

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.1

Title:

Recommendation to Extend the Contract for Mechanical Systems Maintenance and Service with Geostar Mechanical Inc.

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: April 23, 2018

Proposed Cost: \$79,200

Budgeted Amount: \$80,000

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

In 2008, all of the City's building assets were consolidated under one service agreement for HVAC maintenance and repair. This contract included City Hall, the Police Station, Fire Stations, the Public Works complex, and various water, wastewater, and electric facilities throughout the community.

On May 9, 2016 the City publicly opened bids for Building Mechanical Systems Maintenance & Service contract. The City received five bids from qualified contractors with Geostar Mechanical, Inc. of Rockford, IL being the lowest responsive, responsible bidder.

The base bid was for a two year contract with up to three additional one-year extensions, for a total of five years if all options are exercised.

Over the course of the base contract, Geostar has proven to be a very attentive vendor for the City. They have demonstrated that St. Charles is a priority to their company and conducted business in a way that meets the City's expectations.

Attachments *(please list):*

*Geostar Mechanical, Inc. Bid * 2016 HVAC Maintenance & Service Scope of Services * Geostar 3-year Bid Breakdown

Recommendation/Suggested Action *(briefly explain):*

Recommendation to authorize the extension of the contract for Building Mechanical Systems Maintenance & Service with Geostar Mechanical, Inc. in the submitted bid amount for Fiscal Year 2018/19 with the option for staff to execute extensions to the contract for Fiscal Years 19/20 and 20/21 in accordance with the submitted bid rates.

CITY OF ST. CHARLES
2 E. MAIN STREET
ST. CHARLES, ILLINOIS 60014

Bid Opening: Monday, May 9, 2016 at 2:00 p.m.

Bidder Information

Company Name: Geostar Mechanical Inc. **Telephone:** 815-494-5206
Address: 27 Airport Dr **Fax:** 888-878-6036
City, State, Zip: Rockford, IL 61109 **Email:** WBlocker@geostarinc.com
Contact Person: Wayne Blocker

BID PRICE: Building Mechanical System Maintenance & Service

1. FY16/17 Annual Maintenance

- a. Police Dept. (10 State Ave./ 211 Riverside Dr.).....\$ 6200.00
- b. Century Station/Fire Station 1.....\$ 3000.00
- c. Fire Stations 2 & 3.....\$ 1350.00
- d. IDOT Garage.....\$ 200.00
- e. Municipal Center.....\$ 800.00
- f. Public Works Facility.....\$ 8750.00
- g. Wastewater Treatment Plants (2 + Lab).....\$ 450.00
- h. Well Sites (6 + Radium Treatment Facility).....\$ 3200.00
- i. Electric Substations (6).....\$ 2150.00
- j. Lift/Pump Station.....\$ 75.00
- k. Parking Decks (2).....\$ 1600.00
- l. Westside Salt Dome.....\$ 75.00
- m. Heritage Museum.....\$ 350.00
- n. Regular Time Hourly Rate.....\$ 95.00 /hr
- o. Emergency Overtime Hourly Rate.....\$ 135.00 /hr

2. FY17/18 Annual Maintenance

- a. Police Dept. (10 State Ave./ 211 Riverside Dr.).....\$ 6200.00

b. Century Station/Fire Station 1.....	\$ 3000.00	
c. Fire Stations 2 & 3.....	\$ 1350.00	
d. IDOT Garage.....	\$ 200.00	
e. Municipal Center.....	\$ 800.00	
f. Public Works Facility.....	\$ 8750.00	
g. Wastewater Treatment Plants (2 + Lab).....	\$ 3450.00	
h. Well Sites (6 + Radium Treatment Facility).....	\$ 3200.00	
i. Electric Substations (6).....	\$ 2150.00	
j. Lift/Pump Station.....	\$ 75.00	
k. Parking Decks (2).....	\$ 1600.00	
l. Westside Salt Dome.....	\$ 75.00	
m. Heritage Museum.....	\$ 350.00	
n. Regular Time Hourly Rate.....	\$ 95.00	/hr
o. Emergency Overtime Hourly Rate.....	\$ 135.00	/hr

3. OPTIONAL: FY18/19 Annual Maintenance

a. Police Dept. (10 State Ave./ 211 Riverside Dr.).....	\$ 6400.00	
b. Century Station/Fire Station 1.....	\$ 3200.00	
c. Fire Stations 2 & 3.....	\$ 1450.00	
d. IDOT Garage.....	\$ 225.00	
e. Municipal Center.....	\$ 900.00	
f. Public Works Facility.....	\$ 8950.00	
g. Wastewater Treatment Plants (2 + Lab).....	\$ 3650.00	
h. Well Sites (6 + Radium Treatment Facility).....	\$ 3400.00	
i. Electric Substations (6).....	\$ 2350.00	
j. Lift/Pump Station.....	\$ 100.00	

- k. Parking Decks (2).....\$ 1700.00
- l. Westside Salt Dome.....\$ 100.00
- m. Heritage Museum.....\$ 450.00

- n. Regular Time Hourly Rate.....\$ 99.00 /hr
- o. Emergency Overtime Hourly Rate.....\$ 137.00 /hr

4. OPTIONAL: FY19/20 Annual Maintenance

- a. Police Dept. (10 State Ave./ 211 Riverside Dr.).....\$ 6700.00
- b. Century Station/Fire Station 1.....\$ 3300.00
- c. Fire Stations 2 & 3.....\$ 1600.00
- d. IDOT Garage.....\$ 250.00
- e. Municipal Center.....\$ 1100.00
- f. Public Works Facility.....\$ 9150.00
- g. Wastewater Treatment Plants (2 + Lab).....\$ 3750.00
- h. Well Sites (6 + Radium Treatment Facility).....\$ 3500.00
- i. Electric Substations (6).....\$ 2550.00
- j. Lift/Pump Station.....\$ 125.00
- k. Parking Decks (2).....\$ 1900.00
- l. Westside Salt Dome.....\$ 125.00
- m. Heritage Museum.....\$ 500.00

- n. Regular Time Hourly Rate.....\$ 100.00 /hr
- o. Emergency Overtime Hourly Rate.....\$ 140.00 /hr

5. OPTIONAL: FY20/21 Annual Maintenance

- a. Police Dept. (10 State Ave./ 211 Riverside Dr.).....\$ 6850.00
- b. Century Station/Fire Station 1.....\$ 3400.00
- c. Fire Stations 2 & 3.....\$ 1800.00
- d. IDOT Garage.....\$ 350.00
- e. Municipal Center.....\$ 1300.00
- f. Public Works Facility.....\$ 9400.00
- g. Wastewater Treatment Plants (2 + Lab).....\$ 3950.00
- h. Well Sites (6 + Radium Treatment Facility).....\$ 3700.00
- i. Electric Substations (6).....\$ 2700.00
- j. Lift/Pump Station.....\$ 175.00
- k. Parking Decks (2).....\$ 2050.00
- l. Westside Salt Dome.....\$ 175.00
- m. Heritage Museum.....\$ 575.00

- n. Regular Time Hourly Rate.....\$ 102.00 /hr
- o. Emergency Overtime Hourly Rate.....\$ 142.00 /hr

6. Parts Markup Percentage..... 10 %

List any and all deviations from minimum specifications:

I certify that I am acting as an agent for the firm designated below and that the firm will sell to the City of St. Charles the product(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

W. Blocker / W. Blocker

Signature of Authorized Representative

SPECIFICATIONS/SPECIAL PROVISIONS

Building Mechanical Systems Maintenance & Services Contract

BID OPENING – Bids must be submitted to the St. Charles Municipal Center, located at 2 E. Main Street, St. Charles, IL 60174 by May 9, 2016 at 2:00 PM.

General Information

The City of St. Charles will accept sealed bids for a 24 month HVAC maintenance contract, with three (3) optional one (1) year extensions for service work at the City's various facilities. The intent of this bid is to obtain the services of a qualified contractor, having experience in the preventive maintenance and repair of commercial and industrial plumbing, heating and air conditioning systems. The contractor will be capable of providing the full spectrum of services consisting of maintenance, repair, and replacement of the heating, ventilating, air conditioning systems, subsystems, and components normally considered as part of an HVAC system, and required for the proper functioning of that system according to standard industry practices and usage. The contractor shall also be capable of providing maintenance, repair and replacement of all vent piping, water heaters, and drinking fountains.

MANDATORY PRE-BID MEETING – A mandatory pre-bid meeting will be held on Wednesday, April 27, 2016 at 8:00 a.m., beginning at the St. Charles Public Works offices, located at 200 Devereaux Way, St. Charles, IL 60174.

SPECIFICATIONS

Scope

There are two different types of work anticipated under this contract: 1) HVAC preventive maintenance, and 2) diagnostics and general repairs to restore operation of the systems in the event of failure. Compensation for general repairs to the systems will be on a time and material basis, with the scope of the work to be mutually agreed upon by the City and the contractor.

Prospective bidders will provide a bid price for HVAC preventive maintenance/services over five (5) separate periods. Maintenance shall generally be performed quarterly for all equipment, unless the manufacturers' recommendations dictate otherwise. An equipment list for all mechanical equipment is attached to this document. The City does not warrant that the list is completely up to date. Bidders will have the opportunity to review the equipment listed at the Mandatory Pre-Bid Meeting.

It shall be the successful bidder's responsibility to update the equipment list as warranted and inspect each asset for each item listed on the inspection checklists. The first period shall begin upon mutual acceptance of the service agreement, lasting through April 30, 2017. The second period is for one (1) year starting May 1, 2017 through April 30, 2018. The bid price shall include prices for all air filters and belts, as recommended by the equipment manufacturer, other related parts and materials required to perform preventive maintenance services.

The contractor must be capable of making repairs or replacing equipment such as motors, pumps, pulleys, belts, compressors, gauges, instruments, filters, valves, piping, furnaces, boilers, water heaters, mixing valves or other equipment used for climate control. The successful contractor shall furnish all labor, equipment, parts, and materials necessary to maintain and operate the respective HVAC systems in top operating condition at all times. After review and signing of a waiver, the successful contractor will be allowed to use the City's boom lift. It will be the responsibility of the successful contractor to supply all PPE required of their employees. Should the city's lift be unavailable at any time, the successful contractor would then need to provide their own lift. The Contractor's lift may be temporarily stored on site at the Public Works Facility as long as it does not pose a hazard to City personnel, as determined by the Public Works Manager or designee. Preventative inspection and maintenance will be performed between the hours of 7:00AM – 3:00 PM. The scope of equipment included in this contract is included in *Appendix A. The listing in Appendix A may*

not be entirely current and is not meant to be inclusive of all equipment covered under the contract; rather it should serve as an indication of the type and size of each system.

Maintenance Inspections/Reports

The City shall issue to the successful bidder inspection checklists, based off of the language set forth here within, specific to the piece of equipment. The successful bidder shall complete the equipment preventative maintenance inspections and provide relevant checklists on the quarter it is due and forward to the Public Works Manager or designee. Upon execution of this contract, and as equipment is replaced/modified, the contractor shall provide the Public Works Manager with an up to date checklist.

The contractor shall inspect the respective systems for indications of wear or pending failure, and improper operation of equipment at a minimum of once per quarter throughout the duration of the contract. ***The inspection schedule shall be maintained by the successful contractor during the awarded contract.*** Any maintenance operations found to be unsatisfactory, equipment found not properly maintained, or any repair or extra work found necessary by the City shall be reported to the contractor in writing or via phone. Upon notice, the contractor shall immediately make the necessary corrections to bring the system up to the prescribed standard. The contractor shall submit a dated report to the City indicating that the work prescribed by the City has been completed.

Inventory of Parts/Materials/Equipment

The contractor shall maintain, in their local, office an adequate inventory of repair and replacement parts and components, and per the City's request, shall demonstrate that they own the proper tools and test equipment necessary to maintain all the systems under contract. The contractor shall act in the best interest of the City in the selection of material and equipment which has been authorized for purchase by the City.

Term of Contract

The initial term of this contract shall begin upon award of the bid and mutual acceptance of the service agreement through April 30, 2018. The City reserves the right to terminate the contract at any time by giving a thirty (30) day written notice to the contractor. In the event of such termination, the contractor shall be entitled to receive payment for services and work performed, materials, supplies, and equipment furnished under the terms of the contract prior to the effective date of the termination, but will not be entitled to any further claims against the City.

Payment

Payment of the annual charge for the HVAC maintenance services in this contract shall be made in four (4) equal quarterly payments following receipt of an invoice at the conclusion of each quarterly maintenance cycle.

Invoices shall be arranged in line-item order by facility. Charges for general repair work shall be detailed and invoiced upon completion of the work. All service slips detailing the scope of work performed, technician name(s), and total time worked on the project must accompany the contractor's invoice. The contractor's technician shall have the Public Works Manager, or designee, sign each service slip after completion of the job task. All invoices shall be provided within 30 days of work being performed. Certified payroll forms and service slips shall be submitted with all invoice(s).

General Repairs: Bidders are required to provide pricing for standard labor hours as well as emergency hours on the *Bid Submittal Form*. This figure shall be for the performance of non-preventative maintenance repairs that are necessary to ensure that the plumbing, heating, ventilating, and air conditioning systems operate in accordance with the manufacturer's specifications. General repair service, including emergency repairs shall be available 24 hours a day, 7 days a week, year round. The successful bidder shall have staff on site within 2 hours of the emergency service request being placed. All repairs shall be approved in advance by the Public Works Manager or designee.

Parts Costs Mark-up Percentage:

The bidder shall provide the City with a fixed mark-up percentage for all materials used for the general repair services portion of this contract. Upon request, the contractor shall provide the City with the original receipts of materials to verify the mark-up percentage. (Note that prices for pleated filters, belts and other materials necessary for the routine

maintenance of the HVAC system are included in the bid cost of the preventative maintenance package and are not subject to this stipulation.)

Warranty- General HVAC, Plumbing & Backflow Preventer Repairs:

All parts & labor covered under this contract shall be warranted by the contractor for a period of no less than 180 days from the date of repair.

Contract Supervision

This contract will be under the administration of the Public Works Manager – Public Services Division, specifically the Public Services Division Manager or other individual designated by the Public Works Manager.

Personnel

The contractor may be working in areas containing sensitive or restricted information or materials. No employee of the contractor selected for this bid shall have a criminal record with felony convictions working in our facilities. The City shall have and shall exercise full and complete control over granting, denying, withholding, or terminating clearance for contractor's employees. Upon the written request of the City, the contractor shall replace employees whom the City deems careless, discourteous, or otherwise objectionable, who cannot meet standards required for security, or any other reasons not mentioned, that may prevent an employee from successfully performing the scope of work described herein. The contractor will provide and maintain a current list of employees working on the City account. Copies of the listing shall be issued to the Public Works Manager or designee.

All contractor employees will display City approved contractor issued photo identification badges while working on City premises. No employees will be allowed access to any area without displaying the required identification badge. Employees shall wear uniforms with a company identification patch at all times while working on City premises.

Background Check

The City requires that the vendor conduct thorough background investigations on its employees including a criminal background check and that the vendor can provide proof of no felony convictions for the employees assigned to work in City of St. Charles facilities. ***No contractor employees, at any time during the contract period, shall commence work until the above listed information has been submitted.***

Security and Access

The contractor may be required to work in areas which are under secured access. All secured areas shall be maintained in a secured condition and these areas shall be locked immediately upon completing the required work. Each day, access cards or keys will be furnished by the City to the contractor so as to allow access to the various areas to be maintained. The access cards or keys will be issued from, and shall be returned to, the Public Works Manager or designee at the completion of each working shift. The contractor's representative will sign for each access card or key set received. The contractor's representative shall maintain a communications device at the expense of the contractor, in which City personnel can communicate with those persons in case of emergency.

Qualified Personnel

The contractor shall at all times provide sufficient numbers of qualified technicians to perform the work required and described herein. The contractor's technicians shall be qualified to operate and program the Johnson Control “Metasys” Building Management System. The contractor shall utilize journeyman technicians with at least 5 years’ experience as a journeyman for all repairs and maintenance. Apprentice technicians shall be allowed to work directly under a journeyman should the task dictate two or more technicians are necessary.

The technicians assigned to maintain mechanical systems will be qualified to service the equipment type under contract as well as all associated pneumatic, electric, and electronic controls. The technicians shall have significant experience in the field of HVAC system service.

Concurrent Operations

This contract is a nonexclusive contract with the City. The City reserves the right to use other contractors or its own employees to perform work similar to that being performed under the terms of this contract. Performance of work by others shall be construed as being consistent with the terms of this contract and shall not be cause for the contractor to cease performance of work as directed.

Licenses and Permits

The contractor shall, at his/her expense, procure all necessary licenses and permits needed to conduct the work required under the terms of this contract. The City will waive the cost of all required City licenses, fees, and permits.

Subcontracts

The contractor will not be allowed to subcontract work under this contract unless written approval is granted by the Public Works Manager or his designee. The subcontractor, as approved, shall be bound by the conditions of the contract between the City and the contractor, and shall perform in accordance with all terms of the contract and specifications. All required notices, work orders, directives, and requests for emergency services will be directed to the contractor.

Severability

If any portion of this contract is found to be unenforceable by a competent court of law having jurisdiction, the remaining portions of the contract shall remain in full force and effect.

Special and Unforeseen Work Requested by the City

Due to the generalized nature of the work under this contract, instances may occur where the City desires to have additional HVAC services provided outside the original intent of these specifications. Payment for these services will be made on a time and material basis, per the bid price, with prior written approval from the City.

Whenever practical, the contractor shall prescribe repairs to the equipment rather than replacement of the unit or part of the unit. When replacement of the unit, or large component, is recommended, the contractor shall describe the issue and explain to the City representative why the replacement is prudent over the repair.

Alterations/Modifications

The successful bidder shall not make any modifications or alterations to any system within City owned property and buildings without the express written authorization of the Public Works Manager.

HVAC Preventative Maintenance

The contractor will provide preventative maintenance services for all HVAC equipment covered under this contract in accordance with the manufacturer's recommendations. Enclosed with this bid is an equipment list of each asset type and location. The contractor shall perform all preventative maintenance inspections for the each piece of equipment listed in *Appendix A* for the duration of the contract. Generally, all filters shall be changed quarterly and belt changes and preventative maintenance and inspections of all equipment shall be inspected semi-annually (spring and fall). In addition, all air conditioning coils shall be power washed each year prior to the cooling season (after the cottonwoods seed). If an inspection or maintenance period is unknown for a piece of equipment, the Contractor shall make a recommendation to the City for a prescribed maintenance schedule prior to commencing work. All deficiencies discovered during the preventive maintenance procedures shall be corrected and proper operation of the HVAC system restored according to the terms of this contract.

The equipment lists are examples for the type of equipment and are not meant to be inclusive of all equipment covered under the contract; rather it should serve as an indication of the type and size of each system and the preventative maintenance checkpoints. At the conclusion of the first year of this contract, the successful bidder shall provide the City

with a PM checklist for each piece of equipment present (listed or unlisted), indicating the location/make/model/serial number, as well as PM checkpoints for each item.

The bidder shall provide a fixed quarterly compensation basis for performing this preventive work for each system identified. This fixed quarterly compensation shall include the cost for parts, materials, equipment, and overhead that are required to perform the preventive maintenance as specified.

Exhaust Fan Drive Belt Replacement

Annually, all exhaust fan drive belts shall be replaced with Goodyear or Browning brand belts. The old belt shall be kept in a sleeve in close proximity to the exhaust fan to serve as a temporary backup, should the need arise.

Award of Bid

Bids will be evaluated based on the following items and any other relevant information:

- Responsiveness of bid submittal;
- Contractor's qualifications;
- References; and
- Costs for annual labor, materials, and repairs.
 - ***For comparison purposes***, in addition to the annual maintenance pricing, the time and materials prices submitted will assume 100 hours of regular repairs, 25 hours of emergency repairs and \$30,000 in parts and supplies plus the bidder's submitted markup rate. These figures will be used only to compare the bids and in no way represent a guaranteed minimum.

The City of St. Charles reserves the right to reject any and all bids or to waive any technicalities, discrepancies, or information in the bids.

The City of St. Charles does not discriminate in admission, access to, treatment, or employment in its programs and activities.

CITY OF ST. CHARLES
2 E. MAIN STREET
ST. CHARLES, ILLINOIS 60014

Bid Opening: Monday, May 9, 2016 at 2:00 p.m.

Bidder Information

Company Name: _____ **Telephone:** _____
Address: _____ **Fax:** _____
City, State, Zip: _____ **Email:** _____
Contact Person: _____

BID PRICE: Building Mechanical System Maintenance & Service

1. FY16/17 Annual Maintenance

- a. Police Dept. (10 State Ave./ 211 Riverside Dr.)..... \$ _____
- b. Century Station/Fire Station 1..... \$ _____
- c. Fire Station 2..... \$ _____
- d. Fire Station 3..... \$ _____
- e. Municipal Center..... \$ _____
- f. Public Works Facility..... \$ _____
- g. Wastewater Treatment Plant (Devereaux Way)..... \$ _____
- h. Westside Wastewater Treatment Plant..... \$ _____
- i. Wastewater Treatment Plant Lab..... \$ _____
- j. Riverside Lift Station..... \$ _____
- k. Regular Time Hourly Rate..... \$ _____/hr
- l. Emergency Overtime Hourly Rate..... \$ _____/hr

2. FY17/18 Annual Maintenance

- a. Police Dept. (10 State Ave./ 211 Riverside Dr.)..... \$ _____
- b. Century Station/Fire Station 1..... \$ _____
- c. Fire Station 2..... \$ _____
- d. Fire Station 3..... \$ _____

- e. Municipal Center \$ _____
- f. Public Works Facility \$ _____
- g. Wastewater Treatment Plant (Devereaux Way) \$ _____
- h. Westside Wastewater Treatment Plant \$ _____
- i. Wastewater Treatment Plant Lab \$ _____
- j. Riverside Lift Station \$ _____

- k. Regular Time Hourly Rate \$ _____ /hr
- l. Emergency Overtime Hourly Rate \$ _____ /hr

3. OPTIONAL: FY18/19 Annual Maintenance

- a. Police Dept. (10 State Ave./ 211 Riverside Dr.) \$ _____
- b. Century Station/Fire Station 1 \$ _____
- c. Fire Station 2 \$ _____
- d. Fire Station 3 \$ _____
- e. Municipal Center \$ _____
- f. Public Works Facility \$ _____
- g. Wastewater Treatment Plant (Devereaux Way) \$ _____
- h. Westside Wastewater Treatment Plant \$ _____
- i. Wastewater Treatment Plant Lab \$ _____
- j. Riverside Lift Station \$ _____

- k. Regular Time Hourly Rate \$ _____ /hr
- l. Emergency Overtime Hourly Rate \$ _____ /hr

4. OPTIONAL: FY19/20 Annual Maintenance

- a. Police Dept. (10 State Ave./ 211 Riverside Dr.) \$ _____
- b. Century Station/Fire Station 1 \$ _____
- c. Fire Station 2 \$ _____

- d. Fire Station 3 \$ _____
- e. Municipal Center \$ _____
- f. Public Works Facility \$ _____
- g. Wastewater Treatment Plant (Devereaux Way) \$ _____
- h. Westside Wastewater Treatment Plant \$ _____
- i. Wastewater Treatment Plant Lab \$ _____
- j. Riverside Lift Station \$ _____

- k. Regular Time Hourly Rate \$ _____ /hr
- l. Emergency Overtime Hourly Rate \$ _____ /hr

5. OPTIONAL: FY20/21 Annual Maintenance

- a. Police Dept. (10 State Ave./ 211 Riverside Dr.) \$ _____
- b. Century Station/Fire Station 1 \$ _____
- c. Fire Station 2 \$ _____
- d. Fire Station 3 \$ _____
- e. Municipal Center \$ _____
- f. Public Works Facility \$ _____
- g. Wastewater Treatment Plant (Devereaux Way) \$ _____
- h. Westside Wastewater Treatment Plant \$ _____
- i. Wastewater Treatment Plant Lab \$ _____
- j. Riverside Lift Station \$ _____

- k. Regular Time Hourly Rate \$ _____ /hr
- l. Emergency Overtime Hourly Rate \$ _____ /hr

6. Parts Markup Percentage _____ %

List any and all deviations from minimum specifications:

I certify that I am acting as an agent for the firm designated below and that the firm will sell to the City of St. Charles the product(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

Signature of Authorized Representative

PLEASE TYPE OR NEATLY PRINT THE FOLLOWING INFORMATION

Name of Authorized Representative Title

Company Name

Street Address

City State Zip Code

(Area Code) Phone Number

CITY OF ST. CHARLES

REQUEST FOR PROPOSALS:

HVAC Maintenance & Services

Proposals Due: Monday May 9, 2016 at 2:00 p.m.

ADDENDUM #1 – Friday, April 29, 2016

Please Note:

1. The 2015 Belt & Filter List is attached.
2. A modified Equipment List is attached.
3. The “new building” referenced in the site visit is the Sludge Handling Building which is part of the Wastewater Treatment Plant on Devereaux Way.
4. Unit Heaters shall be serviced annually, not quarterly. This service shall take place in the fall, generally September.
5. Makeup Air Units shall be serviced bi-annually, not quarterly. This service shall take place in spring and fall, generally March and September.
6. Please note, a modified price submittal sheet is attached, which includes price requests for Electric Substations (6), Water Well sites (6 plus a Radium Treatment Facility), Parking Decks, and the Heritage Museum.
7. Water Heaters will be inspected and serviced independent of this contract.
8. The Pre-Bid Meeting Sign-in Sheet is attached.

THIS ADDENDUM MUST BE INCLUDED WITH THE SUBMITTED PROPOSAL

Geostar Mechanical Bid
 3-year Price Tabulation (FY19 - FY21)

	FY18/19	FY19/20	FY20/21
	Geostar Mechanical	Geostar Mechanical	Geostar Mechanical
	Rockford, IL	Rockford, IL	Rockford, IL
Police Dept	\$ 6,400.00	\$ 6,700.00	\$ 6,850.00
Century Sta/FS1	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00
Fire Stations 2&3	\$ 1,450.00	\$ 1,600.00	\$ 1,800.00
PW Annex (IDOT)	\$ 225.00	\$ 250.00	\$ 350.00
Municipal Center	\$ 900.00	\$ 1,100.00	\$ 1,300.00
Public Works Facility	\$ 8,950.00	\$ 9,150.00	\$ 9,400.00
Wastewater Treatment Plants	\$ 3,650.00	\$ 3,750.00	\$ 3,950.00
Well Sites	\$ 3,400.00	\$ 3,500.00	\$ 3,700.00
Electric Substations	\$ 2,350.00	\$ 2,550.00	\$ 2,700.00
Lift/Pump Station	\$ 100.00	\$ 125.00	\$ 175.00
Parking Decks	\$ 1,700.00	\$ 1,900.00	\$ 2,050.00
Westside Salt Dome	\$ 100.00	\$ 125.00	\$ 175.00
Heritage Museum	\$ 450.00	\$ 500.00	\$ 575.00
Total	\$ 32,875.00	\$ 34,550.00	\$ 36,425.00
Regular Rate	\$ 99.00	\$ 100.00	\$ 102.00
Emergency OT Rate	\$ 137.00	\$ 140.00	\$ 142.00
Parts Markup %	10%	10%	10%
Basis of Award	\$ 79,200.00	\$ 81,050.00	\$ 83,175.00
Maintenance + (Reg Rate x 100hrs) + (OT Rate x 25hrs) + (\$30k x markup rate)			