

# PROPOSAL PACKET

MASCOUTAH CITY HALL

HVAC REPLACEMENT

BID DATE: 10:00 a.m., July 31, 2023

# NOTICE TO BIDDERS

## Time and Place of Opening of Bids

Sealed proposals for furnishing all labor, materials, and equipment for Mascoutah City Hall HVAC Replacement Project will be opened at the office of the City Clerk, City of Mascoutah, 3 West Main Street, Mascoutah, IL 62258 at 10:00 A.M., July 31, 2023. Bid proposal packets with specifications may be picked up at no cost at the Projects Manager Kari Speir's Office at City Hall or downloaded at [www.mascoutah.org](http://www.mascoutah.org).

Please contact Building Maintenance Foreman Brendan Schanz at (618) 301-2557 for a site inspection.

## Project Description

Project Name: MASCOUTAH CITY HALL HVAC REPLACEMENT PROJECT

Location: 3 West Main Street, Mascoutah, IL 62258

Project includes removal and replacement of HVAC system units with the following materials and specifications:

- One 4-Ton HVAC Unit
- One 3-Ton HVAC Unit
- Three 7.5 Ton HVAC Units
- All units located outdoors on roof of 2<sup>nd</sup> floor building.
  - Remove all existing units from roof.
  - Install all new units on roof.
- Install new hot water/cooling coil and airhandler.
- Tie back to existing ductwork, freon lines, hot water piping and electric.
- Install new thermostats, including configuration.

\*Submit full bid specifications with bid sheet.

## **Bidders Instructions**

1. Proposal Packets and Specifications will be available in the office of the Projects Manager Kari Speir, 3 West Main Street, Mascoutah, IL 62258.
2. Bidders are required to provide lump sum prices for all items listed on the specifications and perform or subcontract all work items on this project. The City will award all work specified to a single General Contractor.
3. The City reserves the right to waive technicalities and to reject any or all proposals and to select the lowest or best BID.
4. Bidders are required to provide an approximate completion date for this project. The completion date shall be based on receiving a Notice of Award by the City which will be issued contingent on bid award at August 7, 2023 City Council Meeting.
5. This project is subject to the State of Illinois Prevailing Wage Act. Information regarding prevailing wage, benefit and working condition requirements may be obtained from the Illinois Department of Labor (IDOL) at 217-782-6206 and information may be viewed at their website <http://www.state.il.us/agency/idol/>.
6. Invoice for work will be due upon completion of the project and payable within thirty days.
7. All bid proposals shall be marked to clearly indicate its contents and when sent by mail, sealed proposals shall be addressed to the City Clerk as noted herein.
8. All proposals shall be filed prior to the time and at the place specified herein and all proposals received after the time specified will be returned to the bidder unopened.
9. Permission will be given to a Bidder to withdraw a proposal if the Bidder makes a request in writing or in person before the time for opening proposals.
10. Awarded contractor will be required to submit liability insurance certificate (naming project and listing City of Mascoutah as additional insured).

By Order of

The City of Mascoutah

Kari Speir, Projects Manager

**BID FORM**  
MASCOUTAH CITY HALL  
HVAC REPLACEMENT PROJECT

BID DATE: 10:00 AM, July 31, 2023

BIDDERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

PHONE / EMAIL: \_\_\_\_\_

BASE BID AMOUNT: \_\_\_\_\_

WARRANTY: \_\_\_\_\_

ESTIMATED DELIVERY DATE: \_\_\_\_\_

*\*Submit full bid specifications with this bid sheet.*

\_\_\_\_\_  
By:

\_\_\_\_\_  
Title: