

Grundy County Sheriff's Office
Air Conditioning Installation
Jail Cell Block A - G
Request for Proposal



1) Introduction and Background:

Grundy County is issuing this Request for Proposal for professional services for the design, installation, and project management of an air conditioning system to be integrated into the existing Jail air handler system.

- a) **Facility Objectives:** The Grundy County Jail currently has seven (7) cell blocks that are not air conditioned. The County is seeking proposals to retrofit the current heating system to include air conditioning or provide a new air conditioning system.

All questions pertaining to this Request for Proposal should be directed to Deputy Kevin Bogard via email kbogard@sheriff1.com.

- b) **Project Funding:** Grundy County has not finalized funding for this project however an estimate of \$35,500 is currently being used for planning purposes.
- c) **Project Schedule:** The County desires to begin design and installation in 2017 and have final installation and acceptance no later than November 1, 2017.

2) Instructions:

- a) **Submission of Request for Proposal:** Submit two (2) bound copies of the proposal with supporting documentation in a sealed package addressed to:
Grundy County Sheriff's Office
Attn: Jail Air Conditioning Project
111 E. Illinois Ave.
Morris, IL 60450

All documents must be received by August 1, 2017 by 12:00 p.m. Documents received after this time will not be accepted.

- b) **Recommended Walkthrough:**

A walkthrough of the Grundy County Jail is recommended however it is not required. The walkthrough will be conducted on July 19, 2017 at 10:00 a.m. Those that wish to participate in the walkthrough shall meet at the Sheriff's Office located at 111 E. Illinois

Ave. Morris, IL 60450 prior to 10:00 a.m.

c) **Questions and Interpretations:**

All questions about the meaning or intent of the Request for Proposal shall be submitted in writing to Deputy Kevin Bogard via email at kbogard@sheriff1.com or personal delivery no later than five (5) calendar days prior to the date set for the opening of Request for Proposal. Any questions received after such time shall be answered at the discretion of the County. Replies will be issued to all firms of record as Addenda to the appropriate attachment and will become part of the agreement portion to the Project Documents. Questions will not be responded to by oral clarification.

Only questions answered by an Addendum shall be binding. Oral clarifications or interpretations shall be without legal effect. Addenda shall either be faxed or mailed to all persons having picked up Project Documents from the County.

d) **Submittal:**

Submit completed proposal with supporting documentation and other required documents in a sealed envelope clearly marked "Grundy County Air Conditioning Project" and include the name and address of the firm. No responsibility shall be attached to the County or the Grundy County Sheriff's Office for the premature opening of any proposal packages not properly addressed and identified. No proposal package will be considered unless all stipulations of this document have been completed.

e) **Pre-Qualification:**

The firm submitting a proposal shall on a separate document, to be included with the bid, give three current references, which are similar in size and scope of work to this bid. The references shall include the reference agency, contact name, address, telephone number, a narrative scope of work, the dates work began and was completed, and the contract amount. The firm shall also submit with the bid a copy of all pertinent licenses, which are required in the performance of this work.

Grundy County also reserves the right to require firms to provide information necessary to determine the qualification of the firm to satisfactorily perform the work, including proof that the firm:

- i) Has adequate equipment to perform the work properly
- ii) Has a suitable financial status to meet the obligations incidental to the work

- iii) Have the appropriate technical expertise, licensing, certification, degree, and experience
- iv) Has satisfactorily performed contracts of similar nature and magnitude

f) **Request for Proposal Package opening:**

Proposals shall be stamped with the date and time received. The proposals shall be opened on August 1, 2017 at 1:00 p.m. by Deputy Kevin Bogard or his designee at the Grundy County Sheriff's Office, 111 E. Illinois Ave, Morris, IL 60450 in the lower level conference room. Each proposal shall be analyzed to ensure that all stipulations have been satisfied. The results shall be recorded and forwarded with all proposals to the Grundy County Finance Committee for their consideration at the August 7, 2017 meeting.

g) **Rejection of Firms:**

The County and the Grundy County Sheriff's Office reserve the right to reject any and/or all firms; to waive technicalities; and to award a contract which is in the best interest of Grundy County.

h) **Disqualification:**

Grundy County reserves the right to disqualify firms before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the firm.

i) **Request for Proposal Packages:**

As stated above, no proposal packages will be accepted after 12:00 p.m. on August 1, 2017. Proposal packages shall show how the firm will perform an evaluation of the systems within the Jail, lay out a timeline for design, programming, and implementation, and describe the anticipated down time for the system that is currently in place.

3) Scope of Work:

The proposal shall show how your firm will be able to furnish Design, Cost Estimating, Project Management and Project Closeout/Acceptance for the Grundy County Air Conditioning Project. The firm shall provide Grundy County with the name and contact information for the person designated by the firm to be the on-site supervisor of all work performed by the firms officers, employees, and/or agents pursuant to this agreement. The firm shall also provide a

copy of government issued identification of all employees, officers, and/or agents that will be granted access to the Grundy County Jail prior to entry being granted.

All submitting companies must submit manufacture and basic model numbers, manufacturer specifications, and cut sheets with the bid submittals.

Load design calculations must be submitted to verify the sizing of the proposed equipment. The design loads shall account for the building envelope, lighting, ventilation, and occupancy loads.

Load design calculations shall meet or exceed the Illinois County Jail standards for Housing Ventilation which state the following:

“Detention areas shall be comfortably heated and cooled according to the season with a system designed to eliminate disagreeable odors and to routinely provide temperatures within the normal comfort zone.”

a) **Retrofit Air Conditioning System:**

- i) Determine cooling capacity needed
- ii) Furnish and Install roof top units that meet or exceed capacity requirements
- iii) Fabricate, Adapt, and Install all necessary duct work
- iv) Install refrigerant piping to new roof units
- v) Insulate all refrigerant piping
- vi) Install, Flash, and Seal all roof mounted support structure and roof penetrations
- vii) Provide operating controls to work alongside existing control system
- viii) Provide wiring, conduit, overload protection and installation of power wiring for roof top units as well as any ancillary electrical devices required.
- ix) Include in proposal all roof, crane, and electrical contractor charges needed to provide a turn key installation

Any other method of providing air conditioning to these cell blocks that may differ in philosophy such as ductless systems or a complete replacement may be proposed and will be considered by the county prior to awarding a contract.

4) Closing

a) **Working Hours:**

Normal working hours are Monday – Friday 8:00AM – 4:30PM. The Jail is operational 365 days a year and can be made available after normal working hours if needed.

b) **Subcontractors:**

A complete listing of all subcontractors used in the project must be included with the firm's proposal. The listing shall include the names, locations, and list of work to be completed by the subcontractor.

c) **Documentation:**

A complete set of design drawings as well as updated as-built drawings shall be provided upon acceptance of the Air Conditioning System.

5) Prevailing Wage

All contracts for the construction of public works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). This requires payment of the general prevailing rate for each craft or type of worker, including payment of the general prevailing rate for legal holiday and overtime work. The Contractor agrees that no additional notice is required, and that the Contractor shall be responsible to notify each subcontractor of the wage rates set forth in this contract. A copy of the prevailing wage rates is posted on the Grundy County website at <http://www.grundyco.org/bids-and-rfp/>. If wage rates change during the course of the project, the new rates will be available on County and State websites.

a) **Certified Payroll Requirements (Public Act 94-0515)**

Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor. The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the

Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Forms are available on the Illinois Department of Labor website at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

6) Insurance

The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County.

a) Commercial General Liability

- i) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than \$1,000,000.

b) Automobile Liability

- i) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than \$500,000.

c) Workers' Compensation

- i) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.

d) Additional Insured

- i) The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

e) Evidence of Insurance

- i) Grundy County shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- ii) Grundy County shall be provided with sixty (60) days prior notice, in writing, of Notice of Cancellation or material change.
- iii) Insurance Notices and Certificates of Insurance shall be provided to:
County of Grundy

Attn: County Board Secretary
1320 Union Street
Morris, IL 60450

f) Hold Harmless Agreement

- i) The Vendor agrees to indemnify, save harmless and defend the County of Grundy, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of Grundy, their agents, servants, or employees or any other person indemnified hereunder.

7) Summary of Important Dates:

- a) July 19, 2017 Recommended Walkthrough
- b) August 1, 2017 Proposals are due prior to 12:00PM
- c) August 1, 2017 Proposals will be opened and forwarded to the finance committee
- d) August 7, 2017 Finance Committee to take action on proposal
- e) August 8, 2017 Full County Board to take action on proposal
- f) November 1, 2017 Installation completed, tested, and accepted