

MEMORANDUM

August 4, 2025

Glenview Public Library - Humidifier and Fan Motor Replacement Responses to Requests for Information

To: Prospective Bidders
From: Jean Sanders

Below are responses to questions from Prospective Bidders to the Humidifier and Fan Motor Replacement.

- 1) Are the humidifiers currently tied into the building temperature controls system? If no, would you like the humidifiers tied in?
 - a. Answer: The existing humidifiers are not tied in. Each unit has a sensor and a thermostat on each floor. The new humidifiers do not need to be tied into the building controls system as part of this project.
- 2) Does the building operate on JCI Metasys or Johnson Facility Explorer (FX) for temperature controls?
 - a. Answer: The building operates on JCI Metasys.
- 3) It was mentioned that the building does not have enough supply flow, and an additional booster pump would be considered. Is this pump going to be added to the scope as an addendum, should it be bid as an optional add-price, or will it be a separate bid?
 - a. Answer: A booster pump for the humidifier feed water on RTU 2 (north humidifier) will be installed (120-volt AY McDonald booster pump) before any work on the Humidifier and Fan Motor replacement project begins. Therefore, an addendum will not be issued, and the scope of work will not include the additional of a booster pump. The scope of work for the project remains the same as issued on July 21, 2025.
- 4) Will as-built drawings be provided with published RFI answers?
 - a. Answer: Yes, drawings are attached to emails sent to prospective bidders and will be posted on DemandStar as well as the Library website at <https://glenviewpl.org/rfq-rfp/>

BID FORM

PROJECT: Humidifier and Fan Motor Replacement
Glenview Public Library
1930 Glenview Road
Glenview, Illinois 60025

BID TO: Ms. Jean Sanders
Glenview Public Library
1930 Glenview Rd.
Glenview, Illinois 60025

BID FOR: _____
(Bidder's Name)

(Bidder's Address)

DATE: _____

THE UNDERSIGNED:

1. Acknowledges Receipt of:

A. Project Manual: Project Manual for
Humidifier and Fan Motor Replacement Project
Glenview Public Library
Glenview, Illinois
Dated: July 21, 2025

B. Addenda: No.1 Dated: August 4, 2025

2. Has examined the site and all Bidding Documents.

3. Agrees:

A. To hold the Bid open until 45 calendar days after the Bid Opening.

B. To be bound by the provisions of the Contract set forth in **Section VI – Form of Agreement between Owner and Contractor.**

- C. To provide to the Owner a Performance Bond and a Payment Bond in an amount equal to 100% of the Bid amount, or equal to the largest Bid amount submitted by Bidder if multiple Bids are submitted, and provide proof of insurance coverage to the owner for the entire Work in accordance with the Contract

Documents, within two (2) days of the execution of the Contract. The cost of these bonds and insurance is to be included in the Base Bid, or each of the Base Bids if multiple Bids are submitted.

4. Proposes to accomplish all Work in accordance with the Contract Documents for the Base Bid prices as outlined in the following sections.

1. BASE BID

All labor, materials, services, and equipment necessary, for completion of the work as described in the specifications:

_____ Dollars (\$_____)

This firm fixed price (lump sum), base bid shall be based upon the scope of work described in project manual entitled "Humidifier and Fan Motor Replacement Project," dated July 21, 2025.

- i) Estimated project duration = _____ calendar days

2. SUBCONTRACTORS

The Contractor agrees, if notified of the acceptance of this Proposal, that he will utilize the following subcontractors for the following noted types of work and that all other work not listed below will be handled directly by the Undersigned. No substitutions shall be made in the employment of subcontractors without written approval having first been obtained through the Owner.

Subcontractor (Name, Address, Telephone Number):	Type of Work:

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(Use additional page if necessary)

3. WORK TO BE DONE DIRECTLY

The Contractor hereby states that he will perform the work of the following major trades directly without employment of subcontractors:

4. BIDDER AGREES TO THE FOLLOWING

1. To obtain any and all building permits required to perform this work.
2. To complete the work by November 14, 2025.
3. To work at least five full working days per week, when weather permits.
4. To work within the following construction hours, in accordance with the Village of Glenview regulations: Weekdays 7 a.m. - 7 p.m., Saturdays 9 a.m. - 6 p.m., Sundays 9 a.m. - 5 p.m., and holidays 9 a.m. - 5 p.m.

IN SUBMITTING THIS BID, IT IS UNDERSTOOD THAT THE RIGHT IS RESERVED BY THE OWNER TO REJECT ANY AND ALL BIDS, AND IT IS AGREED THAT THIS BID MAY NOT BE WITHDRAWN FOR A PERIOD OF 60 DAYS FROM THE OPENING THEREOF.

FIRM NAME: _____

BUSINESS ADDRESS: _____

TELEPHONE: _____

BY: _____
(Signature)

NAME & TITLE: _____

CORPORATE SEAL (If bidder is a corporation)

Reference List

Please list 3 public agency clients, along with a very brief description of the work, which the Owner may contact regarding the Contractor's work performance.

Reference #1

Agency / City Name:	
Department:	
Contact Person:	
Telephone:	
Email Address:	
Dollar Value of Agreement:	
Date Range of Agreement:	
Nature of Work Performed:	

Reference #2

Agency / City Name:	
Department:	
Contact Person:	
Telephone:	
Email Address:	

Dollar Value of Agreement:	
Date Range of Agreement:	
Nature of Work Performed:	

Reference #3

Agency / City Name:	
Department:	
Contact Person:	
Telephone:	
Email Address:	
Dollar Value of Agreement:	
Date Range of Agreement:	
Nature of Work Performed:	

AFTER COMPLETING, PLEASE SUBMIT ALL PAGES OF THIS REFERENCE LIST AND SUBMIT ALL PAGES OF THE Notice of Humidifier and Fan Motor Replacement Bid

Certificate of Bidder Eligibility

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the Owner Cabling Project work for the Glenview Public Library, Cook County, Illinois, certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

(Printed Name & Title)