

REQUEST FOR PROPOSAL (RFP) FOR OAK PARK PUBLIC LIBRARY CHILLER REPLACEMENT

TIMELINE

- Wednesday, October 12, 2022:** Request for Proposals issued
- **Wednesday, October 19, 2022, 9:15 am CST:** Facilities Tour - 834 Lake St., Oak Park, IL.
 - **Tuesday, October 25, 2022, 5:00 pm CST:** Deadline for questions
- **Friday, October 28, 2022, 5:00 pm CST:** **Deadline to receive responsive offers**
- **Monday, October 31, 2022, 10:00 am CST:** Open offers and record responsive offerors - Public Meeting - Scoville Room, 834 Lake St., Oak Park Public Library, Oak Park, IL.

QUESTIONS

Contact for questions regarding this RFP:
Matt Bartodziej, Manager of Facilities
Oak Park Public Library
834 Lake Street
Oak Park, IL 60301
facilitiesrfp@oppl.org
708.697.6991

All questions, responses to questions, and changes will be shared on our website as
"Addendum to RFP for Chiller Replacement - 2022."

Section 1: Introduction

The Oak Park Public Library (the Library) requests proposals from qualified and experienced firms (the Firm) to provide and install a replacement chiller to the Main Library as outlined within this document.

Each Firm must reply to this RFP by supplying an offer that includes information that meets the selection timeline, requests, and specifications set forth in this RFP.

Section 2: Library Background

The Library is a unit of local government. Its boundaries are contiguous with the Village of Oak Park which is an inner-ring suburban Cook County community located nine miles west of downtown Chicago. It is a fully developed, 4.6 square mile, mature, multicultural community with a population of 52,261.

The Library's mission is to share the information, services, and opportunities that fulfill the community's aspirations.

Governed by a board of seven elected officials, the Library serves its community through the leadership and expertise of approximately 95 full-time equivalent employees. The Library shares information, services, and opportunities to help fulfill the community's aspirations through its three physical buildings, digitally through oppl.org, and at external community locations with the Paperback Rider, the Library's book bike. In 2019, the Library recorded 679,642 visits, hosted 1,649 programs, and circulated 1,454,074 physical and 180,226 digital items. Staff use public knowledge about community aspirations to execute the strategic priorities of anti-racism, engagement, learning, and stewardship and to guide everyday work.

The Main Library measures out at 137,606 gross square feet, broken down as follows:

- Basement Garage - 34,216 gross square feet
- 1st Floor - 30,457 gross square feet
- 2nd Floor - 32,149 gross square feet
- 3rd Floor - 32,235 gross square feet
- Penthouse - 8,549 gross square feet

Section 3: General Information

The Library is seeking proposals that include all elements of the design, build, install, provision, and some aspects of the mechanical and technical support.

Firm proposals should include:

- A proposed chiller replacement
- Quotes for the purchase, test, installation, initial provisioning and warranty maintenance

- of the chiller equipment which are included in the proposal
- A specification and quote for the construction and other labor related to the project implementation
- A specification and quote for the materials and parts required for the successful completion of the project
- A specification and quote for the emergency maintenance, repair, or replacement of the chiller equipment. This can be included in the warranty maintenance section of the proposal.

The Library anticipates selecting one firm to provide the services. The preference of the Library is to award a single Firm solution that provides a single point of contact for HVAC chiller replacement. The ideal Firm will also have qualified workers assigned to this project and have experience performing chiller replacement for businesses and/or local government agencies of similar size or larger to Oak Park Public Library.

The RFP contains the information necessary to aid your understanding of Oak Park Public Library and its HVAC chiller requirements. The contract may not be awarded based upon the lowest cost, but awarded to the lowest responsive and responsible firm. The Library reserves the right to select the firm that provides a response that is in the best interests of the Library, as determined by the Library in its sole discretion. The Library reserves the right to reject any or all responses, and to waive any errors or irregularities in any response when determined to be in the best interests of the Library. The library reserves the right to make changes to the requirements and timeline for the good of the library. Any changes to the RFP requirements or timeline will be posted on the website as addendum.

You are expected to answer all questions in the RFP. If you are unable to comply with a specific item in the RFP, you must prepare a separate listing of exceptions. If you do not indicate exceptions, we will assume that you fully agree to the requirements of this RFP.

The prices and conditions contained in your proposal must be firm and include all components to complete the project. The responsibility for the accuracy and completeness of the proposal is the offerors alone.

The Library assumes no responsibility for Firm errors or misinterpretations resulting from the use of this RFP. In making copies of the RFP available on the above terms, the Library does so only for the purpose of obtaining proposal responses and does not confer a license or grant for any other use.

All offers should be open for acceptance for a period of 60 days from the deadline for receipt. The library reserves the right to accept or reject any and all offers, to waive technicalities, and to accept or reject any item of any offer. The final contract requirements will substantially match the requirements of the RFP.

All successful offers and services must be in compliance with Illinois Statutes, including Prevailing Wage Act, to be responsible and responsive. The successful firm will be responsible for compliance with the Prevailing Wage Act. The Firm 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 or of the proposal process.

No agreement awarded by the Oak Park Public Library shall be assigned or any part sub-agreement without the written consent of the Oak Park Public Library or as noted in the Firms offer. Any subcontracted work must be clearly identified in the RFP.

A record of offers shall be prepared and shall be posted on the Library website after the contract is awarded.

Section 4: General Requirements

Regarding the replacement of the HVAC chiller, the Firm shall comply in every way with the requirements of local laws, ordinances, codes and the rules of the State of Illinois, the National Board of Fire Underwriters, the National Electrical Code and the Library. If in the opinion of the Firm, there is anything in the plans or Requirements or RFP that will not strictly comply with the above laws, ordinances, codes and rules, the matter shall be referred to the attention of the Library for a decision before proceeding with that part of the work. No change in the plans or in the Requirements shall be made without full consent of the Library in writing.

Minority Owned, Women Owned, Veteran Owned and Business Owned by a Person with a Disability Status

The Oak Park Public Library, in an effort to reaffirm its Anti-Racism Strategic Plan and policy of non-discrimination, encourages the efforts of firms, contractors and subcontractors to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status. The firm shall complete the M/W/V/DBE Status Form in Section 7.

The selected Firm shall/must:

- Install the equipment in accordance with the manufacturer's specifications for the system.
- Be able to meet onsite with the Library Facilities staff to complete a schedule and scope of work before installations can begin.
- Coordinate with the Library to schedule the installation in such a way as to minimize the impact on library users.
- The Firm agrees to hold the Library free and harmless from any and all claims arising from any negligent act or omission by the Firm's employees or agents. The Firm shall, prior to beginning any work under any contract that may result under this RFP, if applicable, or as required by State or Federal law, acquire and have in effect minimum insurance coverage as set forth in the following table. The said minimum amounts are not intended to limit and do not reduce any Firm's liability.
- Provide a current Certificate of Insurance with minimal coverage as follows:

| <u>Coverage Type</u> | Minimum Amount |
|---|--|
| Workers Compensation | Statutory limits or \$500,000.00 whichever is greater. |
| <u>Public Liability Insurance</u> | |
| Bodily Injury: each person | \$1,000,000.00 |
| Property Damage: each person | \$1,000,000.00 |
| Per-Occurrence for all Claimants and Coverage | \$1,000,000.00 |
| <u>Umbrella / Excess Liability</u> | \$5,000,000.00 |

- A Performance and Payment bond must be provided for the full cost of the project.
- Promptly correct all defects for which the Firm is responsible.
- Ensure that all records and reports, the Library relations, engineering, metering, inspections, testing, quality of service standards and safety measures comply with standards and codes applicable for the State of Illinois and local municipality.
- Remove all excess materials and debris and return all work areas to the original state of cleanliness at Firm's expense.
- Identify in the proposal response, any environmental conditions required (heating, cooling, humidity), floor loading required, fire protection required, voltage, phase, frequency, and amperage of the commercial A.C. power resources required and the number, location, and capacity of A.C. circuit outlets required that is not available in situ. In addition, the Firm shall specify special grounding requirement
- The Firm shall test the installed electrical and grounding service to ensure it is within the specifications of the equipment manufacturer. The Firm shall make available to the project manager all findings regarding the electrical and grounding tests.
- Furnish and install systems using new, unused equipment that incorporates the design, which is in current production by the manufacturer.
- Provide and implement a comprehensive test and cutover plan so that interruption to any existing library service during the installation of the system will be minimized.
- Furnish equipment specifications in writing by the Firm as a part of the equipment proposal. These specifications shall be in such detail as to ensure that the equipment to be installed shall operate efficiently in the environment. The cost of site preparation and floor space will be considered in the evaluation of offers. Any alterations or modifications in site preparation, which are attributed to incomplete or erroneous specifications provided by the Firm, shall be made at the expense of the Firm. Therefore, ensure those site specifications are correct in order to avoid being held financially accountable for such oversights.

Responses to this RFP will be included in the final contract agreement between Oak Park Public Library and the selected Firm.

The installation will require a test by the selected Firm after installation of the new chiller, and if any problems are encountered, they are to be resolved at the Firm's expense. Any

contingency fund should be maintained by the Firm and included in the proposed cost.

Section 5: Scope of Work and Specifications

OVERVIEW

Oak Park Public Library (Library) has two identical rooftop, packaged air-cooled, R-22 chillers, Carrier models 30GTR170-E-621PW, both of which are original to the building.

The Library is seeking to replace one failed packaged air-cooled, R-22 chiller, model listed above. The Library is requesting a replacement chiller with a life expectancy of greater than 15 years, with a warranty meeting or exceeding industry standards, that complies with federal and state regulations, and is energy efficient and utilizes the lowest GWP refrigerant as can reasonably be expected. Chiller must be BACnet compatible with existing Johnson Controls Metasys 6.5 BAS, as well as be forward compatible with potential future BAS upgrades. While Carrier is preferred for direct replacement, the Library is open to proposals for alternative brand equipment, provided direct replacement specifications can be matched or exceeded, while still meeting the criteria listed above.

Any alternative that would provide greater efficiency or less environmental impact may be included as an alternative with cost variance noted.

PART 1 - GENERAL

1.1 SCOPE OF WORK

A. Products in this section include:

1. Packaged Air Cooled Chiller of 170 Nominal Tons
2. Complete Operating Charge of Refrigerant and Compressor Oil
3. BACnet Controller Compatible with Existing BAS
4. 5 Year Compressor Warranty
5. Removal and Proper Disposal of Existing Chiller in Accordance with Clean Air Act

B. Services provided in this section include:

1. Factory Functional Testing
2. Provide Crane Service
3. Provide Road Closure
4. Provide Traffic Control
5. Obtain and Post All Required Permits
6. Fully Furnished and Integrated Installation of Chiller

7. Provide Manufacturer's Field Service
8. Provide BAS Integration with Controls Contractor
9. Provide Inspection and Startup Report
10. Provide All Project Design and Manufacturer Documentation
11. Provide Site Owner and Staff Appropriate Demonstration, Training and Familiarization
12. Provide Information Regarding Product Support and Primary Contacts

1.2 CODES AND STANDARDS (UTILIZE MOST RECENT VERSIONS)

- A. Air-Conditioning, Heating, and Refrigeration Institute (AHRI)
 1. AHRI 370: Sound Performance Rating of Large Air-Cooled Outdoor Refrigerating and Air-Conditioning Equipment
 2. AHRI 550/590: Water Chilling Packages Using the Vapor Compression Cycle
- B. American Society of Heating, Refrigerating and Air-Conditioning Engineers
 1. ASHRAE 15: Safety Standard for Refrigeration Systems
 2. ASHRAE 34: Designation and Safety Classification of Refrigerants
 3. ASHRAE 90.1: Energy Standard for Buildings except Low-Rise Residential Buildings
 4. ASHRAE 147: Reducing the Release of Halogenated Refrigerants from Refrigerating and Air-Conditioning Equipment and Systems
- C. American Society of Mechanical Engineers (ASME) Section VIII: Boiler and Pressure Vessel Code
- D. American Society for Testing and Materials (ASTM) B-117: Standard Practice for Operating Salt Spray (Fog) Apparatus
- E. Institute of Electrical and Electronic Engineers (IEEE) 519: IEEE Recommended Practices and Requirements for Harmonic Control in Electrical Power Systems
- F. International Organization for Standardization (ISO) 9001: Standard for Manufacturing Quality
- G. National Fire Protection Association (NFPA) 70: National Electric Code (NEC)
- H. National Electrical Manufacturers Association (NEMA)
 1. NEMA 250: Enclosures for Electrical Equipment
 2. NEMA AB-1: Molded-Case Circuit Breakers, Molded Case Switches and Circuit Breaker Enclosures
 3. NEMA ICS 2: Industrial Control and Systems: Controllers, Contactors and Overload Relays
 4. NEMA ICS 6: Industrial Control Systems: Enclosures
 5. NEMA KS 1: Enclosed and Miscellaneous Distribution Equipment Switches

6. NEMA MG 1: Motors and Generators

- I. Occupational Safety and Health Act (OSHA)
- J. Underwriters Laboratories Inc. (UL) 1995: Heating and Cooling Equipment

1.3 QUALITY ASSURANCE

- A. Conform to all national, state and local codes
- B. Conform to Intertek Testing services for construction of chillers and provide ETL/cETL listed compliance label
- C. Comply with UL and include compliance label
- D. Chiller components shall be constructed, tested and stamped in accordance with applicable ASME codes
- E. Conform to ASHRAE 15: Safety Code for Mechanical Refrigeration
- F. Conform to NFPA 70: National Electric Code (NEC)
- G. Chiller shall be manufactured in a registered ISO 9001 or 9002 facility
- H. Chiller performance shall be rated and certified in accordance with AHRI 550/590
- I. Chiller sound data shall be rated and certified in accordance with AHRI 370
- J. Chiller painted components shall be capable of withstanding 500 hour salt spray test in accordance with ASTM B-117
- K. Chiller shall be functionally tested at the factory with water flowing through chiller
- L. Chiller startup services shall be performed by factory trained personnel

1.4 DELIVERY, STORAGE AND HANDLING

- A. Firm shall comply with manufacturer's installation instructions for storage, rigging, unloading and transporting unit.
- B. Provide protective covering over entire chiller and piping connections, which shall remain until installed
- C. Unit controls shall be capable of withstanding 150F storage temperature in the control compartment
- D. Firm must include the cost of all delivery, crane work, removal and disposal of the existing unit, and complete installation in overall cost.

1.5 SPARE PARTS

- A. Provide recommended spare parts list as part of submittal package

1.6 WARRANTY

- A. Provide one (1) year parts and labor warranty on chiller package, including materials, labor and refrigerant
- B. Provide 5 year compressor warranty

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Carrier 30RB170 Greenspeed preferred
- B. Competing manufacturers and models will be considered, provided they meet or exceed minimum specifications

2.2 GENERAL REQUIREMENTS

- A. Provide factory-assembled, wired and tested packaged outdoor air-cooled liquid chiller
- B. Control panels, structural elements, electrical boxes and heavy gauge structural base shall be constructed of heavy gauge structural steel with weather resistant baked on enamel powder or pre-painted prior to assembly
- C. Chiller minimum performance requirements should match (or exceed) those listed for Carrier 30RB170 Greenspeed
- D. As a minimum requirement, chiller will require:
 - 1. Freeze protection
 - 2. Suction line insulation
 - 3. Suction service valves
 - 4. Single point power connection
 - 5. Coil trim panels, grille panels and full end screens
 - 6. Minimum Load Control
 - 7. Corrosion Resistant Aluminum Microchannel Condenser Coils
 - 8. High efficiency variable speed condenser fans
 - 9. 460-3-60 electrical service

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Firm shall install chiller as outlined in this document, providing complete installation and integration with existing equipment where possible

3.2 MANUFACTURER'S FIELD SERVICES

- A. Provide startup services by factory trained manufacturer's representative. Services shall include, but not be limited to:
 - 1. Inspection of chiller installation to confirm it meets manufacturer's requirements including: overall condition of the chiller, shipping brace removal, operational and maintenance clearances, piping connections electrical connections, controls integration and field installed accessories
 - 2. Provide startup per manufacturer's operational manual

3. Provide calculation of estimated energy efficiency ratio (EER) based on operating conditions available to verify chiller performance
- B. In conjunction with Controls Contractor, provide a minimum of four (4) hours of commissioning the chiller integration to the building automation system (BAS)
 1. Verify control wiring meets manufacturer's requirements
 2. Verify chiller is communicating with BAS
 3. Verify all required points have been successfully and accurately mapped and calibrated
 4. Troubleshoot any communications issues

3.3 DEMONSTRATION

- A. Provide a minimum of four (4) hours system demonstration and training by factory trained manufacturer's representative, coordinated so all shifts are Included

3.4 FIELD INSPECTION AND REPORT

- A. Provide report in accordance with this document, prepared by manufacturer's representative for chiller, stating that systems installed and services provided are in accordance with manufacturer's recommendations and are properly operating
- B. Provide site owner all manufacturer documentation, warranty information, drawings and parts lists
- C. Provide site owner primary contact information regarding warranty work, product support and repair service

The Firm must assign one Project Manager for the whole project, and the project manager is required to be on-premises during the project implementation.

All equipment must be new and from an authorized reseller of the manufacturer's product. No refurbished or "grey-market" equipment will be accepted. The offered solution must include a minimum lifetime warranty of hardware support unless otherwise stated.

Section 6: Proposals Requirements and Process

Proposals will be accepted: until 5:00 pm (CST) on Wednesday, October 28, 2022 by email as instructed below. No proposals will be accepted after the time specified.

Email:

Subject: Proposal for Chiller 1 Replacement - "Firm's Name"

To: Matt Bartodziej, Manager of Facilities – facilitiesrfp@oppl.org

All data and documentation submitted as part of this RFP shall become the property of the Oak Park Public Library. After selection of a proposal, all responses, documents, and materials

contained in the RFP shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

Please provide a brief written summary of your proposed solution. Though brief, it should be specific enough so that anyone reading only this section would gain a clear understanding of your offering. Describe the specific benefits of your solution and your experience in installations of similar scope. Also, explain why the Library should choose your organization as its business partner for this project.

Please take care to highlight any unique capabilities, special or promotional pricing, or other Value-Added offers you are making so that they may be easily identified and are not overlooked in the evaluation of proposals.

The proposal submitted by the Firm must include information regarding the following:

- Firm Profile, FEIN, and Qualifications
- References from three recent, comparable service contracts
- Firm Owner / Officers with contact information including email address
- Deliverables according to the Scope of Work and Specifications
- Project/equipment lead-time and expected time of project completion
- Assumptions
- Staffing - model, training, compliance
- Estimate of how many personnel will be on premises during this project
- Times project manager / supervisors will be on premises
- Any and all work to be subcontracted
- Total Cost

WITHDRAWALS AND ERRORS

A Firm may withdraw any proposal between the submission date and the date and time of the proposal opening. The request for withdrawal must be made in writing and can be e-mailed to facilitiesrfp@oppl.org. A Firm withdrawing a proposal will not be allowed to submit a new proposal. All withdrawals must be labeled: "OPPL-CHILLER1-RFP- 2022-Withdraw" in the Subject line.

Proposals cannot be withdrawn after October 28, 2022, 9:00 am CST opening date and time. Once opened, the responding Firm will be responsible for any additional costs incurred due to pricing errors in the proposal if their offer is awarded a contract.

EVIDENCE OF RESPONSIBILITY

Oak Park Public Library reserves the right to request evidence from each respondent showing the proposer's financial, technical expertise, and staffing ability to fulfill the contract.

DELIVERY

All items shall be delivered in quantities specified in the contract to the Oak Park Public Library at 834 Lake St, Oak Park, IL. All items furnished will be subject to inspection and/or rejection by Oak Park Public Library for defects or non-compliance with the specifications. Any costs associated with rejected items due to non-compliance, defect, or damage will be the responsibility of the Firm. The Firm warrants that all articles furnished shall be free from all defects of material and

workmanship.

DEFAULT AND DELAYS

Upon failure of the Firm to deliver all of the items ordered or to render service within the time set or allowed, the successful Firm shall be considered in default, in which case the Library reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or equipment on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise.

DAMAGE TO THE LIBRARY PROPERTY

The selected Firm shall be responsible for and repair all damage to the building due to the carelessness of Firm's workers, and exercise reasonable care to avoid any damage to the Library's property. The Firm will report to the Library any damage to the building, which may exist or may occur during the occupancy of the quarters.

Any damage or loss to the Oak Park Public Library property as a result of any action by the Firm in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated Library personnel, at the Firm's cost, within a reasonable time.

EVALUATION OF PROPOSALS

Although no weighted value is assigned, consideration will be given to the following:

- Adequacy and completeness of proposal
- Respondent's understanding of the scope of work
- Compliance with the format, terms, and conditions of the RFP
- Project/equipment lead-time
- Experience and evidence in providing like services successfully
- Respondent's ability to provide the services required, including the Firm's financial stability
- Respondent's qualifications and references
- Respondent's alignment with the library's values and strategic priorities including social and environmental stewardship
- Cost

AWARD OF CONTRACT

Upon acceptance of a proposal by the Library's Board of Trustees, a notice of award will be issued to the successful firm. No proposal may be withdrawn after the opening of proposals. The successful bidder agrees to sign and execute an **A105-2007**, as modified by the Library, in a form substantially similar to the form attached hereto.

The Contract documents shall consist of the **A105-2007** as modified by the Library, this RFP, and all related attachments, the Successful Firm's written proposal, bonds, and all addenda (if any) issued prior to and all modifications issued after execution of the Contract. In the event of any conflict between the Contract Documents, the more stringent provision as applied to the Contractor will apply.

Section 7: M/W/V/DBE Status Form

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Oak Park Public Library will result in disqualification of Firm's Proposal.

1. Company Name: _____

2. Insert "X" in the ___ if your firm is:

- ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- ☐ Veteran Business Enterprise (VBE) (A firm that is at least 51% owned, managed and controlled by a Veteran.)
- ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned, managed and controlled by a person with a disability)
- ☐ None of the above

[Submit copies of any M/W/V/DBE certifications]

3. What is the size of the firm's current stable workforce?

Number of full-time employees: _____

Number of part-time employees: _____

Signature: _____

Title: _____

Date: _____

Section 8: Firm Exception List

If you are unable to comply with a specific item in the RFP, you must prepare a separate listing of exceptions. If you do not indicate exceptions to the Requirements, we will assume that you fully comply with the requirements.

Please list all exceptions, modifications, or clarifications to the RFP requirements in the format indicated below. You are required to indicate the RFP SECTION number and page number you are referencing in addition to listing your exception.

| Reference | | Firm Exception |
|-------------|-------------|----------------|
| RFP SECTION | Page Number | |
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