepted.**
1. **Page 4 – II. Overview, Section E. Pre-BID Conference; Deleted**
	* **Pre-Bid Conference**

**Respondents should complete a personal examination of the proposed worksite for consideration on the actual conditions and requirements needed to complete the total scope of this project. A pre-bid meeting will be held on September 30th, 2022 at 10:00 am (cst.) at the Grundy County Courthouse. Respondents should contact Alec Macdonald at (815) 941-3120 amacdonald@grundycountyil.gov to confirm attendance at the pre-bid conference by September 29th, 2022 at 4:00 pm. It is the responsibility of the respondents upon visitation of site to conduct a thorough, alert, and visual examination of the site and adjacent areas; to become familiar and satisfied at to the general, local, and site conditions that may affect cost, progress, and performance of the overall project. Respondents shall not at any time after submission of the proposal, dispute or assert that there was any misunderstanding with regard to the nature of any work to be completed.**

1. **Page 5 – II. Overview, Section F. Pre-BID Conference Location; Deleted**
	* **PRE-BID CONFERENCE LOCATION**

**Grundy County Courthouse**

**111 E. Washington St.**

**Morris IL, 60450**

1. **Page 5 – II. Overview, Section H. BID Submission Date and Time; Amended**
	* **3:00 pm., (CST) November 30th, 2022**

Bids received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

1. **Page 5 – II. Overview, Section I. Schedule of Events, Amended**
* **September 14th, 2022‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐ BID advertised and distributed**

**September 29th, 2022-----------------------Pre-BID Confirmation Deadline 4:00 pm (cst.)**

**September 30th, 2022 ----------------------Pre-Bid Conference held at Grundy County Courthouse at 10:00 am (cst.)**

**November 21st, 2022‐‐‐‐‐‐‐--------------Cutoff for Question/Addenda; all questions due no later than 4:00pm(cst.) November 21st, 2022**

**November 23rd , 2022‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐- Response to questions released and posted by 4:00pm (cst.) November 23rd, 2022**

**November 30th, 2022‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐-- RFP Public Bid Opening 3:00pm (cst.), proposals due no later than 3:00pm (cst.) on November 30th, 2022**

**November 3oth 2022 – December 7th, 2022 ------ Evaluation**

**December 7th,2022 --------------------------Recommended to Law and Justice Committee**

**December 13th, 2022-------------------------County Board Approval**

**December 14th, 2022 ------------------------ Notice to Proceed**

1. **Page 6 – III. Statement of Work, Section A. Scope, Section a. Purpose; Amended**
	* **Purpose**

The County of Grundy is soliciting competitive bids from experienced HVAC Contractors for the removal, disposal, and replacement of up to SIXTEEN (16) HVAC units at the Grundy County Courthouse and / or the Grundy County Sheriff’s Office.

1. **Page 6 – 8 – III. Statement of Work, Section A. Scope, Sub-Section c. Specifications and Areas; Amended**

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| **Description : PHASE ONE ( 1 )** |
| **1.       States Attorney’s Area – First Floor Area; includes 3 air handling (AH-1,-2,-3) located above the ceilings in the area, with remote condensing units on adjacent grade and the roof of the courthouse. ( 3 UNITS )** |
| **a. Scope of work in this area includes but not limited to replacement of existing steam hear and DX cooling air handling units. Allowances for ceiling removal and reinstallation are included.** |
| **b. Associated remote DX condensing units would be replaced with new. Due to the changing in refrigerants, the refrigerant linesets to the units on the roof are buried within the building construction and would be cleaned and reused.**  |
| **c. Piping accessories near the equipment as well as electrical equipment and connections shall be replaced with new.** |
| **d. New controls to serve the new equipment must be included.** |
| **2.       Basement level older YORK Unit (AHU) - Located within the basement level, back mechanical space. ( 1 UNIT )** |
| **a. Scope of work in this area includes but not limited to replacement of existing steam heat and DX cooling air handling unit and associated DX condensing unit at grade. Refrigerant lineset would be replaced with new.** |
| **b. Piping accessories near the equipment as well as electrical equipment and connections would be replaced with new.** |
| **c. New controls to serve the new equipment must be included.**  |

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| **DESCRIPTION : PHASE TWO ( 2 )** |
| **1.       Jail Area Mechanical Room - 1st floor of sally port Garage (ASU-1 and ASU-2) ( 2 Units )** |
| **a. Scope of work in this area includes but not limited to replacement of two (2) existing hot water heat and DX cooling air handling units.** |
| **b. Associated remote DX condensing unit on grade serving ASU-1 is a current R-410a unit recently upgraded and would be reused.**  |
| **c. Associated remote DX condensing units on the roof serving ASU-2 must be replaced with new. This appears to be a 2-circuit unit with individual five (5) ton condensing units on the roof, one which does periodically freeze up during use.**  |
| **d. Piping accessories near the equipment as well as electrical equipment and connections shall be replaced with new.**  |
| **e. New controls to serve the new equipment must be included.** |
| **f. Existing hot water boilers and pumping systems are no included for replacement, reuse is anticipated.**  |
| **2.       Jail 1st floor west common areas- Rooftop unit (RTU-2) ( 1 Unit )** |
| **a.  Scope of work in this area includes but not limited to replacement of existing gas fired DX cooling packaged rooftop unit.** |
| **b.  Gas piping and accessories neat the equipment as well as electrical disconnect would be replaced with new.** |
| **c.  New controls to serve the new equipment must be included.** |
| **3.       Jail exterior air handling unit (AHU) and remote condensing unit (CU) 100% makeup air unit serving cells. ( 2 Units )**  |
| **a.  Scope of work in this area includes but not limited to replacement of rooftop hot water heat and DX cooling make-up air handling unit and associated DX condensing unit.** |
| **b. Associated remote DX condensing units on the roof must be replaced with new.** |
| **c.  Exterior exposed ductwork from the rooftop unit to existing duct curb drops must be replaced with new and insulated per current energy code requirements.** |
| **d. Hot water heating piping above the roof serving the AHU must be replaced with new. The coil pump serving the hot water heating coil must be included.** |
| **e.  Piping accessories near the equipment as well as all electrical equipment and connects must be replaced with new.** |
| **f. A gas-fired option must be considered for this unit in order to avoid a water freezing potential due to location on roof/ Gas piping would need to be extended from the nearest available capacity source.** |
| **g. New controls to serve all new equipment must be included.** |
| **4.       Jail control room air conditioning (FC/CU) ( 1 Unit )**  |
| **a. Scope of work in this area includes but not limited to a supplemental air conditioning system to provide additional air condition to the existing control room.** |
| **b. Ductless split system air conditioning unit with roof mounted condensing unit and wall mounted evaporator unit must be provided.** |
| **c.  New electrical power, condensate drain provisions, refrigerant lineset, and line-hide covers must be included.** |

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| **DESCRIPTION : PHASE THREE ( 3 )** |
| **1.       Courthouse 2nd floor – Multi-zone room (ASU-3 and ASU-4) ( 2 UNITS )** |
| **a. Scope of work in this area includes but no limited to replacement of two (2) existing hot water heat and DX cooling air handling units. ASU-3 is a single zone unit while ASU-4 is a 5 zone multizone unit.** |
| **b. Removal and reinstallation of the large wall louver is anticipated in order to get equipment in and out of the building. Disconnecting and reconnecting of necessary ductwork shall be included.** |
| **c. Hot water coils currently include coil circulation pumps. The replacement of these pumps shall be included** |
| **d. Associated DX condensing units on the roof will be replaced with new. Refrigerant piping between indoor and outdoor equipment shall be replaced with new.** |
| **e. Piping accessories near the equipment as well as electrical equipment and connection would be replaced with new. New air handling unit fans would be provided with variable frequency drives for added efficiency and control.** |
| **f. New controls to serve the new equipment must be included.** |
| **2.       Upper Courthouse Roof – Courtroom rooftop units (RTU) ( 1 UNIT )** |
| **a. Scope of work in this area includes but not limited to replacement of two (2) existing gas fired DX cooling packaged rooftop units serving the large courtroom on the upper floor.**  |
| **b. Gas piping and accessories near the equipment as well as electrical disconnect would be replaced with new.**  |

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| **DESCRIPTION : PHASE FOUR ( 4 )** |
| **1.         Sheriff’s Office Building ( 3 UNITS )** |
| **a. Single structure area**  |
| **b. Scope of work in this area includes but not limited to replacement of 3 existing gas fired furnaces with DX cooling coils and associated DX condensing units at grade.**  |
| **c. Refrigerant lineset must be replaced with new.** |
| **d. Current furnaces are a standard 80% efficiency, the high efficiency 95% condensing unit option must be included.** |
| **e. All required duct transitions between existing systems and new equipment must be included.** |
| **f. Gas piping and accessories near the equipment as well as electrical disconnect shall be replaced with new.** |
| **g.  New programmable thermostats to serve new equipment must be included.** |

1. **Page 6 – III. Statement of Work, Section A. Scope, Sub-Section d. Requirements; Amended**
	* d. Additional Specifications (Changed from Requirements)
2. **Page 21 – VII. Proposal Requirements, Section C. Price Proposal; Amended**
	* **Price Proposal**

a. Complete the Price Proposal BID sheet on page 27 -28, for each Phase outlined. All prices quoted shall remain firm for 120 days from bid letting, to negotiate contractual terms.

b. The scope of work required is stated within the “HVAC Replacement”. It shall be understood that all materials, time, labor, equipment, services required to successfully complete the “HVAC Replacement” will be directly comprised in the price proposal quote by all interested parties. Any and all changes in price shall be communicated by the proposer and negotiated by the County of Grundy before any excess expenses shall be incurred.

1. **Page 21 – VII. Proposal Requirements, Section D. Schedule; Amended**
	* **Schedule**
		+ - 1. Construct a proposed timeline from phase start date through phase closeout. Ensure to include all key steps within project scope to ensure that the project manager will be able to track key milestones throughout project scope.
2. **Page 23 – VIII. Evaluation, Criteria: Schedule; Amended**

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| **Evaluation Criteria for Request for Proposal** |
| **Criteria** | **Weight** |
| **Price Proposal** | **30 pts.** |
| 1.  Completeness of the cost proposal. The total all-inclusive maximum price is to contain all direct and in-direct costs including all out-of-pocket expenses. Price should contain all pricing information relative to performing the audit engagement as described in the proposal.  |
| **Schedule** | **30 pts.** |
| 1.      Construct a proposed timeline from phase start date through phase closeout. Ensure to include all key steps within project scope to ensure that the project manager will be able to track key milestones throughout project scope.  |
| **Work Plan** | **30 pts.** |
| 1.  The scope of work includes information for services that may be requested throughout the term of the contract in support of minor projects. |
| 2.     Describe your team’s experience and ability with minor projects in responding within a limited time frame, and in a customer service manner to meet project needs. |
| 3.       Describe how you will accomplish the work plan in an occupied building. Explain necessary precaution based on prior experience. |
| 4.       Describe your firms experience and the resources you would bring to the table for disaster recovery. |
| 5.       Describe the extent of services performed in-house and through sub-consultants. |
| **Safety Program** | **5 pts.** |
| 1..       Providing a safe working environment is at the upmost importance of the County of Grundy; fully describe any safety programs the proposer administers to its employee’s |
| **References** | **5 pts.** |
| 1. Provide at least three (3) references with requirements listed per Page. 21 Sect. G. |

1. **Page 27 – 28 – IX. Attachments, Price Proposal; Amended**



**County of Grundy, Illinois**

**RFP**

**HVAC Replacement**

**Price Proposal**

**Project Location: 111. E. Washington St. Morris, IL 60450 and/or 111 E. Illinois Ave. Morris, IL 60450**

**The undersigned HVAC Contractor, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby purposes that he/she will fulfill the obligations contain herein in accordance with all instructions, terms, conditions, and specifications set fort; and that he/she will furnish all required products/services and pay all incidental costs in strict conformity with these documents for the stated prices as payment in full.**

**Base Price: All the work associated with the HVAC Replacement project as stated in project scope, specification, and requirements.**

**Schedule: The County of Grundy shall prefer an estimated time of completion for the corresponding phase, if timeline is not attainable from vendor please explain underlying issues impeding the project timeline.**

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| **PHASE ONE ( 1 )**  |
| **ITEM** | **Description** | **ESTIMATED COMPLETE PRICE** |
| **BASE BID** | **1.       States Attorney’s Area – First Floor Area; includes 3 air handling (AH-1,-2,-3) located above the ceilings in the area, with remote condensing units on adjacent grade and the roof of the courthouse. ( 3 UNITS )** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **SCHEDULE** | **ESTIMATED COMPLETION DATE:** | **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** |
|  **PHASE TWO ( 2 ) -**  |
| **ITEM** | **DESCRIPTION** | **ESTIMATED COMPLETED PRICE** |
| **BASE BID** | **1.       Jail Area Mechanical Room - 1st floor of sally port Garage (ASU-1 and ASU-2) ( 2 Units )** | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **c.  New electrical power, condensate drain provisions, refrigerant lineset, and line-hide covers must be included.** |
| **SCHEDULE** | **ESTIMATED COMPLETION DATE:** | **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** |
| **PHASE THREE ( 3 ) -**  |
| **ITEM** | **DESCRIPTION** | **ESTIMATED COMPLETED PRICE** |
| **BASE BID** | **1.       Courthouse 2nd floor – Multi-zone room (ASU-3 and ASU-4) ( 2 UNITS )** | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **b. Gas piping and accessories near the equipment as well as electrical disconnect would be replaced with new.**  |
| **SCHEDULE** | **ESTIMATED COMPLETION DATE:** | **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** |

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| **PHASE FOUR ( 4 )** |
| **ITEM** | **DESCRIPTION** | **ESTIMATED COMPLETE PRICE** |
| **BASE BID** | **1.         Sheriff’s Office Building ( 3 UNITS )** | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **a. Single structure area**  |
| **b. Scope of work in this area includes but not limited to replacement of 3 existing gas fired furnaces with DX cooling coils and associated DX condensing units at grade.**  |
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| **f. Gas piping and accessories near the equipment as well as electrical disconnect shall be replaced with new.** |
| **g.  New programmable thermostats to serve new equipment must be included.** |
| **SCHEDULE** | **ESTIMATED COMPLETION DATE:** | **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** |

Additional Considerations:

Each phase can be split amongst individual vendors. Vendors can BID one phase, or all phases. The corresponding firm which is deemed the most responsive and responsible shall be awarded the corresponding contract on Phase completion.

Description: Cost:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Available Start Date: Phase 1 \_\_\_/\_\_\_/\_\_\_\_ Phase 2 \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Phase 3 \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

 Phase 4 \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Completion Date: Phase 1 \_\_\_/\_\_\_/\_\_\_\_ Phase 2 \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Phase 3 \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

 Phase 4 \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIRM FIXED PRICE**

**Prices submitted in this price proposal form are firm for one-hundred twenty days (120) from Award to Proceed.**

**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

**PER PAGE 20 SECTION C.**