



SPECIFICATIONS

FOR

Preventive Maintenance and Air Filter Replacement

Lake Land College District Number 517
Mattoon, Illinois 61938

PROJECT NO. 2017-008

Bid Date; June 22, 2017

SECTION 000101

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ADVERTISEMENT FOR BIDS

Advertisement for Bids
Bids: June 22, 2017
LAKE LAND COLLEGE DISTRICT #517
MATTOON, ILLINOIS
Project No. 2017-008

The Lake Land College District Number 517 Board of Trustees will receive sealed bids for Preventive Maintenance and Air Filter Replacement.

Bids will be received until 2:00 PM Central Standard Time on Thursday, June 22, 2017 in the office of the Vice President for Business Services, in the Luther Student Center on the campus of Lake Land College, 5001 Lake Land Boulevard, Mattoon, IL. Bids received after this time will not be accepted. Bids will be opened and publicly read immediately after the specified closing time. All interested parties are invited to attend. Obtain bidding documents/requirements at the office of the Vice President for Business Services, phone (217) 234-5224, bgleckler@lakelandcollege.edu.

The Board of Trustees reserves the right to waive irregularities and reject all bids or parts of bids.

Successful Bidders shall have the sole responsibility of complying with all aspects of existing Prevailing Wage Policies.

Dave Storm
Chair - Lake Land College Board of Trustees

END OF SECTION

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INSTRUCTIONS TO BIDDERS

PART 1 GENERAL

1.01 DEFINITIONS

- A. Lake Land College Board of Trustees will be hereafter referred to in this Specification as “Owners” and all correspondence shall be addressed to: Bryan Gleckler, Vice President for Business Services, Lake Land College, 5001 Lake Land Blvd., Mattoon, IL 61938.
- B. A Bidder is a person or entity who submits a Bid to the Owner.
- C. Bidding Documents include the Advertisement for Bid, Instructions to Bidders, Bid Forms and supplements, and Addenda.
- D. Contract Documents include any Contract forms, Specifications, Drawings, Addenda, and modifications.
- E. An Agreement is a written agreement between the Owner and Contractor setting forth the obligations of the parties thereunder, including but not limited to the provision of the specified goods and materials, the basis of payment and the contract time.
- F. A Bid is a complete and properly signed proposal to provide the goods and services for the sums stipulated therein, submitted in accordance with the Bidding Documents.
- G. The Base Bid is the sum stated in the Bid for which the Bidder offers to provide the goods and services described in the Bidding Documents as the base, to which items may be added or from which items may be deleted for sums stated in Alternate Bids.
- H. An Alternate Bid is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding changes in the items, as described in the Bidding Documents, are executed.
- I. A Unit Price is an amount stated in the Bid as a price per unit of measurement for goods or services as described in the Bidding Documents or in the proposed Contract Documents.

1.02 DOCUMENTS

- A. Copies of the Bidding Documents may be obtained at the Office of the Vice President for Business Services, 5001 Lake Land Boulevard, Mattoon, Illinois 61938, (217) 234-5224, bgleckler@lakelandcollege.edu.

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1.03 EXAMINATION OF DOCUMENTS

- A. Bidders shall examine all documents. Failure to do so will not relieve a successful bidder of his obligation to provide all labor and materials necessary to carry out the provision of his contract for the sum stated thereon.
- B. Each Bidder, by submitting his bid represents that he has read and understands the bidding documents.

1.04 INTERPRETATIONS DURING BIDDING

- A. If any Bidder is in doubt as to the meaning of any part of the Bidding Documents, they may submit a written request to: Bryan Gleckler, Vice President for Business Services, 5001 Lake Land Boulevard, Mattoon, Illinois 61938, bgleckler@lakelandcollege.edu; for an interpretation of that part.
- B. Written requests for interpretations or clarifications must be made no later than five (5) working days prior to the Bid Date specified in the Advertisement for Bids.
- C. Any interpretation or change will be made only by Addenda numbered, dated, and issued by the Owner to each Bidder on record as having received a set of Bidding Documents and will be available for inspection wherever the Bidding Documents are kept available for that purpose. Lake Land College will not be responsible for any other explanations or interpretations of the Bidding Documents.

1.05 QUALIFICATION OF BIDDERS

- A. Bidders may be disqualified and their Bids not considered for any of the following specific reasons:
 - 1. Reason to believe collusion exists among Bidders.
 - 2. The Bidder being interested in any litigation against the Owner.
 - 3. The Bidder being in arrears on any existing contract or having defaulted on a previous contract.
 - 4. Lack of competency as revealed by the financial statement, experience, and equipment, questionnaires, or qualification statement.
 - 5. Uncompleted work, which in the judgment of the Owner will prevent or hinder the prompt completion of additional work if awarded.
- B. If requested, a Bidder shall submit to the Owner a confidential Financial Statement in a sealed envelope.

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1.06 PREPARATION OF BID:

- A. All bids must be submitted on the bid form contained herein. Oral, telephone, facsimile, electronic mail, or telegraph bids will not be accepted.
- B. The Bidder shall base the bid on work and materials complying with the Bidding Documents, and shall list all information where the bid form requires.
- C. The blank spaces in the bid form shall be filled in correctly with ink or typewritten. A bid form containing an alteration or erasure of any price contained in the bid which is used in determining the lowest responsible bid shall be rejected unless the alteration or erasure is corrected as herein provided:
 - 1. An alteration or erasure must be crossed out and the correction printed in ink or typewritten adjacent to the alteration or erasure.
 - 2. The person signing the bid must initial the correction in ink.
 - 3. In the event that any price used in determining the lowest responsible bid is expressed by the Bidder in both written and numerical form, the written representation shall govern in all cases.
- D. If the bid form includes alternates, each Bidder shall bid on each alternate. Failure to comply may be cause for rejection.
- E. If an individual submits Bid, he or his duly authorized agent must sign his name. If a firm, association or partnership submits the Bid, the name, address and title of each member must be given, and an official or duly authorized agent must sign the Bid. Powers of attorney authorizing agents or others to sign Bids must be properly certified and must be in writing and submitted with the Bid.
- F. Bids from individuals or partnerships, if signed by an attorney-in-fact, shall have attached to the bid the power of attorney, evidencing the authority to sign the bid. If the bid is signed by any other legal entity, the authority of the person signing shall be attached to the bid.

1.07 EXEMPTION FROM SALES TAX ON MATERIALS

- A. The Owner is exempted by Section Three of the Illinois Use Tax Act (Sec 3, House Bill 1610 approved July 31, 1961. IL. Rev. Stat. 1961, Chap. 120 Sec 439.3) from paying any of the taxes imposed by that act and sales to the Owner are exempt by Section Two of the Illinois Retailer's Occupation Tax Act (Section 2, House Bill 1609, Approved July 31, 1961 IL. Rev. Stat. 1961, Chap. 120 Sec. 441) from any of the taxes imposed by that Act.

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1.08 IDENTIFICATION AND SUBMITTAL OF BID

- A. Each bid and all papers bound and attached to it shall be placed in an envelope and securely sealed therein. The envelope shall be plainly marked with the following:
 - 1. The word "BID"
 - 2. Name and address of the Bidder.
- B. The envelope of the bid shall be addressed to:

Lake Land College
C/O Bryan Gleckler
Preventive Maintenance/Air Filters, Project # 2017-008
5001 Lake Land Boulevard
Mattoon, Illinois, 61938
- C. Bids shall be delivered before the time set for the opening of the bids. Bids arriving by mail or otherwise after the time designated for the opening of bids will be returned unopened. Oral, telephone, facsimile, electronic mail, or telegraph bids shall not be accepted.

1.09 MODIFICATION OR WITHDRAWAL OF BID

- A. A bid may not be modified after submittal. Bidders may withdraw a bid at any time before opening. A Withdrawal of a Bid must be made in writing or in person by a bidder or his duly authorized agent. If a firm, association or partnership wishes to withdraw a bid, an official or duly authorized agent must sign the written request or appear in person.
- B. Once withdrawn, the bidder must submit a new bid prior to the opening in order to be considered.
- C. No Bid may be withdrawn or modified after the Bid opening except where the award of the Contract has been delayed beyond 60 days after date of Bid.

1.10 OPENING OF BIDS

- A. The Bids submitted will be opened at the time and place stated in the Advertisement for Bids and publicly read aloud and thereafter shall remain on file with the Owner.
- B. After Bids are opened, the Bids will be tabulated for comparison on the basis of the Bid prices and quantities shown on the Bids.

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- C. The Owner reserves the right to withhold the award of the Contract for a period of 60 days from the date of the opening of Bids and no award will be made until the Owner is satisfied as to the responsibilities of the low Bidders.
- D. Until final award of the Contract, the Owner reserves the right to reject any or all Bids or proceed to do the work otherwise in the best interest of the Owner.

1.11 EVALUATION AND CONSIDERATION OF BIDS

- A. The Owner reserves the right to reject all bids or parts of bids, and to waive informalities therein.
- B. For the purpose of determining the lowest responsible bidder in the consideration of all bids submitted, the Owner reserves the right to accept or reject any or all alternates in the numerical order in which they appear on the bid form.

1.12 DISQUALIFICATION OF BIDDERS

- A. Bids will not be considered if they show any omissions, additions, alterations of form, conditions not requested unauthorized alternate Bids or irregularities of any kind. However, the Owner reserves the right to waive any irregularities and to make the award in the best interest of the Owner.
- B. The Bidder acknowledges the right of the Owner to reject any or all Bids and to waive any informality or irregularity in any Bid received. In addition, the Bidder recognizes the right of the Owner to reject a Bid if the Bidder fails to submit the data required by the Bidding Documents.
- C. For the purpose of determining the lowest responsible bidder in the consideration of all bids submitted, the Owner reserves the right to accept or reject any or all alternates in the numerical order in which they appear on the bid form.

1.13 APPLICABLE LAWS

- A. All applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the Work shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.

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- B. Bidder's signatures shall be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to the Department of Human Rights Act, previously the Illinois Fair Employment Practices Act, Prevailing Wage Act for workers in our area, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are hereby incorporated by reference and become a part of this proposal and specification.

1.14 EXECUTION OF THE AGREEMENT

- A. The successful Bidder, if awarded the Project, shall sign the necessary Agreements with the Owner and furnish Payment and Performance Bonds and Certificates of Insurance, if required elsewhere in this document, but no such Agreement shall be in force and effect until it is executed by all parties, and the Payment and Performance Bonds and Certificates of Insurance have been approved.
- B. Failure to execute and return the Agreement within ten (10) calendar days may result in the rescinding of the Contract award.

1.15 RECORDS:

- A. The Contractor shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the Contract shall be available for review and audit, and the Contractor agrees to cooperate fully with any audit conducted and to provide full access to all relevant materials.

END OF SECTION

SECTION 004146

BID FORM

PROJECT

IDENTIFICATION: Preventive Maintenance and Air Filter Replacement, Project # 2017-008

BID TO: Board of Trustees
Lake Land College District Number #517
C/O Bryan Gleckler
Vice President for Business Services
5001 Lake Land Boulevard
Mattoon, Illinois, 61938

The undersigned Bidder agrees, if this Bid is accepted, to enter into an Agreement with the Owner, in the form included in the Bidding Documents, to perform and furnish all materials, labor and equipment as specified or indicated in the Bidding Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the terms and conditions of the Contract Documents.

In submitting this Bid, Bidder represents that:

- A. This Bid will remain subject to acceptance for 60 days after the day of the bid opening.
B. The Owner has the right to reject this bid.
C. Bidder will sign and submit the Agreement with the Bonds and other documents as required by the Bidding requirements within 15 days after the Owner's Notice of Award.
D. Bidder has copies of all the Bidding Documents.
E. Bidder is familiar with federal, state and local laws and regulations.
F. Bidder has correlated the information known to Bidder with the Bidding Documents.
G. This Bid is genuine and not made in the interest of or on the behalf of an undisclosed person, firm or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; Bidder has not solicited or induced a person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself an advantage over another Bidder or over the Owner.
H. Bidder has received the following addenda receipt of which is hereby acknowledged.

Date Number

Bidder will provide all materials, labor and equipment as specified in accordance with the Contract Documents for the following price(s):

BASE BID PRICE - (Preventive Maintenance and Air Filter Replacement, four occurrences)

_____ Dollars (\$) _____
(use words) (figures)

Bidder agrees to provide all materials, labor and equipment, as specified, on or before the number of calendar days indicated below.

SUBMITTED on _____, 2017

Company _____

Address _____

No. of Working Days To Provide Specified Materials, Labor and Equipment Per Occurrence _____ Signed _____

_____ Days _____ Print _____

_____ Days _____ Phone _____

_____ Email _____

END OF SECTION

SECTION 006100

BONDS & CERTIFICATES

PART 1 GENERAL

1.01 BID DEPOSIT AND CONTRACT SECURITY

- A. Each proposal submitted to the Owner at the time of Bidding must be accompanied by a Bid Bond or a Cashier's Check, payable to the order of the Owner, in the amount of five percent (5%) of the maximum bid price. This bid security will be held by the Owner for a period of thirty (30) days from the Bid Date. The bid security will be returned to the Bidders upon execution of a Contract with the successful bidder, or in the event all bids are rejected by the Owner.
- B. Any bid not accompanied by a Bid Bond or a Cashier's Check will be considered irregular.
- C. By making such Bid Deposit the Bidder shall agree that the proceeds thereof shall be retained as liquidated damages, and become the property of the Owner under conditions stipulated elsewhere in these Specifications.

1.02 PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

- A. Contractors shall be required to furnish, in duplicate, a Performance Bond and a Labor and Material Payment Bond in strict conformance to, and submitted on A.I.A. Document A-312 equal to the full amount of their Contract covering the faithful performance of the Contract and the payment of all obligations arising thereunder in such form as the Owner may prescribe and with such sureties as he may approve.
- B. The Contractor's Bonding Agency shall carry either a Rating of "A-VIII" on the AM Best Rating System or be able to show Comparable Financial Status and Bonding Volume. Acceptance of Bonding Agency qualification shall be approved by the Owner.
- C. NOTE: This Performance Bond, and Labor and Material Payment Bond, shall be furnished and in effect before any work is started under this Contract.
- D. The life of the Bond and guarantee shall extend twelve (12) months beyond the day on which final payment under the Contract falls due, or the date of which the Owner accepts the work as completed whichever comes first. If final acceptance is by mutual agreement, a proper date shall be determined.

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- E. If before the expiration of the twelve (12) month guarantee period, a Contractor has been notified by the Owner or Architect regarding any work to be completed or corrected, any unpaid bills presented to the Owner, or any other unfinished business, the expiration of the twelve (12) month period does not relieve the Contractor or his bondsmen of the proper execution of such items.
- F. The Contractor or his bondsmen shall pay any lien or court costs and attorney's fee of the Owner, and cost that any creditor may incur in the forced collection of any just claim, and interest from date of filing lien until payment is made.
- G. In the event the Contractors should default and it becomes necessary for the sureties to complete the Contract, the Owner and Architect reserves the right to approve all Contractors and Subcontracts obtained by the sureties.
- H. The General Conditions of this Contract shall govern all issued, and any provisions of the bonds in conflict with these general conditions shall be waived.

1.03 FAILURE TO FURNISH PERFORMANCE BOND

- A. Should the successful Bidder fail or refuse to sign a formal written Contract with the Owner, or fail or refuse to furnish a Performance Bond satisfactory to the Owner and the Architect within ten (10) days after written notification of the acceptance of the proposal by the Owner, the Bidder will be considered to have abandoned the proposal. In such event the Owner shall retain all proceeds of the Bid Security (Bid Bond or Certified Check) in order to secure a "Successful Bidder". The term "Successful Bidder" shall be deemed to include any bidder whose proposal is accepted by the Owner.

1.04 COMPENSATION AND PUBLIC LIABILITY INSURANCE

- A. Principal Contractors shall carry sufficient insurance on their workmen to absolutely protect the Owner from any liability or damage resulting to the workmen as provided under the "Workmen's Compensation Act", and "Structural Works Act".
- B. The Principal Contractors and all Subcontractors performing services on said site shall take out and furnish to the Owner, and maintain during the life of this Agreement, complete Owner's Protective Liability Insurance in the amounts as specified herein for bodily injury, property damage, liability, or damage resulting to the Workmen as provided under the Workmen's Compensation and Structural Works Act of the State of Illinois as shall protect the Owner, Principal Contractor, and any Subcontractor performing work covered by this Agreement from claims for damages of personal injury including accidental

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death, as well as, from claims for property damage which may arise from operations under this Agreement, whether such operations be by the Principal Contractors or by any Subcontractors or by anyone, directly or indirectly employed by either of them, and the amounts of such insurance shall not be less than:

1. Comprehensive Automobile Liability:
 - a) \$1,000,000 Bodily Injury per person.
 - b) \$1,000,000 Bodily Injury per occurrence.
 - c) \$ 500,000 Property Damage per occurrence.
 - d) \$1,000,000 Combined Single Limit coverage for bodily injury and property damage per occurrence in the same aggregate limit will be accepted in lieu of the separate limits specified above.

 2. Workman's Compensation: Statutory Limits
 - a) Employer's Liability: \$500,000 Bodily Injury per person.
 - b) The Contractor may use a Self-Insured plan for Workman's Compensation Insurance if the plan is approved by the State of Illinois. For approval, the Contractor shall obtain a Certificate from the Illinois Industrial Commission, Office of Self-Insurance Administration, Springfield office.

 3. Comprehensive general Liability:
 - a) \$1,000,000 Bodily Injury per person.
 - b) \$2,000,000 Product and Completed Operations Aggregate
 - c) \$1,000,000 Bodily Injury aggregate limit.
 - d) \$1,000,000 Property Damage per occurrence.
 - e) \$2,000,000 Property Damage aggregate limit.
 - f) \$1,000,000 Combined Single Limit coverage for bodily injury and property damage per occurrence in the same aggregate limit will be accepted in lieu of the separate limits specified above.

 4. Umbrella
 - a) \$1,000,000 Umbrella
- B. The above Comprehensive General Liability Insurance shall be specifically endorsed to cover the terms of Liability Insurance for the Owner as set forth hereinafter.
- C. The Contractor shall cause Certificates of Insurance to be deposited with the Owner.

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1.02 LIABILITY INSURANCE FOR OWNER

- A. The Contractor shall purchase and maintain public liability insurance naming the Owner and his agents and employees as insured with respect to any claim that may be made against the Owner or his agents and employees arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense shall be covered by such insurance only if (a) it is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable regardless of whether or not the claimant contends that the Owner or his agents or employees are in part negligent or otherwise legally culpable with regard to the loss.
- B. Such insurance shall provide a defense for the Owner and his agents and employers, including the cost of defense counsel and other expenses of litigation.
- C. Principal Contractors shall carry the insurance of their Subcontractors or shall require their Subcontractors to carry their own insurance in the amounts stated above.
- D. This insurance shall cover all Agreements and any extra work connected with the construction of this Project.
- E. Contractors shall instruct their Insurance Companies to supply the Owner with Certificates of Insurance showing that such insurance is kept in force until completion of the Agreement. These Certificates of Insurance shall be provided before Contractors start any work under this Agreement.

1.03 BUILDERS RISK INSURANCE (Owner)

- A. Immediately after the signing of construction contracts or at such time as construction materials become situated upon the construction site or sites, the Owner will effect and maintain upon the entire structure on which work of this Contract is to be done, and upon all materials, on or adjacent thereto, intended for use thereon, to 100 percent of the insurable value thereof, an All-Risk Coverage Insurance Policy.
- B. This insurance will not cover Contractor's equipment, tools, or storage sheds and temporary buildings.

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- C. Any loss is to be made adjustable with and payable to, the Owner, Contractors, Subcontractors, and Material Dealers as their interests may appear at the time of loss.
- D. The Owner, Contractor, and all Subcontractors waive all rights of action, each against the others, for damages caused by fire or other perils covered by insurance provided for under the terms of this Contract, except such rights as they may have to the proceeds of insurance held by the Owner as trustee.

END OF SECTION

SUPPLEMENTARY CONDITIONS

PART 1 GENERAL

1.01 COORDINATION WITH OWNER

- A. The campus will be occupied by the Owner and the general public during all phases of the Work. It shall be the Contractor's responsibility to coordinate the work with the Owner to maintain access to roadways, parking, pedestrian ways and buildings during normal hours of operation, and to minimize conflict with the College's schedule.
- B. Sequence of work shall be coordinated with the College around the College's schedule and extra-curricular activities and shall be scheduled to minimize inconveniences for the students, staff and members of the community.
- C. The Contractor shall notify the Owner five (5) working days prior to commencing work on site.

1.02 CONTRACTOR'S RESPONSIBILITIES

- A. The Contractor on this project shall have the responsibility of coordinating and directing the all work resulting from the implementation of the Contract. This shall include the scheduling and/or coordination of Subcontractors and shall include assistance to these Contractors in the layout of their work with particular attention to where the work comes in contact with or overlaps that of others.

1.03 SUBCONTRACTORS

- A. The Contractor shall be responsible for any and all Subcontractors working under them, and shall carry insurance for them or see that they are carrying it themselves so as to relieve the Owner of any and all liability.
- B. Nothing contained in the Contract Documents shall create any contractual relation between any Subcontractor and the Owner.
- C. The Owner assumes no responsibility for overlapping, or omission of parts of the work by various Subcontractors.

1.04 LOCAL LABOR

- A. It is the desire of the Owner that Contractors make use of all local labor, material, insurance, etc., if possible, as long as it does not create a hardship on the Contractors.

1.05 SUPERINTENDENT

- A. The Contractor shall keep a capable project manager on site at all times when physical work is in progress.
- B. The Contractor, or his project manager shall take complete responsibility for co-ordination of work particularly where such work meets or overlaps the work of others.

1.06 PRECEDENCE OF DOCUMENTS

- A. The Contract Documents shall be given precedence in the following order, provided they are in existence at the time of the closing of the Contracts:
 - 1. Agreement
 - 2. General Conditions of the Contract
 - 3. Any Valid Federal, State or local laws, statutes, ordinances or codes
 - 4. The Contract Documents

1.07 PRE-IMPLEMENTATION MEETINGS

- A. Pre-implementation meetings will be held prior to beginning of work at the time and place designated by the Owner, but not later than 10 days after date of signing of Contracts and again no later than 10 days prior to the commencement of any alteration, replacements or construction.
- B. Representatives of the Owner, Contractor, and major subcontractors shall be present.
- C. The following shall serve as a minimum agenda:
 - 1. Project schedule
 - 2. Designation of responsible personnel
 - 3. Progress meeting schedule
 - 4. Processing of submittals
 - 5. Processing of Contractor's pay requests

1.08 PERMITS

- A. The Owner will obtain and pay for all permits required by Local Law, except as indicated otherwise in these specifications.

1.09 SUBMITTALS

- A. For all systems and materials requiring shop fabrication or setting drawings, the Contractor shall furnish shop drawings in duplicate (2 copies) to the Owner. Before submitting the shop drawings, the Contractor shall check same against project conditions which may vary from dimensions on the Owner's drawings. Drawings shall bear evidence of having been checked by the Contractor prior to submittal.
- B. For all systems and materials requiring selections of options, finishes, colors, sizes, etc. the Contractor shall furnish submittals in duplicate (2 copies) to the Owner. Before submitting, the Contractor shall check same against project conditions which may vary from dimensions on the Owner's drawings. Drawings shall bear evidence of having been checked by the Contractor prior to submittal.
- C. The Owner and will review submittals and will endeavor to correct errors, but it shall be the responsibility of the Contractor to see that work complies with the Contract Documents, and fits to project conditions and to materials to be installed later. Contractor shall be responsible for dimensions and quantities.

1.10 MATERIAL AND WORKMANSHIP

- A. The owner or his agent shall have full power to reject any material or workmanship which, in their opinion, do not conform with approved specifications or drawings, and cause same to be immediately removed and reconstructed without additional cost to the Owner

1.11 PATCHING

- A. The expense of any undue alterations, cutting, patching, or repairing of damage due to carelessness or neglect caused by any trade shall be borne by the Contractor for that trade. The work shall be done by the workmen of the Contractor whose work was damaged so that such patching will be least conspicuous.
- B. All openings left by removal of existing materials, and/or equipment shall be patched to match adjacent construction.

1.12 MATERIAL STORAGE

- A. The Owner will allocate certain areas of the site for the purpose of storing materials and equipment. The Contractor shall contact the Owner before any materials are situated in buildings or on the site and determine a general plan for storing materials.
- B. Materials are shall be placed on the site in a neat and orderly manner.

1.13 PROTECTION OF GENERAL PUBLIC

- A. All Contractors shall provide protection of the general public at all times, providing protection devices as prescribed by laws having jurisdiction.
- B. The Contractor will, at all times, take all reasonable precautions for the safety of employees on the project, and of the public and all other persons who may be affected, and will comply with all applicable provisions of Federal, State, and Municipal Safety Laws and Building and Construction Codes.

1.14 BUILDING PROTECTION

- A. The Contractor shall be responsible for protecting the existing buildings and contents from damage from any cause as a result of work to be performed under this Contract. Any damaged to buildings or contents shall be repaired or replaced to equal the original condition of the damaged area or contents.
- B. All damaged buildings or contents shall be repaired or replaced at the Contractor's expense and to the satisfaction of the Owner.

1.15 SITE PROTECTION

- A. The Contractor shall be responsible for protecting the adjacent site from damage from any cause as a result of work to be performed under this Contract. Any damaged areas, including yard areas and plants, walks, steps, paved areas, irrigation system, etc., shall be repaired or replaced to equal the original condition of the damaged areas.
- B. All damaged areas shall be repaired at the Contractor's expense and to the satisfaction of the Owner.

- C. The Contractor shall be aware that a ten ton load limit shall be imposed on all haul trucks hauling materials to the project or away from the project. This ten ton load limit shall be imposed on the load itself. Furthermore, any failures that are observed in the existing pavement structure that are caused by a piece of construction equipment may subject that piece of equipment to elimination from this project. The Contractor shall be responsible for all damage caused by failure to heed this restriction.

1.16 THEFT AND VANDALISM

- A. The Contractor shall be responsible for any damage or loss resulting to the work, materials, or tools due to theft, or in any manner not covered by the insurance called for elsewhere in these Specifications. Payments on account of Contract do not relieve Contractors of this obligation. Contractors may carry Theft Insurance at their own option.

1.17 ROYALTIES AND PATENT INFRINGEMENT

- A. The Contractor shall pay all royalties and license fees, and shall hold harmless and indemnify the Owner from any and all claims, suits, and proceedings for the infringement of any patent or patents covering any equipment, materials, supplies or construction methods used in the work.

1.18 SOCIAL SECURITY, UNEMPLOYMENT INSURANCE

- A. The Contractors shall keep records and pay, all social security, withholding tax, unemployment insurance, and other taxes imposed by the various governmental authorities and laws.

1.19 OTHER WORK NOT IN CONTRACT

- A. The Owner reserves the right to let separate Contracts for other work in connection with this project, but agrees that such work shall not interfere with the work of the Contracts previously made.

1.20 EXTRAS AND CHANGES

- A. Should any extra work or changes be required during the work, the Owner and Contractor shall agree upon the price for such extra work or changes and the Owner shall issue a change order to the Contractor for such work as agreed upon. Payment shall be made under same conditions as for original Contract.
- B. No payment shall be made for extra work or materials unless a formal written change order is issued by the Owner.

1.21 CLEANING OF GROUNDS & BUILDING

- A. The building and site shall be maintained free of unnecessary debris and clutter during all phases of construction.
- B. At the completion of the project and before final acceptance by the Owner, the building and site shall be cleared of all rubbish, materials, and debris which accumulated during the process of construction.
- C. All building surfaces affected by work performed under this Contract shall be cleaned by a professional cleaning service and shall include but shall not be limited to the following:
 - 1. Remove all spills and splatters from building surfaces
 - 2. Vacuum all carpets
 - 3. Buff all resilient floors
 - 4. Wash all glass, mirrors, and aluminum surfaces
 - 5. Wash all glazed tile surfaces and clean all quarry tile
 - 6. Wall surfaces, doors, etc., shall be dust free
 - 7. Clean all plumbing fixtures and toilet partitions
 - 8. Clean all casework, chalkboards, and lockers

1.22 GUARANTEE & WARRANTIES

- A. The Work of all Subcontractors shall be warranted for a period of one year from the date of acceptance of their work, unless stipulated for a longer period of time.
- B. All items requiring a warranty certificate from the manufacturer shall be executed and the certificate delivered to the Owner.

1.23 LEGAL REQUIREMENTS

- A. All Contractors shall comply with all laws, rules and regulations governing the work under this Contract.
- B. Should the Contractor observe anything in the contract documents that is contrary to any code requirement, he shall notify the Owner immediately in writing. The Owner shall issue all changes required to correct the variance, and be responsible for code interpretations.

1.24 OCCUPATIONAL SAFETY AND HEALTH

- A. It shall be the Contractor's responsibility to ensure all Subcontractors comply with all local, state and federal laws and regulations governing job safety and health standards, and the requirements of the "Occupational Safety and Health Act of 1970" enacted by Congress and signed into law on December 29, 1970 and all applicable changes, revisions, and amendments.

1.25 FAIR EMPLOYMENT PRACTICES

- A. The Contractor agrees that, in accordance with an Act to prohibit discrimination and intimidation on account of race or color in employment and Contracts for public buildings or public works, approved July 8, 1933, as amended, no person will be refused or denied employment in any capacity on the grounds of race or color, nor be discriminated against in any manner by reason thereof in connection with the performance of the work set forth in the attached drawings and specifications; nor will any unfair employment practice, as defined in the Fair Employment Practices Act, approved July 21, 1961 and all applicable changes, revisions, and amendments, be committed by the said Contractor.

1.26 PREVAILING WAGE POLICY

- A. The Owner has, by resolution, established a general prevailing rate of hourly wage in said District.
- B. The Contractor and Subcontractors shall comply with the following and any later amendments thereto:
 - 1. "Illinois Statutes, as amended by Act approved August 8, 1961, (SB No. 250) (Rev. State Chap. 48, Sec. 39S-1 et.seq.) declared to be the policy of the State of Illinois that a wage of no less than the general prevailing hourly rate as paid for work of a similar character in the locality in which the work is performed, shall be paid to all laborers, workmen and mechanics employed by or on behalf of any and all public bodies engaged in public works, exclusive of maintenance work."

END OF SECTION

SECTION 012900

PAYMENT PROCEDURES

PART 1 GENERAL

1.01 PAYMENTS

- A. The Owner will make payment on account of the Contract as follows:
1. Upon completion of all requirements as directed in these specifications the Vendor shall request payment in full.
 2. Payment will be made provided the Owner certifies that the materials and equipment meet all requirements of these specifications.
 3. The Vendor shall provide an invoice for the materials and equipment which will satisfy the following:
 - 1) Itemize separate line item cost for each major division of equipment, using specifications Section 110112 Preventive Maintenance and Air Filter Replacement, Part Two as basis for format.
 - 2) All forms must be typed and all sections of the forms completed.
 - 3) All forms must have ORIGINAL SIGNATURE.

1.02 PAYMENTS WITHHELD

- A. The Owner may withhold, or on account of subsequently discovered evidence, nullify the whole or part of any payment to such an extent as may be necessary to protect the Owner from loss on account of:
1. Defective materials or equipment not remedied.
 2. Claims filed or reasonable evidence indicating probable filing of claims.
 3. Failure of the Contractor to make payment properly to suppliers for materials and/or equipment.
 4. A reasonable doubt that the Contract can be completed for the balance then unpaid.
- B. When the above conditions are remedied payment will be made for the amounts withheld.

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- C. Should the Vendor fail to provide any necessary materials or equipment, or should he refuse to correct any work not done according to the specifications, the Owner may, after having given the Vendor ten days written notice, construct such work or make repairs necessary to meet the requirements of the Contract. The cost of such work shall be deducted from the final payment due the Vendor.

END OF SECTION

SECTION 110112

PREVENTIVE MAINTENANCE AND AIR FILTER REPLACEMENT

PART 1 GENERAL

1.01 SCOPE

- A. The purpose of these specifications is to establish minimum standards for Mechanical Equipment Preventive Maintenance and Air Filter Replacement. All work shall meet all applicable codes, and other provisions as specified herein. Furnish parts, fittings, and any other accessories required, as specified, to provide complete Mechanical Equipment Preventive Maintenance and Air Filter Replacement.
- B. BASE BID shall be for (4) four complete filter changes and the accompanying preventive maintenance.
 - 1. Work for first service shall commence on Aug, 2017 and shall be completed by the end of that month.
 - 2. Work for second service shall commence on January, 2018 and shall be completed by the end of that month.
 - 3. Work for third service shall commence on July, 2018 and shall be completed by the end of that month.
 - 4. Work for fourth service shall commence on January, 2019 and shall be completed by the end of that month.
- C. If a Bidder is unable to comply with any of the following specifications, the Bidder shall submit in writing the reason for noncompliance. Noncompliance with any specification is grounds for rejection of the entire bid. The buyer reserves the right to reject any bid which does not meet these specifications.
- D. **Bids shall be for product and services complete, delivered, installed and operating as intended, including all shipping, handling and delivery fees and will have no hidden costs.**
- E. All products shall bear full manufacturers on-site warranty for a minimum of one year from the date of delivery to the Owner and shall include parts and labor.

1.02 QUALITY ASSURANCE

- A. Submit complete service records for each item of equipment serviced. The data shall include a complete list of parts and supplies utilized, with current unit prices and source of supply.

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- B. Include a list of special tools and/or test equipment utilized for maintenance and testing of the equipment serviced.
- C. Record all manufacturer's names, model and/or serial numbers, BTUs, quantities, and filter sizes for all equipment serviced and filters replaced which are currently not indicated on the table below. Verify all existing information is complete and accurate.
- D. Coordinate with Owner to prepare records and in-field markings to identify locations of all units serviced and filters replaced.

PART 2 PRODUCTS

2.01 PREVENTIVE MAINTENANCE

- A. Perform preventive maintenance on all equipment listed in the table below according to manufacturer's recommendations and instructions, including but not limited to:
 - 1. Inspection of belts, tighten if necessary
 - 2. Inspection of electrical connections Tighten has necessary
 - 3. Lubrication
 - 4. Inspection and cleaning of interior and exterior coils
 - 5. Inspection and cleaning of condensate drains
 - 6. Inspect complete unit for signs of wear and damage
 - 7. Inspection of motor and fan mounts
 - 8. Recommend replacements as necessary
 - 9. Report all findings and recommended cleanings or repairs to Owner on forms designed for this purpose. Minimum information shall include
 - a. Date and time service was performed
 - b. Technicians name and contact information
 - c. List of items serviced
 - d. List of items inspected

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- e. Notes of findings regarding overall condition of equipment
- f. Recommended repairs.

2.02 FILTER REPLACEMENT

- A. Replace all air filters for equipment shown on the table below according to the manufacturer’s recommendations and instructions including but not limited to:
 - 1. Clean all washable filters
 - 2. Replace electrostatic filter media
 - 3. All replacement filters shall be pleated filters with a Merv 8 rating unless noted otherwise

Ag-Tech	Model#	Serial Number	BTUs	Quantity	Filter Size
Hiel (4 Units)	NVGK125DK08	L923274207	125,000	8	16X25X1
Goodman	GM88960603BNAA		60,000	2	16X25X1
Bookstore					
Hiel	H9MPD050F-12A2	S/N L022372840	50,000	1	16X25X1
Iceco	90RS12EHS01	GY5D307F370703464	120,000	2	24X24X1
Unitary Products	ACP018G0451021C	SNAMM001038		No filter or filter rack	
Child Care Lab					
Carrier	58SX080-BC	1588A07146	88,000	1	16x25x2
International Comfort Products	T9MP0075F12C1	A060359977	75,000	1	16X25X2
Field House					
Addition					
HP-1 FHP	EM072-4VTC	PB104635		2	14X20X1
				2	20X20X1

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HP-2 FHP	EM210-4VTC	PB105050		4	14X20X1
				4	20X20X1
HP-3 FHP	EM096-4VTC	PB104902		2	14X20X1
				2	20X20X1
HP-4 FHP	EM096-4VTC	PB104903		2	14X20X1
				2	20X20X1
HP-5 FHP	EM072-4VTC	PB104636		2	14X20X1
Women's Locker Room PH					
ERU Semco	FV2000H-6NN4AB	476581M042703-01		2	16X20X2
HP-2 Envision	NXH095ER40ACANNSSA	YD2950		2	20X20X2
				2	20X24X2
HP-1 Envision	NXH095ER40ACANN42SSA	YD2949		2	20X20X2
				2	20X24X2
Above Room 105					
ERU Semco	FV1000H-6NN4AB	47658/M042704-01		1	16X25X2
HP-1A Envision	NXH095ER40ACANN42SSA	YD2947		2	20X20X2
				2	20X24X2
HP-1B Envision	NXH095ER40ACANN42SSA	YD2948		2	20X20X2
				2	20X24X2
Above Lobby					
HP-10 Envision	NSU030TR201CANN23SSA	YE1199		2	14X24X1
HP-4A Envision	NXH095EL40ACANN42SSA	YD3507		2	20X20X2
				2	20X24X2
HP-4B Envision	NXH095EL40ACANN42SSA	YD3506		2	20X20X2
				2	20X24X2
HP -Outside Air	NDH072ER001CANN23SSA	YD3709		1	20X25X1
HP-3A Envision	NXH095ER40ACANN42SSA	YD2951		2	20X20X2
				2	20X24X2

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HP-3B Envision	NXH095ER40A42SSA	YD2952		2	20X20X2
				2	20X24X2
HP-11 Envision	NSV030TL201 CANN23SSA	YE1196		2	14X24X1
ERU-3 Semco	FV2000H-6NN4AB			2	16X20X1
				2	24X24X2
Hall to Fitness Center					
Envision	NSH030SL201CBNN23SSA	YE1157		1	24X18X1 (Elec.)
Storage Room					
Envision	NSH042SL401CBNN23SSA	YE1179		2	20X20X1 (Elec.)
4 Total Envision NSH030SL201CBNN23S SA 18X321 Electronic					
4 Total Envision NSH036SL201CBNN23S SA 20X37X1 Electronic					
LRC	Model#	Serial Number	BTUs	Quantity	Filter Size
HP-1 Envision	NXV095TR40CCBNN42BVA	100301239		2	4 Media 28X36X1 (Electronic)
HP-2 Envision	NXV095TR40CCBN42BVA	100301242		2	4 Media 28X36X1 (Electronic)
HP-3 Envision	NXV095TR40CCBNN42BVA	100301240		2	4 Media 28X36X1 (Electronic)
HP-4 Envision	NXV095TR40CCBNN42BVA	10030124		2	4 Media 28X36X1 (Electronic)
HP-5 Envision	NXV095TL40CCBNN42BVA	100301243		2	4 Media 28X36X1 (Electronic)

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Mezzanine Above Equip. Room					
Outside Air Heat Pump				4	Media 16X25X2
Outside Air Heat Pump				3	Media 16X25X2
ERU				2	Elec. Filter Media
Maintenance	Model#	Serial Number	BTUs	Quantity	Filter Size
Carrier	58MTA100-F-1-16	4001A14517	100,00 0	1	No Belts 24X24X2
Carrier	58MTA100-F-1-16	4001A10910	100,00 0	1	24X24X2
Carrier	58MTA100-F-1-16	4001A10913	100,00 0	1	24X24X2
Carrier	58MTA100-F-1-20	4101A15238	100,00 0	1	24X24X2
Carrier	58MTA100-F-1-16	4001A14519	100,00 0	1	24X24X2
NOTE: Units are listed N to S					
Neal Hall	Model#	Serial Number	BTUs	Quantity	Filter Size
AHU-1 Carrier	39T6JDKAA-2-AES-AA	2299F24490		20	16X25X2
AHU-2 Carrier	39T6XDKAA-2-AES-AA	2299F24491		20	16X25X2
AHU-3 Carrier	39T6HDKAA-P-AFN-AA	2299F24474		10	16X25X2
				10	16X20X2
2 Total Entry Units Osterling FCU Washable Mesh 27 ½ X 8 ½ X ½					
3 Total Entry Units Osterling FCU Washable Mesh 43 ½ X 8 ½ X ½					

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NE Classroom	Model#	Serial Number	BTUs	Quantity	Filter Size
East Penthouse					
ERU-1 Semco	FV3000G-4NT4AB	M07022/59929-1		2	EZ Kleen 20X20X1 Washable
				2	P/N 9802 20X20X2 Pleat
AHU-1 Trane	CSAA01VAD00	K13C21987	2-A43	4	20X25X4 Metal Frame 65%
					MNE: FLR07098
AHU-2 Trane	SAA004VAD00	None Listed	2-Ax39	4	16X20X4 Metal Frame 65%
					MNE: FLR07094
West Penthouse					
AHU-3 Trane	CSAA010UAD00	K13C22003	2-A43	4	20X25X4 Metal Frame 65%
					MNE: FLR0709B
AHU-4 Trane	CSAA004VAD00	K13C22011	2-Ax39	4	16X20X4 Metal Frame 65%
					MNE: FLR0709B
ERU-2 Semco	FV3000H-4NT4AB	None Listed		2	EZ Kleen 20X20X1 Washable
				2	P/N 9802 20X20X2 Pleat
Center Roof					
ERU-3 Semco	FV3000V-6RT4AB	59929/M070227		2	EZ Kleen 20X20X1 Washable
				2	P/N 9802 20X20X2 Pleat

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NW Classroom	Model#	Serial Number	BTUs	Quantity	Filter Size
North Penthouse					
North AHU-1	SCWGN3042J0D02-	T09C86425		4	Belts 5Vx780 20X25X2
	201500B161CBOHMA			4	16X25X2
North MAU Envision	NVDU064TR301CABN43SSA	90401738		1	30X36X1
North ERU Semco	FV2000V-4NT4AB	50478-M048446-02		2	16X20X2
				2	16X20X2
South Penthouse					
South AHU-1 Trane	SCWGN3042J0D02201500B101CB0 HMA	T09C86426	4	4	Belts 5Vx780 20X25X2
			4	4	16X25X2
South MAU Envision	NUD064TR301CABN43SSA	None Listed	1	1	30X36X1
South ERU Semco	FV2000V4NT4AB	50478/MO48446-01	2	2	16X20X1
				2	16X20X2
Heat Pumps					
8 Total Envision NSH022ECM					32X18X1 (Elec.)
1 Total Envision NSH036ECM					36X20X1 (Elec.)
Fan Coil Units					
4 Total	42WKN08	AAF#5700 630mmX205mmX25mm			
22 Total	IEC LXA03	07X26-3X1 UPM8 P/N 80085.01199			
Power House					
Heat Pump				1	30 X 36
Public Safety					
Rheem	RGRA-10EZAJS	EH5D707F309706892		1	16X20X1
Student Center					
ASU-5 York South	Industrial Mech. Could not read tag		2-b443	3	20X20X2
				3	20X24X2
ASU-4 South Roof	FHB-221-10274			12	20X20X2
Northwest Roof					

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ASU-1/2 West Unit	TAGS PAINTED			12	20X20X2
ASU-2/3 East Unit	TAGS PAINTED			9	20X20X2
ASU-3/4 North Unit	TAGS PAINTED			12	20X20X2
Vo-Tech	Model#	Serial Number	BTUs	Quantity	Filter Size
ERU-1 Semco	FV5000V-6RN4AB	47658/M142701-02	Bx63	2	3 Washable & 16X25X1
ERU-2 Semco	FV5000V-GRN4AB	47658/M042701-01	Bx63	2	3 Washable & 16X25X1
AHU-1	H3-DRB-3-0-28FB-000	201604-CJCD02531		2	24X24X4
HP-1	USH012EL230NRNA5B00SS			2	20X20X2
				2	20X24X2
				2	16X20X2 Metal
HP-2	USH030EL234NRNA5B00SS			2	20X20X2
				2	20X24X2
				2	16X20X2 Metal
HP-3	USH036EL234NRNA5B00SS			2	20X20X2
				2	20X24X2
				2	16X20X2 Metal
HP-4	USH048EL230NRNA5B00SS			2	20X20X2
				2	20X24X2
				2	16X20X2 Metal
HP-5	USH036EL204CBRNE7D21SSE	160401772		2	18X14X2
HP-6	USH012EL200CANNE7D21SSE	160401769		1	11X25X2
HP-7	USH030EL204CBRNE7D21SSE	160401774		1	16X25X2
HP-8	USH030EL204CBRNE7D21SSE	160401776		1	16X25X2
HP-9	USH012EL200CANNE7D21SSE	160401770		1	11X25X2
HP-10	USH012EL200CANNE7D21SSE	160401771		1	11X25X2

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HP-11	USH030EL204CBRNE7D21SSE	160401775		1	16X25X2
HP-12	USH036EL204CBRNE7D21SSE	160401773		2	18X14X2
HP-13	USH048EL434CBRNE7D21SSE	160401811		1	18X14X2
				1	18X18X2
Intercity Products	NPAAA36N1K1	L933344190		1	16X25X2
Intercity Products	PAB090N2RAMA75H001	L942623762	Ax62	4	20x25X2
Webb Hall	Model#	Serial Number	BTUs	Quantity	Filter Size
East Penthouse					
Upper Unit Carrier	39MN06D0215LW11XDS	1612V15502	4	4	Belt Ax29 16X20X2
Lower Unit Carrier	39MN10D0215LV11XDS	1612V15501	6	6	Belt B43 16X20X2
ERV Semco	FV3000H-4NT4AB		2	2	20X20X2
West Penthouse					
Upper Unit Carrier	39M1STM05CKCCGX2X	1612V15500	4	4	Belt Ax 29 16X20X2
Lower Unit Carrier	39MCSTM05FDBXXBX1X	1612V15499	6	6	Belt B43 16X20X2
ERU Semco	FV3000H-4NT4AB	57504/m064294-01	2	2	20X20X2
3 Total Entry Units Carrier 24 X 24 X ¼ Washable Foam					
West Building	Model#	Serial Number	BTUs	Quantity	Filter Size
Florida HP Unit 1	ECO24-1UTC			1	20X20X2
Florida HP Unit 2	ECO24-1UTC			1	20X20X2
AHU-1 Trane		K01F81503DTOKD1F8151 2B		12	20X25X2
				8	16X25X2
AHU-Trane		K01F81518BTOK01F8152 7B		12	20X25X2
				8	16X25X2
AHU-3 Trane	SXHFF704	C08G07042	35	35	16X20X2
AHU-4 Trane	SXHFF504	C08607043	20	20	20X25X2

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AHU-5 Trane	SXHFF704	None Listed	35	35	16X20X2
AHU-6 Trane	SXHFF304	C08G07045	16	16	20X20X2
2 Total Entry Unit Osterling 43 ½ X 8 ½ X ½ Washable Mesh					
2 Total Entry Unit Osterling 57 ½ X 8 ½ X ½ Washable Mesh					
Zero Energy	Model#	Serial Number	BTUs	Quantity	Filter Size
Outside Air Heat Pump				2	20X25 20X20 Merv 13 20X25
Classroom Heat Pump				1	
CCS Side - LG Cassette				8	Washable
HR Side - LG Cassette				7	Washable
Front Lobby - LG Cassette				1	Washable

PART 3 EXECUTION

3.01 DELIVERY, STORAGE AND HANDLING

- A. All equipment delivered and/or placed in storage shall be housed in a manner to preclude any damage from the weather, humidity and temperature variations, dirt and dust, or other contaminants.
- B. All equipment shall be provided in the manufacturer's original sealed packaging.

3.02 INSTALLATION

- A. Work shall be performed according to equipment manufacturer's specifications, diagrams and recommendations.

END OF SECTION