



**ROCKFORD BOARD OF EDUCATION
INVITATION TO BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES FOR
SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

IFB No. **16-01 ENERGY MANAGEMENT SERVICES**

DATE: **OCTOBER 2, 2015**

OFFERS WILL BE RECEIVED UNTIL: **OCTOBER 19, 2015 12:00 PM (CDST)**

RE: Invitation for Bid (IFB) No. 16-01 Energy Management Services. The purpose of this IFB is to receive sealed bids from qualified firms or individuals to provide: A bid for Energy Management System Layout, Preventative Maintenance, installations, replacement, programming and servicing energy management controls devices as well as consultation services in accordance with the terms and conditions outlined in this document.

There will be a mandatory pre-bid meeting held on Thursday, October 8, 2015 at 10:30 a.m. CDST, 1907 Kishwaukee Street, Rockford, IL 61104.

Bid Opening: October 19, 2015 at 12:00 pm (CDST), **Rockford Board of Education, 6th floor Conference Room, 501 Seventh St., Rockford, IL 61104.** The date and time as state is also the time of the public opening. All vendors are welcome to attend the bid opening.

ROCKFORD BOARD OF EDUCATION

By: Tamara Pugh

Purchasing Process Manager

**ROCKFORD BOARD OF EDUCATION
REQUEST FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR
SERVICES FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

IFB No. 16-01 Energy Management Services

Date: October 2, 2015

OFFERS WILL BE RECEIVED UNTIL: 12:00 PM (CDST) on Friday, October 19, 2015

FOR SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES SPECIFIED HEREIN. THE DATE AND THE TIME AS STATED IS ALSO THE TIME OF THE PUBLIC BID OPENING. IF YOU DESIRE TO SUBMIT A BID, PLEASE DO SO ON THE FORMS PROVIDED AND RETURN TO THIS OFFICE.

Addressed to: BOARD OF EDUCATION
School District No. 205
501 Seventh Street, 6th Fl.
Rockford, Illinois 61104

GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL BIDS

The Board of Education (hereinafter occasionally referred to as Board or District as the context may require) reserves the right to reject any or all prices or bids submitted. One copy of this bid is enclosed for your convenience.

a.) Please return a copy of the required forms AND an electronic PDF version of the bid response (including all required forms) on a CD or flash drive in a SEALED envelope with the bid number, subject and your firm's name and address clearly indicated on the envelope. NOTE: FAXED and LATE bids are not acceptable and will be rejected as non-responsive.

b.) Bids to be addressed as follows: **Rockford Public School District Purchasing Department
501 Seventh St., 6th Floor
Rockford, IL 61104
Attn: Tamara Pugh, Purchasing Process Manager**

The Board of Education reserves the right to return any merchandise for full price credit or replacement at the District's discretion that does not comply with the conditions and specifications. The Board of Education reserves the right to increase or decrease quantities shown on bid.

The Board of Education reserves the right to cancel purchase orders if the delivery or completion is not performed in accordance with the bidding document and the date stated on the purchase order.

The Board of Education reserves the right to have any product analyzed at a laboratory to ascertain compliance with specifications. Expense of such testing shall be by the Board of Education unless such tests prove noncompliance with specifications at which time the expense shall be the responsibility of the Contractor.

Bids will be awarded to the lowest responsible Bidder complying with these conditions and specifications. All rights are reserved by the Board of Education to determine the selection that in its judgment meets the needs or purposes intended. Such decisions shall be final and not subject to recourse.

The Bidder's signature on the following page of this Form will 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 wages of laborers, preference to citizens of the United States and residence within the State of Illinois, and discrimination and intimidation of employees. This bid and the resulting Contract are specifically subject to the Equal Employment Opportunity requirements of the Illinois Human Rights Act, Federal statutes and the policies and procedures of the District. Bidder agrees to comply in all respects with Federal, State, and local laws, ordinances and regulations pertaining to this bid and to the performance of the Contract in the event the Bidder is awarded the bid. Provisions of applicable statutes enacted by governmental bodies having jurisdiction are hereby incorporated by reference and became a part of this proposal and specifications.

Various statutes of the state of Illinois prohibit interest of School Board members in contracts and others prohibit interest of employees in contracts of the District as do District policies. Bidder by submitting a bid agrees to refrain from entering into any contract with the District where a Board member or employee of the District has a prohibited interest.

Complete, sign and return the following forms: General Conditions and Instruction for All Bids, Bid Offer Form, Bid-Rigging Certification, Minority and Women-Owned Business Concern Representation, Certificate Regarding Debarment, Suspension, Ineligibility and Exclusion, Certificate Regarding Lobbying, OFAC Compliance, Vendor Conflict of Interest Disclosure Form, and any other required submittals.

No bids may be withdrawn after the official opening. All bids submitted must be valid for a minimum period of sixty (60) days after the date set for the bid opening. Please check the Terms and Conditions for any variation of this requirement.

All prices are F.O.B., Rockford, Illinois, which is further defined as meaning the price submitted on the bid sheet is the total price to this school district, including all freight and delivery charges. Under no circumstances may prepaid charges be added to the invoice.

A substitute item will be considered only if it is an item of regular manufacture as evidenced by literature, catalogs, etc. and not a prototype or first article test item. Items lacking an established commercial market or evidence of substantial sales must be placed in the hands of the Executive Director of Budgeting and Purchasing PRIOR to the date and time of the bid opening.

The successful Bidder must submit a separate invoice for each purchase order. The information on that invoice shall cover ONLY that one purchase order.

On the attached list, please type on the bid sheet(s) the information that is requested. If there is insufficient room for your information on this Bid Sheet(s), please present data on a separate sheet (one item to a sheet).

Any interested party, including all Bidders, may examine the bid summary after bids have been opened and awarded by the Board of Education. Bid summary will be available at the Board of Education Administration Building, Purchasing Department, 8:00 A.M., to 4:30 P.M., Monday through Friday. Bid recaps may also be reviewed by visiting www.DemandStar.Com.

Vendor's signature on this Bid Form must be an actual signature. A stamped, facsimile, or typed signature may disqualify the bid. Unless notified otherwise, should no offer be received, the firm may be subject to being removed from the Bidder's list.

The above General Conditions and Instructions are applicable to all bids. Additional Terms and Conditions and Specifications are supplied for each bid.

Please address all questions relative to any bid in writing to the Executive Director of Budgeting and Purchasing, Board of Education, 501 Seventh Street, Rockford, Illinois 61104 or stacie.scott@rps205.com. All request for information must be submitted at least three business days (Monday – Friday) prior to the bid due date and time. Responses to questions will be reviewed by the Purchasing Department and if a response or clarification to the IFB is issued it will be issued via an amendment to the bid and published on the District website and, if applicable, Demand Star. Any request for information submitted after the deadline will not receive a response. **Under no circumstances may any bidder or its representative(s) contact any employee or representative of the Rockford Public Schools regarding this bid prior to the closing date, other than to the Purchasing staff provided above. Any violation of this condition may result in a Vendor being considered non-compliant and ineligible for award.**

THIS SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED.
FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION OF BID.

The undersigned hereby certifies that he/she has read and understands the contents of this solicitation and agrees to furnish at the prices shown any or all of the items and/or services, subject to all Instructions, Terms and Conditions, Specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or request additional compensation.

GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL BIDS FORM:

Address

Name of Firm

City & State

Zip

Signature of Authorized Representative

Area Code

Telephone Number

(Federal Employer Identification) Or Social Security
Number (See Specification for Determination)

LATE BIDS CANNOT BE ACCEPTED!

SEALED BID PROPOSAL

BID NO.: 16-01
OPENING DATE: Friday, October 19, 2015
OPENING TIME: 12:00 PM (CDST)
DESCRIPTION: Energy Management Services
ATTN: PURCHASING DEPT.

DATED MATERIAL-DELIVER IMMEDIATELY

PLEASE CUT OUT AND AFFIX THIS BID LABEL TO THE
OUTERMOST ENVELOPE OF YOUR PROPOSAL TO HELP
ENSURE PROPER DELIVERY!

LATE OFFERS CANNOT BE ACCEPTED!

STATEMENT OF NO INTEREST - BID

NOTE: If you are unable to submit a bid for this work, please complete and return this form immediately.

The Purchasing Department of the Rockford School District wishes to keep its vendors list file current. If for any reason you cannot supply the commodity/service noted on the attached solicitation, this form must be completed and returned to remain on the particular vendor list for future projects of this type.

We, the undersigned, have declined to submit a proposal on:

Bid No. & Name: **Bid 16-01 Energy Management Services**

We are unable to submit a proposal for this work due to the following:

- | | |
|--|--|
| <input type="checkbox"/> Too busy at this time | <input type="checkbox"/> Unable to meet specifications |
| <input type="checkbox"/> Bond requirement | <input type="checkbox"/> Not engaged in this type work |
| <input type="checkbox"/> Insurance requirement | <input type="checkbox"/> Site location too distant |
| <input type="checkbox"/> Length of time required to obtain payment | |
| <input type="checkbox"/> Project is <input type="checkbox"/> too large <input type="checkbox"/> too small | |
| <input type="checkbox"/> Remove us from your 's list for this commodity/service | |
| <input type="checkbox"/> Other (specify below) | |
| <input type="checkbox"/> Do you wish to be considered in the future for similar projects? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

REMARKS:

Signature: _____ Name & Title: _____

Firm: _____ Phone: _____

Fax: _____ E-mail: _____

Address: _____
(Street Address) (City) (State) (Zip-Code)

Date: _____

Return to: Executive Director of Budgeting and Purchas
Rockford Public School District
501 7th St.
Rockford, IL 61104

BID-RIGGING CERTIFICATION

I, _____, a duly authorized agent of
(Agent)

_____, do hereby certify that neither
(Contractor)

_____ nor any individual presently
(Contractor)

affiliated with _____ has been barred from bidding on a
(Contractor)

public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating) of the Illinois Criminal Code, contained in Chapter 750, Article 5 of the Illinois Compiled Statutes.

Authorized Agent

Contractor

ROCKFORD PUBLIC SCHOOLS

MINORITY, WOMEN and DISABLED-OWNED BUSINESS CONCERN REPRESENTATION

Minority-Owned Business: a minority-owned business concern means a business concern that: (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals. Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Women-Owned Business: a business that is at least 51 percent owned by a woman or women who also control and operate it.

Disabled Owned Business: a business that is at least 51 percent owned by a person or persons with severe physical or mental disabilities which substantially limits one or more of the person's major life activities and which person or persons control and operate such business.

"Control" in this referenced context means exercising the power to make policy decisions. "Operate" means being actively involved in the day- to-day management of the business.

The District shall rely on written representations of concerns regarding their status as minority/women/disabled-owned businesses. Offeror agrees to submit information regarding the minority ownership of its subcontractors on request of District.

COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID UNACCEPTABLE.

A. Representation. The offeror represents that it is (), is not () a minority-owned business concern.

B. Representation. The offeror represents that it is (), is not () a women-owned business concern.

C. Representation. The offeror represents that it is (), is not () a disabled-owned business concern.

Please Check Appropriate Box/Boxes

☐ African American (AFRAM)

☐ Caucasian (CAUC)

☐ Native American (NAAM)

☐ Hispanic American (HISP)

☐ Asian-Pacific (ASIAP)
American

☐ Asian-Indian (ASIAI)
American

☐ Other _____

☐ Woman Owned (W)

☐ Disabled Owned (D)

Please identify

The offeror has ☐/ has not ☐ used the following procedures in searching for and obtaining suppliers and subcontractors:

- Place qualified Minority-Owned Businesses on solicitation lists
- Ensure that Minority-Owned Businesses are solicited whenever they are potential sources
- Consider contracting with consortia of Minority-Owned Businesses when an intended contract is too large for any one such firm to handle on its own or, if economically feasible, divide larger requirements into smaller transactions for which such organizations might compete
- Make information on contracting opportunities available and establish delivery schedules that encourage participation by Minority-Owned Businesses
- Use the services and assistance of the SBA and Department of Commerce Minority Business Development Agency, as appropriate.

Company Name _____ Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____ FEIN # _____

Signature of Company Official _____ Title _____

Date _____

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street
Springfield, IL 62777-0001

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY
EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR 417 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published in the May 25, 2010 Federal Register (pages 29183-29189). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative

Title

Original Signature of Authorized Representative

Date

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Excluded Parties List System" at <http://epls.arnet.gov/>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street
Springfield, IL 62777-0001

CERTIFICATE REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit ISBE 85-37, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative

Title

Original *Signature of Authorized Representative*

Date

OFAC Compliance

BID No.:_____

The undersigned hereby certifies and represents that products and/or services provided under any contract with the Rockford Public Schools resulting from this bid shall be in compliance with economic or trade sanctions or restrictions implemented by the United States government such as those administered by the Office of Foreign Assets Control (“OFAC”) of the U.S. Department of the Treasury and shall not utilize or engage, for performance of any activities related to the products and/or services, any persons or entities that, (i) appear on OFAC's Specially Designated Nationals and Blocked Persons List (“SDN List”), as that list may be updated from time to time or any other similar list maintained by OFAC; (ii) are owned or controlled by any person or entities appearing on OFAC's SDN List, as that list may be updated from time to time or any other similar list maintained by OFAC; or (iii) are located in any country subject to U.S. economic or trade sanctions, such as those administered by OFAC.

Organization Name

Name of Authorized Representative

Title

Original Signature of Authorized Representative

Date

CERTIFIED CLEARED EMPLOYEE LIST

The undersigned _____, a vendor, supplier, professional services firm or contractor, hereby certifies under oath as follows:

1- a criminal history records check, a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check has been conducted for all employees as indicated by a check mark in the appropriate box in accordance with 105 ILCS 5/10-21.9 (the Act); and

2- that such employees have not been convicted of any of the enumerated criminal or drug offenses listed in the Act and their name does not appear on the noted Databases; and

3-the undersigned is an owner (if sole proprietor) or officer, member or partner of the undersigned authorized to execute this document binding the undersigned.

No.	Last Name	M.I.	First Name	SS # (last four)	Crim. Hst.	Databases

By: _____

This certificate Subscribed and Sworn to before me this ____ day of _____, 20__.

Notary Public

Commission Expires: _____

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

DISCLOSURE STATEMENT:

All businesses ("Vendors" or "Vendor" or "Vendor's") that wish to conduct business with the Rockford Public Schools "RPS" must complete this form. Please note that all contracts with RPS are subject to RPS Code of Ethics which prohibits RPS employees and Board of Education members from having certain relationships with persons or entities conducting (or proposing to conduct) business with RPS and which limits the acceptance of gifts from Vendors. The entire Board Member Conflict of Interest Board Policy 2.100 and Board Policy 5.120 may be viewed at <http://www2.rps205.com/District/BOE/Pages/GP-200.aspx>. The Code and its definitions are incorporated by reference into this Disclosure Form. If a Vendor has a disclosable relationship, the Vendor should assume the relationship may pose a conflict of interest until notified to the contrary in writing by a RPS administrative staff member authorized to confirm that a determination has been made that a conflict does not exist. A principle of the Code of Ethics is to ensure that relationships do not influence any official decision or judgment of RPS employees or Board of Education members. Accordingly, disclosure also should be made for any person connected with Vendor (e.g., officer, director, partner, shareholder, employee,) that is likely to: (i) materially contribute to Vendor's preparation, drafting, or presentation of a proposal or bid for services and/or supplies, (ii) materially contribute to Vendor's negotiation of a contract with RPS, or (iii) perform material services under a contract with RPS. Below, these persons are referred to as "Disclosable Persons."

CERTIFICATION:

I hereby certify that, except as disclosed below, to Vendor's knowledge, there is no conflict of interest involving the Vendor named below that would violate the RPS Code of Ethics, including that: (a) after inquiry, neither Vendor nor any Disclosable Person is involved or engaged in any private business venture or enterprise, directly or indirectly, with any RPS employee or Board of Education member or his or her family member; (b) no RPS employee or Board member or his or her family member owns or has a material personal financial interest (directly or indirectly) in Vendor or is engaged in a material personal business transaction with Vendor; and (c) no RPS employee or board of Education member or his or her family is employed by Vendor.

I further certify that neither the Vendor nor anyone acting on its behalf has requested that any RPS employee or RPS Board of Education member exert any influence to secure the award of this bid to the Vendor. Furthermore, no RPS Board of Education member, employee or agent has offered to influence to secure the award of this bid to the Vendor

VENDOR INFORMATION:

Vendor Name: _____

Vendor Address: _____

Vendor Phone Number _____

Vendor Email: _____

Vendor FEIN: _____

ROCKFORD PUBLIC SCHOOLS

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

DISCLOSURE STATEMENT:

I BELIEVE THE VENDOR NAMED ABOVE DOES have a potential conflict(s) of interest with a current RPS employee(s), or RPS Board of Education member(s).

☐ YES, the above statement is true.

☐ NO, the above statement is **NOT** true.

If you checked “**YES**” above, please provide the following information:

List all the Name(s) of RPS employee(s), RPS Board of Education member(s), or RPS employees’ or RPS Board of Education’s family member(s) with whom there may be a conflict of interest:

1. _____

2. _____

3. _____

Provide a brief description of the nature of the potential conflict(s) of interest:

SIGNATURE:

By my signature below, I certify that I am the Authorized Representative of the VENDOR named above and that all of the information provided above by signor is true and complete to the best of the signor’s knowledge:

Print the Name of the Vendor’s Authorized Representative

Print the Position Title of the Vendor’s Authorized Representative

Signature of the Vendor’s Authorized Representative

Date

GENERAL TERMS AND CONDITIONS

“District” means Rockford School District No. 205, Winnebago and Boone Counties, Illinois.

“IFB” means an Invitation for Bid issued by the District at any time or times, identified by a unique bid number.

“Bidder” means a person or entity submitting a bid to the District in response to an IFB; including successful Bidders.

1. BID OPENING. Sealed bids will be received at the District Purchasing Department until the date and time specified at which time they shall be opened in public. No other bids will be considered after this date and time unless it is evidenced and determined that the bid was in the District’s possession prior to the scheduled bid opening time and date. Late bids shall be rejected and shall remain unopened. The District does not prescribe the method by which bids are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the bids. All bids delivered in person shall be deposited with the District Purchasing Department, 6th Floor, 501 Seventh Street, Rockford, IL, 61104.

2. BID PREPARATION. Bids must be submitted on this form and all information and certifications called for must be furnished. Bids submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of the bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the bid. The bid shall include the legal name of the bidder, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the bidder to a contract. Name of person signing should be typed or printed below the signature.

3. BID ENVELOPES. Envelopes containing bids must be sealed and addressed to the District Purchasing Department. The name and address of the Bidder and the bid number must be shown on the envelope.

4. ERRORS IN BIDS. Bidders are cautioned to verify their bids before submission. Negligence on the part of the Bidder in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit prices will govern.

5. RESERVED RIGHTS. The District reserves the right at any time and for any reason to cancel an IFB, accept or reject any or all bids or any portion thereof, or to accept an alternate offer. The District reserves the right to waive any minor informality defect in any IFB. Unless otherwise specified, the District will award a bid or reject bids within 60 days. The District may seek clarification from any Bidder at any time and failure to respond promptly is cause for rejection.

6. INCURRED COSTS. The District will not be liable for any costs incurred by Bidders in responding to an IFB.

7. AWARD. The District will evaluate bids and will award a contract to the lowest responsive and responsible bidder whose bid, conforming to the solicitation and specifications will be most advantageous to the District. Determination of the lowest responsible bidder conforming to the solicitation shall not be restricted to the price quotation alone, but will include such other factors (where applicable) as (a) adherence to all conditions and requirements of the technical specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; (g) repurchase or residual value; and (h) other such related items. The District is interested in obtaining the best overall value and reserves the right to make a selection based on its judgment of the bid that is best suited for the purpose intended. The District may (1) reject any or all bids, (2) accept other than the lowest bidder, and (3) waive informalities or minor irregularities in bids received. The District may accept any item or group of items of an offer, unless the bidder qualifies the bid by specific limitations. The District reserves the right to determine the lowest responsible bidder on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the District. A written award or acceptance of a bid mailed or otherwise furnished to the successful Bidder within the time for acceptance specified in the bid shall result in a binding contract without further action by either party.

GENERAL TERMS AND CONDITIONS

8. PRICING. The price quoted for each item is the full purchase price, **including delivery to destination**, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

If at any time after a contract is awarded to the successful Bidder(s) makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Bidder's customers generally, or (2) in the successful Bidder's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Bidder shall invoice the District at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Bidder, in addition, shall within ten (10) days of any general price reduction, notify the Executive Director of Budget and Purchasing of such reduction by letter. Failure to do so may result in termination of the contract.

9. DISCOUNTS. Prices quoted must be net after deducting all trade and quantity discounts.

10. SPECIFICATIONS. Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items will be considered, provided the bidder clearly states exactly what is proposed to be furnished, including complete specifications. Unless the Bidder specified otherwise, it is understood the Bidder is offering a referenced brand item as specified or is bidding as specified when no brand is referenced, and does not propose to furnish an "equal." The District reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality and salient characteristics indicated by the brand name and number.

11. SAMPLES. Samples of items, when called for, must be furnished free of expense. Individual samples must be labeled with the Bidder's name, bid number, item reference, manufacturer's brand name and number. If samples are requested, they must be sent under separate cover and not included with bid. The District will not be responsible for any bid enclosed with sample boxes.

12. INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS. Bidders shall promptly notify the Rockford Public School District of any ambiguity, inconsistency or error which they may discover upon examination of the IFB documents. Interpretations, corrections and changes will be made by amendment. Each Bidder shall ascertain prior to submitting a bid that all amendments have been received and acknowledged in the offer.

13. INDEMNIFICATION. The Bidder shall indemnify and hold harmless the District, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against the District as a consequence of granting the contract.

14. DEFAULT. If delivery of acceptable items or rendering of services is not completed by the time promised, the District reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Bidder, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred. The District shall be entitled to recover its attorney fees and expenses in any successful action by the District to enforce this contract.

15. INSPECTION. Materials or equipment purchased are subject to inspection and approval at the District's destination. The District reserves the right to reject and refuse acceptance of items which are not in accordance with the IFB, instructions, specifications, drawings or data or Bidder's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the Bidder promptly after rejection and if not removed within 10-calendar days after notice, such shall be returned via collect shipping.

GENERAL TERMS AND CONDITIONS

16. WARRANTY. Bidder warrants that all goods and services furnished hereunder will conform in all respects to the terms of this proposal, including any drawings, specification or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design to the best of the Bidder's knowledge. In addition, Bidder warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The District may return any nonconforming or defective items to the Bidder or require correction or replacement of the item at the time the defect is discovered, all at the Bidder's risk and expense. Acceptance shall not relieve the Bidder of its responsibility.

17. REGULATORY COMPLIANCE. Bidder represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including without limitation, the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Bidder shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act, if applicable.

18. ROYALTIES AND PATENTS. Bidder shall pay all royalties and license fees. Bidder shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the District harmless from loss on account thereof.

19. COMPLIANCE WITH LAWS AND REGULATIONS. Bidder represents and warrants that throughout the term of any contract arising from award of a bid and any extension thereof, Bidder and all products shall be and shall remain in compliance with all applicable federal, state, and local laws and regulations.

20. TERMINATION. (a) The District may terminate this contract in whole or in part, without liability, if deliveries are not made at the time and in the quantities specified, if the Bidder fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these circumstances does not cure such failure within such period of time as the District may direct, if it is determined the successful Bidder knowingly falsified information provided to the District, if it is determined the successful Bidder offered substantial gifts or gratuities to a District official, employee, or agent whether in their official capacity or not, or in the event of a breach or failure of the Contractor to comply with any of the other terms or conditions herein. The District shall notify the contractor in writing of the specific nature of the breach and shall request that it be cured. If the Contractor does not cure the breach within thirty (30) days of such notice, the District may immediately terminate this contract. To terminate, the District shall give notice to the Contractor in writing, and to the extent specified therein, Contractor shall immediately terminate deliveries under the contract. Termination of the contract shall not preclude the District from pursuing any and all remedies available to it at law or at equity.

(b) Any termination by the District, whether for default or otherwise, shall be without prejudice to any claims for damages or other rights of the District against Contractor.

(c) The District shall have the right to audit all elements of any termination claim and Contractor shall make available to the District on request all books, records, and papers relating thereto.

(d) The Contractor shall be paid only for the performance of work up to the date of termination if the District exercises its right to terminate.

21. TERMINATION WITHOUT CAUSE. Unless otherwise specified in the Invitation for Bid, a contract formed by award of a bid may be unilaterally terminated by the District, for any or no reason, upon sixty (60) days written advance notice to the Bidder. Bidder may submit claims for actual work performed up to and including the day of notice of termination with appropriate documentation supporting such claim for materials, labor, or acquired inventory for equitable adjustment and any such material shall become the property of the District upon settlement.

22. ASSIGNMENT. The Bidder may not assign, subcontract, delegate or otherwise transfer this contract or any of its rights or obligations hereunder, nor may it contract with third parties to perform any of its obligations hereunder except as contemplated in this contract, without the District's prior written consent.

GENERAL TERMS AND CONDITIONS

23. FORCE MAJEURE. The obligations of the Bidder to perform under this contract will be excused during each period of delay caused by acts of God or by shortages of power or materials or government orders which are beyond the reasonable control of the Bidder obligated to perform ("Force Majeure Event"). In the event that the Bidder ceases to perform its obligations under any contract formed by award of bid due to the occurrence of a Force Majeure Event, the Bidder shall: (1) immediately notify the District in writing of such Force Majeure Event and its expected duration; (2) take all reasonable steps to recommence performance of its obligations under this contract as soon as possible. In the event that any Force Majeure Event delays Bidder's performance for more than thirty (30) days following notice pursuant to this contract, the District may terminate this contract immediately upon written notice to the Contractor.

24. BID CERTIFICATION. The Bidder's signature on a bid certifies: (a) The bid is genuine and not made in the interest of, or on the behalf of, any undisclosed persons, firms or corporation and is not submitted in conformity with any agreement or rules of any group association, or organization. (b) Bidder has not directly or indirectly induced or solicited any other Bidder to enter a false or sham bid. (c) Bidder has not solicited or induced any person, firm or group to refrain from bidding. (d) Bidder has not sought by collusion or otherwise to obtain for self interest any advantage over any other Bidder or the Owner. The Bidder's signature on the Bid Form certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items and/or services, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of the IFB shall not be cause to alter any resulting contract, request additional compensation, or relieve Bidder from obligation to perform under this contract.

25. MODIFICATIONS. This contract can be modified only by written bi-lateral modification signed by the parties or duly authorized agents.

26. ADDENDA. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. If the District issues written addenda, such addenda shall become part of the contract documents. A Bidder who fails to receive the District's addenda, and who has previously submitted an offer, shall not be relieved from any obligation in the bid submitted.

27. BINDING EFFECT. The terms, conditions, provisions, and undertakings of any contract formed by award of a bid shall be binding upon and inure to the benefit of each of the parties thereto and their respective successors and assigns.

28. EQUAL OPPORTUNITY EMPLOYER. The Rockford Public School District is an Equal Opportunity Employer and encourages bids or proposals from any company or individual regardless of race, gender, national origin, religion or age.

SUPPLEMENTAL TERMS AND CONDITIONS

1. **INTENT.** It is the intent of these specifications that the Rockford School District No. 205 (herein the "District") will procure all specified products of first class workmanship to ensure complete and acceptable product performance in all aspects, within the budget limitations, and in accordance with offering procedures as outlined by Federal Statutes and Regulations, the Statutes and Regulations of the State of Illinois, and policies of the Board of Education of Rockford School District No. 205, Winnebago and Boone Counties, Illinois. It is further the intent of these specifications to secure adequate competition from qualified suppliers however standards of quality will not be sacrificed based solely on price.
2. **EVALUATION CRITERIA.** Although price is a consideration in the award of bids, this award will not be based on price alone. This solicitation for bids will be evaluated utilizing the following criteria, but not in any prescribed order.
 - a. Price
 - b. Adherence to these specifications
 - c. Ordering and delivery
 - d. Quality of services
 - e. Contractor past performance
 - f. Service
 - g. Review of references
 - h. Rebate program (provide detailed information)
 - i. Financial Stability of Firm (provide a copy of your firm's most recent annual report)

The District reserves the right to reject any or all bids or to accept the bid or any part of bid, including substitutions, which embraces such combination of proposals as may promote its interest.

3. **TAX IDENTIFICATION NUMBER.** The School District is required to have on file appropriate tax identification information concerning you or your firm. This information should be a Federal Employer's Identification Number, but in the instance of some independent contractors, this number may be a Taxpayer's Identification (Social Security) Number.

IN ORDER FOR A BID TO BE CONSIDERED BY THE SCHOOL DISTRICT, THE ABOVE REFERENCED TAX IDENTIFICATION NUMBER MUST BE PROVIDED ON THE FACE SHEET IN THE SIGNATURE SECTION. IT IS ALSO REQUESTED THAT YOU IDENTIFY THE LEGAL ORGANIZATIONAL STATUS OF YOUR FIRM IN THE SIGNATURE SECTION. PLEASE IDENTIFY WHETHER YOUR FIRM IS A CORPORATION, PARTNERSHIP, PROPRIETORSHIP, ETC. SHOULD YOU HAVE ANY QUESTIONS CONCERNING THIS TAX IDENTIFICATION NUMBER, PLEASE CONTACT THE PURCHASING DEPARTMENT.

4. **CONTRACTOR RESPONSIBILITY TO COLLECT AND REMIT ILLINOIS USE TAX .** The Contractor acknowledge and understand that any bid for goods and services resulting in a contract award to a bidder requires that as a contractor the person or entity and all affiliates of the person or entity will collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act (35 ILCS 105/1 et seq.) regardless of whether the person/entity or affiliate is a "retailer maintaining a place of business within this State" as defined by the Use Tax Act (35 ILCS 105/2)
5. **TERMINOLOGY.** "Owner", "Board", or "District" shall mean Rockford School District #205, Winnebago County, Illinois, acting through its authorized representative. "Bidder" shall mean the individual, firm, or corporation submitting a bid or proposal to the District in response to a public solicitation. "Contractor" shall mean the entity awarded a bid by the District.
6. **INTERPRETATION OF ERRORS.** Should questions arise that require interpretation, such questions shall be referred to the District whose decision shall be conclusive and binding for all parties involved. No advantages shall be taken by any party of manifest clerical errors or omissions in the specifications. All contractors are requested to notify the District immediately of any errors or omissions that may be discovered.

SUPPLEMENTAL TERMS AND CONDITIONS

- 7. RETURN OF BID INFORMATION.** The District has established that only one copy of a bid will be sent to a vendor. It is imperative that, if bidding, an original signature exists on the bid sheets returned. If additional copies of original bid sheets made on a copy machine or are requested, they must also contain original signatures where applicable. When multiple copies are submitted one copy shall be labeled as “Original” on the face page.
- 8. USE OF PREMISES.** The Bidder shall have access to the relevant District grounds for the purpose of familiarization with the conditions, delivery points for products, and/or sites for performance of service(s), if applicable, in order to fulfill the requirements of the Contract; all subject to compliance with District policies for visitors on school grounds.
- 9. OWNERSHIP OF MATERIALS AND EQUIPMENT.** It is clearly understood that all materials and/or equipment supplied by or for the Bidder shall remain the Bidder's property until such time as accepted by the District.
- 10. EQUIVALENCY AND SUBSTITUTES.** The District shall be the sole and final judge whether any substitute is of equivalent or better quality. This decision is final and will not be subject to recourse. Deviations from the specifications must be supported by documented evidence. These specifications are to be used as identifying those minimum salient characteristics in determining the quality or materials, performance of product(s), and workmanship required, however, the District may purchase equipment and materials that in the District's judgment will best serve the interests of the school district even if at a higher cost based on features that are considered desirable and exceeding those minimum requirements or that represent a breakthrough technology for that industry; provided that the District will comply with governing laws as to selection of the lowest responsible bidder.
- 11. STORAGE OF EQUIPMENT.** The Contractor shall be responsible for the storage and safeguarding of the equipment provided under this Contract. The Contractor shall have the necessary quantities available at the required time, but shall not make delivery to the premises until agreed upon or requested.
- 12. SCOPE OF WORK.** This bid requires that the successful Contractor provide all necessary personnel, materials, and equipment; and furnish and deliver said products in accordance with all conditions and specifications.
- 13. PROPERTY DAMAGE AND INJURY.** The Contractor shall take all necessary precautions to prevent damage to the premises or properties of others. In case of any damage, resulting from operations under this Contract, Contractor shall make proper restitution. The Contractor shall exercise due caution for the protection of persons, and shall protect the District from expense and hold the District harmless from liability by reason of injury, including death, to any person or persons, or from any damage to the property of others occurring as a result of Contractor's performance under a Contract. The Contractor's signature on the Bid Offer Form; certifies to the District that the Contractor has the required insurance coverage for any vehicle that may be utilized in the delivery of products or materials on the District's property.
- 14. INSURANCE REQUIREMENTS.** All bidders shall have a certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below and deliver to the Purchasing department upon award of a bid such qualifying certificate or certificates of insurance. Coverage shall be placed with a responsible company licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing to the District thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the District. The Contractor is responsible for all insurance deductibles and Self-Insured Retentions.

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

SUPPLEMENTAL TERMS AND CONDITIONS

TYPE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Workers Compensation	Statutory
Employers Liability	
A. Each Accident	\$1,000,000
B. Each Employee-disease	\$1,000,000
C. Policy Aggregate-disease	\$1,000,000
Commercial General Liability **	
A. Per Occurrence	\$1,000,000
B. General Aggregate	
1. General Aggregate- Per project	\$3,000,000
2. General Aggregate - Products/ Completed Operations	\$3,000,000
Fire Legal Liability (any one fire)	\$100,000
**Umbrella Excess Liability	\$3,000,000-\$5,000,000*
** Business Auto Liability ****	\$1,000,000

* Minimum\$3,000,000.00; maximum\$5,000,000.00 as prescribed in the Bid documents.

** An Additional Insured Endorsement as well as endorsements for Waiver of Subrogation and Insurance is Primary and Non-Contributory to additional insured insurance coverage in addition to a Certificate of Insurance

**** Garage Liability (combines standard GL & Auto Liability) Garage Keepers Liability

If any policy or coverage is written as "claims made" then coverage must be maintained for 4 years after project completion.

Notwithstanding the existence of required insurance, Contractor agrees it is responsible for injury and damage to persons and property including such damages as may exceed the limits set forth above, resulting from its own negligence and the negligence of its owners, employees, agents and representatives and further for the negligence of others under Contractor's direction and control when arising from or in any way related to the bid and resulting contract and Contractor's performance of its contract obligations.

The District and its officers and employees shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and BID NUMBER. Certificates should be faxed (and hard copy mailed) to: Rockford Public Schools, Purchasing Department, 501 Seventh Street, Rockford, Illinois 61104.

15. METHOD OF AWARD. The District reserves the right to award related items on a group basis if deemed in its best interest, even if not stated as such on the specifications. The District further reserves the right to make an aggregate award if in its best interest.

16. GENERAL AWARD. The award on this bid will not be made at the time specified for the receiving and opening of bids. The bid will be awarded at a later date by the Board of Education.

SUPPLEMENTAL TERMS AND CONDITIONS

- 17. SCHEDULE OF AWARD.** In order that Contractors may more accurately complete a bid, it is anticipated that the Board of Education will consider the award on this IFB within 60 days of the date of bid opening; the successful Bidder(s), if any, will be notified immediately thereafter.
- 18. WITHDRAWING OF BIDS.** No bid may be withdrawn by a Bidder after the time and date of the official public opening. All bid prices submitted must be valid for a period of sixty (60) days after the date set for the bid opening. This period of time is reserved to permit the Owner to evaluate bids, conduct tests, make the award and issue either a contract or purchase order(s).
- 19. VALIDITY OF PRICES.** All bid prices must remain valid and firm on awarded bids until product(s) is/are delivered or project completed, and until accepted by the District and invoiced by the Contractor.
- 20. PERIOD FOR ACCEPTANCE OF BIDS.** In compliance with the solicitation, the bidder agrees, if this bid is accepted within sixty (60) calendar days from the date specified in the solicitation for the receipt of bids, to furnish any or all items upon which prices are bid at the price set opposite each item, delivered at the designated point(s), within the time specified in the solicitation.
- 21. DELIVERIES AND PURCHASE ORDERS.** Deliveries will be made in accordance with instructions listed on purchase orders. The portion of the purchase order defining instructions regarding the destination of the equipment and the mailing of the invoice should be noted. A separate invoice is required for each purchase order. Purchase orders resulting from an awarded bid and issued by the District are authorized with the signature of the Executive Director of Budget and Purchasing. Issued purchase orders may not be cancelled or altered in any manner by Contractor absent prior written consent of the District.
- 22. LOCATION OF DELIVERY.** Delivery is to be made at one (1) location(s) within School District #205. All deliveries must be made between the hours of 8:30 AM and 3:00 PM Monday thru Friday. No deliveries will be accepted on those days observed as a holiday by the Central Administration Offices.
- 23. DELIVERY SITE.** The delivery is to be made to the Rockford Board of Education, Operations Support Center, 1907 Kishwaukee St. Street, Rockford, Illinois 61104-2092.
- 24. COMPLETION DATES.** Contractors are to complete projects as required. Unless stated differently in the solicitation, the product(s) and/or service(s) are to be delivered or completed within the dates required. Should a Contractor be unable to comply with the required completion date, the Contractor is to notify the District immediately.
- 25. INSPECTION AND ACCEPTANCE.** At the time the Contractor has completed work in accordance with the specifications, the Contractor shall, with the District, make a final inspection. After the final inspection, if the District and the Contractor are in agreement, the Contractor shall submit invoices for payment in accordance with the payment section of these specifications.
- 26. SIGNATURES.** It is required that the Bidder's signature appears on the following forms:
 - a. **Second page of General Conditions and Instructions for All Bids Form**
 - b. **Statement of No Interest (if applicable)**
 - c. **Bid-Rigging Certification**
 - d. **Minority and Women Owned Business Form**
 - e. **Certification Regarding Debarment Form**
 - f. **Certificate Regarding Lobbying Form**
 - g. **OFAC Compliance Form**
 - h. **Vendor Conflict of Interest Disclosure Form**
 - i. **Bid Offer Form**
 - j. **Form W-9 Department of the Treasury Internal Revenue Service**

SUPPLEMENTAL TERMS AND CONDITIONS

- 27. PAYMENT.** Payment on invoices will be made in compliance with the Local Government Prompt Payment Act, 50 ILCS 505/1, et. seq. and District Policy within forty-five (45) days after acceptance by the District and proper invoicing by the Contractor. **THE FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER MUST APPEAR ON EACH INVOICE REQUESTING PAYMENT.** (See clause entitled, "Tax Identification Number", for further clarification.) Invoices are to be submitted to the Accounts Payable Department at 501 Seventh St, Rockford, IL 61104.
- 28. WORK CHANGES.** Changes in the Contract or Purchase Order must be agreed upon in writing between the District and the Contractor before execution of any changes involved may be implemented or payment may be withheld pending a determination that such change is required and ratified by the District.
- 29. SAFETY CODES.** It is required that all equipment be in full compliance with any and all Federal and State Statutes, including, without limitation, OSHA Safety Standards, Environmental Protection Agency and Life Safety Codes, Health Codes, the School Code, and any applicable regulations and ordinances of the City of Rockford and County of Winnebago, Illinois.
- 30. QUANTITIES.** After bids have been evaluated, the District reserves the right to increase or decrease quantities as stated on the bid for budgetary reasons. The District further reserves the right to accept or reject any or all alternate offers, or to alter the original solicitation document in order to comply with budgetary requirements.
- 31. BID PROPOSAL.** Bidders must return the following when submitting a sealed bid:
- a. Second page of General Conditions and Instructions for All Bids Form
 - b. Statement of No Interest (if applicable)
 - c. Bid-Rigging Certification
 - d. Minority and Women Owned Business Form
 - e. Certification Regarding Debarment Form
 - f. Certificate Regarding Lobbying Form
 - g. OFAC Compliance Form
 - h. Bid Offer Form
 - i. Vendor Conflict of Interest Disclosure Form
 - j. Form W-9 Department of the Treasury Internal Revenue Service
 - k. Any necessary literature or information
- 32. REJECTED GOODS.** Rejected goods will be returned to the contractor's address at Contractor's risk and expense. Expenses incident to the examination and testing of materials or supplies which have been rejected will be charged to the contractor's account. Contractor will accept and refund full purchase price for all goods that are damaged (non-viable at time of receipt), of inferior quality, or having latent defects not detected prior to acceptance by the District but upon actual use of the product(s).
- 33. CONTRACT.** A response to this Invitation for Bid (IFB) is an offer to contract with the District based upon the terms, conditions, and specifications contained in the District's IFB and any District issued and published amendments thereto. Bids become contracts upon award to the successful Bidder by the Board of Education and no further documents need be executed; provided, certain IFBs may require the creation and execution of a separate formal contract in which case no contract is formed until a formal contract is created and until executed by the District. All of the terms and conditions of the contract are contained in the IFB, unless any of the terms and conditions are modified by an IFB Amendment, a Contract Amendment, or by mutually agreed terms and conditions in the contract documents.
- 34. TERM OF CONTRACT.** Resultant contract period shall be effective on the date of award through June 30, 2018 plus two (2) one-year option periods beginning on the subsequent July 1st of each option year; provided that the District exercises the option by written notice signed by the Executive Director of Budget and Purchasing. Notwithstanding, the District's obligation under this contract is contingent upon the availability of budgeted funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment may arise until funds are made available for this contract.

SUPPLEMENTAL TERMS AND CONDITIONS

- 35. OPTION YEAR PRICING.** The prices submitted on the solicitation for the base contract year will remain firm through June 30, 2016. Bidders may request an annual price adjustment, in writing no less than 60 days prior to the renewal date. Price adjustments will be made in accordance with lesser of three percent or the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items.

The price adjustment rate will be determined by comparing the lesser of three percent or the percentage difference between the CPI as of December 31, 2014 to the CPI as of the most recent December 31st report.

Contract Renewal Date:	Each July 1st, beginning 2016
CPI Base Index Date Range:	December 31, 2014
First Adjustment Comparison:	December 31, 2014 and December 31, 2015 or three percent
Second Adjustment Comparison:	December 31, 2014 and December 31, 2016 or three percent
Third Adjustment Comparison:	December 31, 2014 and December 31, 2017 or three percent
Fourth Adjustment Comparison:	December 31, 2014 and December 31, 2018 or three percent

36. OPTION TO EXTEND THE TERM OF THE CONTRACT

- (a) The District may unilaterally extend the term of this contract for an option year, annually by written notice to the Contractor at least thirty (30) days prior to contract expiration.
- (b) If the District exercises this option, the extended contract shall be considered to include this option provision. The option is deemed exercised when mailed or otherwise furnished to the contractor.
- (c) Upon the exercise of any option period(s), the District may add additional facilities or locations to this contract. Supplies/services will be provided for these facilities or locations for the time periods as specified. All contract terms and conditions will apply to these facilities or locations added.
- (d) The District may exercise the options contained in the "Option to Extend the Term of the Contract" clause of this contract by providing the written notice as required by the clause. Upon the exercise of an option year period, supplies and services will be provided for the time periods as specified in the solicitation.
- (e) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

37. EVALUATION OF OPTIONS

- (a) The District will evaluate bids by determining the lowest base period price. Since option year pricing is based on limits established in the "Pricing" clause, option year pricing is automatically considered when evaluating the base year price. All options are therefore considered to be evaluated. Evaluation of options will not obligate the district to exercise the option(s).
- (b) The District may reject a bid if exceptions are taken to the price provisions of the "Pricing" clause, unless the exception results in a lower maximum option year price. Such offers will be evaluated without regard to the lower option year(s) maximum. However, if the Bidder offering a lower maximum is awarded a contract, the award will reflect the lower maximum.

- 38. TEMPORARY CONTRACT EXTENSION.** The District reserves the right to temporarily extend this contract for an additional ninety (90) calendar days from its original or any exercised option year expiration date without exercising a full option year for any reason and any and all pricing then in effect shall continue through the temporary extension period.

- 39. ALTERNATE BIDS.** Alternate bids are not acceptable and will be rejected by the District. Alternate bids are defined as bids that do not comply with the bid terms, conditions, and specifications. Bidder may submit more than one bid providing that all such bids comply with the bid terms, conditions, and specifications.

- 40. PREVAILING RATE OF WAGE.** It is required on this bid that the Contractor complies with all statutes, both Federal and State, governing payment of wages to employees. The Contractor certifies that by submitting their bid that they will pay the prevailing rate of wage in this area for the particular type of labor, in accordance with State of Illinois Codes and the Illinois Department of Labor. If applicable, the Contractor further certifies that all Subcontractors will comply with these same acts. If requested, bidders will submit to the District required information concerning the basic rate of wages per hour that he is either currently or will be paying for the particular type of trade required.

SUPPLEMENTAL TERMS AND CONDITIONS

Should any Contractor need information concerning the prevailing rate of wage, said information is available at the Office of the Board of Education, 501 Seventh Street, Rockford, Illinois 61104.

Effective January 1, 1990, an amendment to the State of Illinois Prevailing Wage Act requires that if, during the course of work under this contract the Department of Labor revises the prevailing rate hourly wages to be paid under this contract for any trade or occupation, Owner will notify Contractor and each Subcontractor of the change in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by Contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum.

- 41. PROHIBITED CONTRACTOR EMPLOYEES ON SCHOOL PREMISES.** Contractor employees, agents and principals and its consultants and consultants employees and agents shall not perform work within District buildings for more than 30 school days within any school year (July 1 to June 30) unless a criminal history records check has been conducted by Contractor, the individual(s) is found to have not violated any of the drug or criminal offenses listed in the criminal history records check provisions in the School Code 105 ILCS 5/10-21.9(f) (the Act), and the Contractor so certifies the same to be true on the Certified Cleared Employee List.

Contractor employees, agents and principals and its consultants and consultant's employees and agents shall not be permitted to be present on District grounds unless a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check has been conducted regarding all such employees in accordance with and subject to the provisions of the Act. Contractor employees, agents and principals and its consultants and consultant's employees and agents who are found to have had convictions of the enumerated criminal or drug offenses listed in the Act or who appear in the noted databases shall not be permitted at any time to be present on school grounds.

Not less than 10 days prior to the commencement of work, Contractor shall submit to Owner a written certification on a form provided by Owner (Certified Cleared Employee List), signed by Contractor under oath that the employees listed on the certification have been the subject of a criminal history records check (for employees working more than 30 school days in District buildings), and a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check for all employees accessing District grounds. Contractor shall update the certification as and when necessary to keep such certification list current.

- 42. EMPLOYEE CONDUCT.** All of Contractor's employees, agents, principals, and consultants shall abide by Federal, State and Local Laws and Board of Education policy while on District premises. No employee, agent or principal of Contractor and its consultants and vendors shall fraternize with any student of the school district. Any employee whose conduct is judged unfit by District shall not be permitted to work on the project. Contractor agrees to comply with and abide by all rules, regulations and policies of the District relating to access to and conduct upon District Premises.

Contractor employees accessing school grounds are required to have in their possession identification issued by the District. All such persons must check in with the school main office to receive a visitor's identification at which time the individual must present a government issued photo identification which will be used to verify the individual's name appears on the Certified Cleared Employee List. At the conclusion of the work day, plastic or hard cover identification must be returned to the school.

The District may from time to time and at multiple times in their discretion and without notice check the identification of all persons accessing school grounds by or through the Contractor to assure such persons appear on the certification list and have in their possession a valid District issued identification. Contractor warrants that it shall immediately notify the District if a certified cleared employee is convicted of an enumerated offense or their name appears on any of the noted Databases. A violation of this section is a material breach of contract.

SUPPLEMENTAL TERMS AND CONDITIONS

43. COMPLIANCE WITH FREEDOM OF INFORMATION ACT. The District is required by law to comply with the provisions of the Freedom of Information Act, 5ILCS 140/1 et seq., as amended from time to time ("Act"). The Act requires the District to provide, if requested to do so by any person, copies of documents that maybe in your possession and related to this contract. As a condition of this contract, Contractor agrees to and shall provide to the District, copies of any and all such documents when directed to do by the District. All such documents shall be delivered to the District's Legal Department NO LATER THAN five (5) working days after the date of the District's direction to provide such documents. Failure of the Contractor to provide documents within said five (5) working days as provided above shall result in the assessment of any and all penalties, damages, and/or costs incurred by the District to the Contractor which shall be paid immediately by the Contractor upon demand of the same by the District.

44. RECORDS, RETENTION, AUDIT

- a. Records. The Contractor shall have or upon award of bid establish and maintain a reasonable accounting system that enables the District to readily identify Contractor's assets, expenses, costs of goods and use of funds related to the Project (the Records). Such Records shall include, but not limited to, accounting records, written policies and procedures; subcontractor files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); all paid vouchers, including those for out-of-pocket expenses, other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips, bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; backcharge logs and supporting documentation; insurance documents, payroll documents; timesheets; memoranda; and correspondence.
- b. Retention. The Contractor shall, at all times during its performance of the Project and for a period of seven years after the completion of the Project, maintain Records, together with all supporting or underlying documents and materials. The Contractor shall upon written request by the District at any time or times, whether during or after completion of the Project, and at the Contractor's expense, produce the Records for inspection, copying and audit (including copies and extracts of records as required) by the District. The Records shall be made available to the District, upon three-day written notice, during normal business hours at Contractor's principal office if located in Rockford, Illinois or at such other location specified by the District including the District offices. Upon expiration of the retention period specified in this paragraph 44b, prior to destruction of the Records, Contractor shall provide not less than 30 days written notice of its intent to destroy any part or all of the Records, specifying the nature, character and extent of Records to be destroyed and the District may at its discretion and expense obtain all Records or copies of Records intended to be destroyed. The Contractor shall ensure the District's right to access and audit the Records in the possession, created or maintained by Contractor's agents, assigns, successors, and subcontractors. Contractor shall notify in writing its agents, assigns, successors and subcontractors of the requirements of records, retention and audit as set forth in this paragraph 44. Any and all contracts or agreements between Contractor and any other party related to the Project shall expressly include the records, retention and audit provisions of this paragraph 44.
- c. The District and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all Records (in whatever form they may be kept, whether written, electronic, or other), including, but not limited to, those kept by the Contractor, its agents, assigns, successors, and subcontractors.

Cost of any examination or audit of Records conducted by the District will be borne by the District (excluding any cost to produce Records under paragraph 44b), except where the examination or audit identifies overpricing or overcharges (of any nature) by the Contractor to the District in excess of one-half of one percent (0.5%) of the total contract billings in which event the entire cost of the examination or audit shall be Contractor's cost and Contractor shall reimburse the District for the total cost of the examination or audit. If the examination or audit reveals substantive findings of fraud, misrepresentation, or non-performance by Contractor, its employees, agents, representatives, assigns, successors or subcontractors, the Contractor shall pay all costs of the examination or audit; and if paid by the District, reimburse the District for all such costs. In the event Contractor fails to pay such costs within 30 days of demand by the District, District may offset any such costs unpaid by Contractor from any balance due Contractor by the District or at the election of the District proceed to collect such costs by any available means including litigation in which event the costs of collection including reasonable attorney's fees shall also be paid by Contractor.

QUESTIONS

Any questions regarding this bid; may be referred to Tamara Pugh, Purchasing Process Manager at tamara.pugh@rps205.com or 815-966-3092.

Energy Management Services Specifications

GENERAL BACKGROUND

Rockford Public Schools, District #205, located in Northern Illinois is one of the state's largest school districts. The School District covers approximately 165 square miles and serves 28,000 students with 2 early childhood centers, 28 elementary schools, 6 middle schools, 4 high schools, and 6 alternative schools. The District employs over 5,000 employees who work throughout the district.

PURPOSE

Rockford Public School District will receive sealed bids from qualified firms or individuals to provide: A Bid for Energy Management System Layout, Preventive Maintenance, and installation, replacement, programing and servicing energy management controls devices as well as consultation services in accordance with the terms and conditions outlined in this document.

ESTIMATED TIME LINE

<u>Date</u>	<u>Event</u>
10/04/2015	Distribution of IFB
10/08/2015	Pre-Bid Meeting, October 8, 2015, 10:30 a.m., Operations Support Center
10/15/2015	Final Questions due to Tamara Pugh by 12:00 pm (CDST)
10/16/2015	Final Addendum posted to DemandStar and RPS website by 12:00 p.m. (CDST)
10/19/2015	IFB Opening, 12:00 pm (CDST), 6 th floor conference room
10/27/2015	Board of Education anticipated approval
10/28/2015	Anticipated Award of Contract

TERMS OF ENGAGEMENT

Resultant contract period shall be from the effective date of award, through June 30, 2018 plus two (2) one-year option periods beginning on the subsequent July 1st of each option year; provided that the District exercises the option by written notice signed by the Executive Director of Budget and Purchasing.

Notwithstanding, the District's obligation under this contract is contingent upon the availability of budgeted funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment may arise until funds are made available for this contract.

Equipment is located at (See Attached List of Building Locations).

SCOPE OF WORK

To provide Energy Management System functionality and graphics, Preventive Maintenance, Installation, Replacement & Service on all Building Control Systems listed in this document and Programing of energy management controllers. Energy Management System Layout, Preventive Maintenance, Replacement and Service shall be defined as providing all necessary labor, supervision and subcontracted services that will allow for the successful bidder to install, maintain, service and repair all covered equipment in prime operating condition, consistent with manufacturers' service recommendations. The District equipment and services include:

1. Rockford Public Schools Equipment and Systems

- A. All current control devices, panels, software, hardware, servers, programs
- B. All AHU
- C. Boiler – 98
- D. Chillers Total – 47

2. Technical Services

- A. Building Automation System (BAS) Mechanical (See Attachments)
- B. Data light and HVAC controller programming

3. Energy Management System Composition & Administration

The successful bidder will provide planning, layout, composition, specifications, cost analysis, installation, testing and balancing for: improvements, upgrades, energy efficient programming, new installations of the energy management system in the District buildings as well as grant and rebate programs. Approvals for changes, installs, upgrades need to be pre-approved by the Facilities Maintenance Manager and Director of Facilities.

- A. Program manual points into the software
- B. Provide a comprehensive scope of services for Schematic Creation, Systems Administration & Composition, Installation (HVAC & Lighting controls), Testing and Program Verification.
- C. Prepare all documents using CAD and in an electronic exchange format acceptable to Rockford Public School District.
- D. Write control strategies to improve operations and efficiencies.
- E. Complete layouts, drawings, specifications for any work performed in accordance with, at a minimum:
 - a. Current Rockford Public School District Energy Management System/ASHRE Standards/Low & High Voltage electrical layout standards.
 - b. All applicable Regional Office, State, City, building, life safety, energy codes.
- F. Layout new control sequences for new installations, upgrades, changes.
- G. Draw graphics to improve interface and monitoring functions.
- H. Document software, hardware networks, control strategies, programs
- I. Update and download new software versions
- J. Check with appropriate customer representative for operational deficiencies.
- K. Check communication status of all points
- L. Check for any overrides.
- M. Check for alarms.
- N. Clean area around equipment
- O. Complete any required maintenance checklist, report observations to appropriate customer representative.
- P. Complete Work Requests through district Work Order system.
- Q. Check with appropriate customer representative for operational deficiencies.
- R. Connect Cable Pro (PC) to controller, upload database.
- S. Check communication status of all points.
- T. Check software offset for AO Points.
- U. Check for any overrides.
- V. Check for alarms.
- W. Tighten electrical connections.
- X. Clean area around equipment.
- Y. Complete any required maintenance checklist, report observations to appropriate customer representative.
- Z. Check available hard disk space and record.
- AA. Delete unnecessary files.
- BB. Archive files to diskette and clear from disk.
- CC. Update HVAC files in their proper directories.
- DD. Save database.
- EE. Clean computer processing unit, monitor, keyboard, printers, mouse.
- FF. Update job information files on operator work station.
- GG. Must be capable of remote operations center for 24/7 monitoring.
- HH. Maintain each schools day to day schedules
- II. Save network configuration to diskette.

JJ. Session read and save graphic program language.

KK. Back up entire drive.

LL. Provide weekly report of activities to COO, Facilities Maintenance Manager and Director of Facilities.

4. Replacement

The successful bidder will provide all necessary services to maintain operations by upgrading software and hardware as determined necessary by the district. The building control systems will be continually evaluated for upgrade and quality improvement requirements. Panels, subpanels, controllers, network systems, software and hardware as well as N-Light Gateways and Bridges should be upgraded and adapted so that the District systems are a standardized LON and N-Light compliant system capable of centralized control and monitored from a web based network application.

A. Include field verification of existing conditions and systems in.

B. Evaluate existing Energy Management and other RPS staff as required to troubleshoot HVAC, Lighting and Energy Management problems.

5. Preventative Maintenance

The successful bidder will provide all necessary labor, supervision, and subcontracted services that will allow the successful bidder to perform regular, scheduled preventive and predictive maintenance tasks, utilizing equipment history, operating hours, and OEM requirements and procedures on a day to day basis. Minimum guidelines are provided in this document.

6. Service

The successful bidder will provide comprehensive routine maintenance to protect against most mechanical failures. Any failures that are covered within the scope of this agreement must be repaired without delay. The covered equipment must be returned to operational duty as quickly as good repair maintenance dictates. If so directed, and/or if the equipment is of critical nature, around the clock service must be provided to return a failed piece of equipment to operating condition.

7. Programming

The successful bidder will utilize software already owned by the district and software acquired from new construction contracts to alter programming of HVAC controllers, both before and after installation, to ensure they operate in a manner that aligns with district standards. Additionally, the successful bidder will be programming/installing gateway and bridge devices facilitating the implementation of new lighting energy management protocols which should ultimately be controlled via a web based application.

A. Program HVAC & Lighting energy management controls

B. Install HVAC & Lighting energy management controls

C. Connect devices back to central web based remote monitoring program

D. Check for any overrides

E. Check for any alarms

F. Clean area around equipment

8. Duties

A. Provides supervision, assigns work, and reviews performance of contracted staff.

B. Supervises work performed by outside vendors.

C. In conjunction with Rockford Public School District develops an annual operations budget for Energy Management Systems.

D. Reviews equipment operations and makes recommendations for improvements and replacements.

E. Monitors the Rockford Public School District energy consumption and makes recommendations for reduction.

F. Reviews major HVAC & lighting construction projects and make recommendations for changes and improvements.

- G. Coordinates with Facilities Management, RPS staff and contract management company as required to advise on the best equipment for the district as well as any troubleshooting issues.
- H. Enters work orders for Rockford Public School District HVAC/electrical staff to perform.
- I. Provides Maintenance Manager with necessary information to enter requisitions for necessary HVAC supplies.
- J. Reviews with Maintenance Manager the vendors of chemicals, supplies, filters mechanical parts and mechanical vendors.
- K. Works with outside vendors scheduling and supplying equipment for power emergencies and shut downs.
- L. Provides training in operations of web based control system.
- M. Keeps updated on industry trends, equipment, energy and maintenance of equipment.
- N. Annually provides a written report on department equipment and personnel.
- O. Available 24/7 for emergencies.
- P. Attends a minimum of five training sessions each year in the following categories:
 - a. J.C.I operations
 - b. Safety
 - c. Fire alarm and fire safety
 - d. HVAC Equipment
 - e. HVAC Trade Shows
 - f. In house training
 - g. Electrical systems and industry co-generation systems.
 - h. LEED/ Green Buildings
 - i. Data lighting

REQUIREMENTS & DELIVERABLES

1. One (1) full-time on-site Energy Management Systems Administrator capable of composing control strategies. Must have knowledge and experience writing software control strategies, BACnet, N2 Open, DSC, C500, Metasys etc. The successful bidder must be able to monitor front end systems, work with District IT staff on network administration, knowledge of TCP/IP, Lonworks, BACnet, routers, switches, etc.
2. One (1) full-time on-site Energy Management Systems Technician capable of troubleshooting, servicing, replacing and installing new systems, and all related sensors, devices, wiring, controllers, software and hardware. Must be able to effectively and efficiently operate and monitor front-end systems and software applications for Johnson Controls.
3. One (1) full-time on-site Systems Programming Technician capable of utilizing software to program HVAC & lighting controllers, bridges, gateways and associated devices as well as installing said control implements. The successful bidder must have experience loading programs into controllers and providing operational testing of programs. In the event the district requires the programming and installation of individual room controls (as opposed to the more broad intentions of this document) and the district is unable to furnish the required labor commitment to do so, the district reserves the right to have the successful bidder program and install such devices.
4. Replacement parts: Vendor provides labor to trouble shoot and install at no charge. Provide parts to Rockford Public School District through District approved for best discount pricing.
5. Necessary troubleshooting service calls required when equipment problems develop, at no charge.
6. Work is to be performed Monday through Friday 6:00am – 2:30pm (recommended)
7. All work to be documented with Rockford Public School District's CMMS.

8. Contracted staff will provide detailed notes of daily services and conduct a weekly meeting to review services performed.
9. Coordination will be done through the Director of Facilities, Facilities Maintenance and other RPS staff as required .
10. Front-end monitoring must be available at the following work stations: Maintenance Manager, EMT Foreman, Maintenance Planner, Director of Facilities, Accessible offsite and via web based program.
11. Emergency services, breakdowns, and major repairs at other hours will be performed at the hourly rates quoted on bid proposal sheet.
12. Emergency Call response time will be less than four (4) hours. Non-emergency call response time shall be less than 24 hours. Services shall be available for emergencies 24/7 365 days a year.
13. Providing all necessary labor supervision, and subcontracted services that will allow for the successful bidder to perform regular, scheduled preventive and predictive maintenance tasks, utilizing equipment history, operating hours, and OEM requirements and procedures on a day to day basis. Minimum guidelines are provided in this document.
14. Should inspection(s) indicated that repairs are necessary that are outside the scope of this agreement, the service contractor shall provide the Rockford Public School District in writing with a composite price including labor, parts, material, and related expenses for these repairs. However, the Rockford Public School District may elect to procure prices from others if deemed necessary. Should alterations, additions, adjustments or repairs be made by others to any part of the system(s) covered by this service agreement, the service contractor has the right to inspect such work as to having been performed in an acceptable manner to the service contractor prior to continuing the service agreement coverage. The service contractor will notify the Rockford Public School District in writing of such conditions which must be corrected prior to the service contractor's acceptance.
15. The contractor shall maintain a record of all maintenance service and repairs relating to the equipment included in this agreement. Written reports are to be turned in to the Facilities Maintenance Manager by the Rockford Public School District upon completion of each inspection as long as all equipment checks out satisfactorily. If a problem is found that has the potential to be a major problem, or if it may be the cause for shutdown repairs, then this problem must be directly brought to the attention of the Facilities Director and Facilities Maintenance Manager Rockford Public School District' person so that a plan of action can be formulated for the most timely repair to the equipment. As a condition of this bid, a plan of action report as to how the equipment is to be serviced and/or repaired is to be included.
16. The parts stocked for all equipment covered herein shall be based on the equipment manufacturer's recommendations for: routine expendable parts, normal yearly replacement parts and multi-year replacement parts. The service contractor has the option of stocking locally or having access to immediate delivery parts for the purpose of providing unscheduled service parts on an emergency basis. In either case, the service contractor is expected to have emergency parts availability at no additional cost to the customer in a reasonable length of time to minimize equipment down time.
17. The contractor shall keep abreast of all equipment changes and product improvements and he will continually explore new and better methods of higher technology that will enhance the Rockford Public School District's preventative maintenance service agreement capabilities, and enhancements to plant operations. It shall be the contractor's duty to notify the Rockford Public School District of these changes, improvements, methods, as they occur, so that the Rockford Public School District may enhance his operations and maintenance program.

18. Upon request the contractor will provide free of charge formal/informal training to the Rockford Public School District in an effort to provide a working understanding of the operation and diagnostic procedures necessary to keep the equipment operating in the most beneficial manner.
19. Reduced energy costs by system run-time modification as well as reducing operating and utilities costs.
20. Provide a uniform BacNet District-wide open temperature control system. BTL Certified. (BacNet Testing Laboratories. An ASHRAE standard approval certification).
21. Develop existing lighting management controls system and/or integrate with BACNet system.
22. Consolidation of District building control system by means of networking through Tridium Niagara.
23. Improved comfort levels and expectations.
24. Improved flexibility, programming, operations, and monitoring.
25. Improved decision-making by training Rockford Public School District Staff, Operators and Technicians.
26. Coordinate with Facilities Management and other RPS staff as required to troubleshoot HAVC, Lighting and Energy Management problems as well as making recommendations for future construction.
27. Depth of experience and proven track record.
28. Hours of the work - 40 hours per week. Preferred 6:00 AM till 2:30PM.
29. A substitute should be provided for a full day to fill in for vacation, illness time off, and other.
30. Rockford Public School District is closed for Fourteen Holidays. (New Year's Day, Martian Luther King Day, Good Friday, Columbus Day, Casimir Pulaski's Birthday, Presidents' Day, Veteran's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, 1/2 Christmas Eve, Christmas Day, 1/2 New Year's Eve.)
31. Reports to the following school district representatives:
 - a. Facilities Maintenance Manager
 - b. Director of Facilities
32. Annual reviews are performed in conjunction with Rockford Public School District and vendor.

Note: ROCKFORD PUBLIC SCHOOL DISTRICT Niagara system is a web based system. Access to system will be available remotely over the internet.

ADDITIONAL SERVICES

Adjustments to the scope described above may be necessary if additional project information and/or specifications related to any new construction projects may occur. No additional services will be provided without approval.

DISQUALIFICATION OF OFFEROR

Any one or more of the following causes, without limitations, may be considered sufficient for the disqualification of an Offeror and the rejection of his/her bid.

1. Evidence of collusion among Offerors.
2. Lack of expertise as shown by past work, and judged from the standpoint of workmanship and performance history.
 - A. Qualifications and technical competence in layout and installation of energy management systems, both lighting and HVAC. This is demonstrated by experience of the proposed team on similar projects.
 - B. Availability of appropriate personnel and capacity to accomplish the work within the required constraints. This is demonstrated by the organization and work plan of the project team.
 - C. Understanding of the constraints and issues affecting the proposed project. This is demonstrated by the team's proposal.
 - D. Compatibility between the proposed team and the project stakeholders. This is demonstrated by positive working relationships and the stakeholder's perception of the team's ability to integrate with existing control systems.
 - E. Approach, methodology and unique qualifications of the proposed team. This is demonstrated by the team's ability to set itself apart from the other teams.
 - F. Related value, quality, and equitable costs.
3. Uncompleted work under contracts which, in the judgment of Owner, might hinder or prevent the prompt completion of additional work if awarded.
4. Being in arrears in existing contracts, in litigation with an Owner, or having defaulted on a previous contract.

BID SUBMITTAL REQUIREMENTS

Along with the other required documents, forms and Bid Offer form, please provide a written narrative on your firm, to include a minimum of the following information:

1. Firm history and background.
2. Knowledge of fire alarm and fire suppression systems.
3. Size of firm, including number of specialized staff and annual volume of work performed over the past five years. Resume of key staff that would be dedicated to meet the needs of the Rockford Public School District.
4. Overall organization chart graphically depicting the key staff and their duties and/or areas of expertise.
Experience Level:
 - A. Personnel Training?
 - B. Knowledge of Green Projects?
 - C. Ability to assist Steamfitters/Energy Management Technicians on Rockford Public School District Projects?
 - D. Low & High Voltage Electricians
5. Scope of services customarily provided to clients. List the number of current educational clients and longevity of relationship with them.

6. How will the company handle 24/7 response? Explain the caliber of staff to meet all the needs.
7. Energy Management Systems Administrator & Technician – What type of Training does you Administration/Technical staff have:
 - A. JCI Software?
 - B. Working on JCI Controls?
 - C. Adding Points/Deleting Points?
 - D. ADS, ADX Server Experience?
 - E. 24/7 Response?
 - F. Programing controllers for boilers, HVAC units and lighting implements.
8. What type of training does your technical staff have on:
 - A. Energy Management Systems
 - B. Chiller: Trane, York, and others
 - C. Boiler: Kewanee, and others
 - D. Lighting Management Systems: Acuity N-Light and others
 - E. Boiler & HVAC Controllers: Johnson, Alpha, Honeywell and others
9. Service Team Overview
 - A. Include resumes & detail Service Team that will be providing services to Rockford Public School District.
 - B. Provide name & resume of Dedicated Service Sales Representative who will oversee the continuity of the contract between Rockford Public School District and service provider.
 - C. Provide copy of the Refrigerant Management Plan/Program.
 - D. Provide copy of Corporate Safety Plan.
 - E. Confirm if software program allows “granting permission” for Rockford Public School District to have Internet access directly into the Service Software Program.
 - F. Submit examples of the Customer Value Reports that will be provided to Rockford Public School District on a quarterly and annual basis. Includes pm services, service calls, resolutions, etc.

Attachment 1

Schools with Addresses

HIGH SCHOOLS

Auburn High School
5110 Auburn Street (61101)
966-3300 (FAX 966-3911)
Devon LaRosa, Principal

East High School
2929 Charles Street (61108)
229-2100 (FAX 229-2113)
Patrick Enright, Principal

Guilford High School
5620 Spring Creek Road (61114)
654-4870 (FAX 654-4901)
Janice Hawkins, Principal

Jefferson High School
4145 Samuelson Road (61109)
874-9536 (FAX 874-2800)
Don Rundall, Principal

MIDDLE SCHOOLS

Eisenhower Middle School
3525 Spring Creek Road (61107)
229-2450 (FAX 229-2456)
Jeffery Carlson, Principal

Flinn Middle School
2525 Ohio Parkway (61108)
229-2800 (FAX 229-2894)
Randy Bay, Principal

Kennedy Middle School
520 N. Pierpont (61101)
654-4880 (FAX 654-4874)
Renneth Richardson, Principal

Lincoln Middle School
1500 Charles Street (61104)
229-2400 (FAX 229-2420)
Jason Grey, Principal

Marshall Middle School
4664 N. Rockton Ave (61103)
490-5400 (FAX 490-5405)
Jill Faber, Principal

RESA
1800 Ogilby Road (61102)
489-5509 (FAX 966-5360)
William Ady, Principal

West Middle School
1900 N. Rockton Avenue (61103)
966-3200 (FAX 966-3216)
Maceo Rainey, Principal

EDUCATION CENTERS

FFL (Fit for Life)
200 Y Boulevard
779-500-0089
Ronald Lyford, Principal

ILC (Innovative Learning Center)
1907 Kishwaukee St (61104)
977-3766
Ronald Lyford, Principal

Page Park Regional Education
5949 Safford Road (61101)
720-4764 (FAX 720-4779)
Patti Swanson-Bergren, Principal

Roosevelt Community Ed Center
978 Haskell Avenue (61103)
Adult Ed 966-3251 (FAX 966-3105)
Alternative HS 966-3265 (FAX 3178)
Heidi Houy, Principal

Rosecrance School Program
1601 University Dr (61107)
387-2546 (FAX 997-1775)

Juvenile Detention
5350 Northrock Dr (61103)
282-6878 (FAX 282-8161)

Wilson ASPIRE (Special Education)
520 N. Pierpont Avenue (61101)
966-3770 (FAX 966-5297)
Jon Malone, Principal

ELEMENTARY SCHOOLS

Barbour Language Academy (K-8)
1506 Clover Avenue (61102)
966-3395 (FAX 967-8039)
Dr. Jeffery Schleff, Principal

Beyer School
333 15th Avenue (61104)
966-3390 (FAX 966-3392)
Christine Smith, Principal

Bloom School
2912 Brendenwood Rd. (61107)
229-2170 (FAX 229-2457)
Heather Novak, Principal

Brookview School
1750 Madron Road (61107)
229-2492 (FAX 229-2112)
Carol Jeschke, Principal

Carlson School
4015 Pepper Drive (61114)
654-4955 (FAX 636-3001)
Dave Nold, Principal

Cherry Valley School (3-5)
619 East State Street
Cherry Valley, IL (61016)
332-4938 (FAX 332-9661)
Vicki Kested, Principal

Conklin School
3003 Halsted Road (61101)
(FAX 654-4864)
Jan Johnson, Principal

Dennis Early Childhood
730 Lincoln Park Blvd. (61102)
966-3750 (FAX 966-3751)
George Richardson, Principal

Ellis Arts Academy (K-8)
(Creative & Performing Arts)
222 South Central (61102)
966-3909 (FAX 966-5266)
Martina Smith, Principal

Fairview Early Childhood
512 Fairview Avenue (61108)
227-8400 (FAX 229-2445)
Darcy Dunn, Principal

Froberg School (K-2)
4555 20th Street (61109)
(FAX 874-6228)
Christian Ulferts, Principal

Gregory School
4820 Carol Court (61108)
229-2176 (FAX 229-2897)
Matthew Zediker, Principal

Haskell Year-Round School
515 Maple Street (61103)
966-3355 (FAX 967-8040)
Loree Leathers, Principal

Hillman School
3701 Greendale Drive (61109)
229-2835 (FAX 229-2807)
Carolyn Kloss, Principal

Johnson School
3805 Rural Street (61107)
229-2485 (FAX 229-2418)
Amber Miller, Principal

KingSchool

1306 South Court Street (61102)
966-3740 (FAX 966-5291)
Joyann Kirshbaum, Principal

Kishwaukee School

526 Catlin Street (61104)
966-3380 (FAX 967-8023)
Amiee Kasper, Principal

Lathrop School

2603 Clover Avenue (61102)
966-3285 (FAX 966-3713)
Penny Al-Azhari, Principal

Lewis Lemon School

1993 Mulberry Street (61101)
967-8000 (FAX 967-8027)
Stephen Francisco, Principal

Marsh School

2021 Hawthorne Drive (61107)
229-2430 (FAX 229-2461)
Kristine Leider, Principal

McIntosh Elementary

525 N. Pierpont Avenue (61101)
966-3275 (FAX 966-8922)
Al Gagliano, Principal

Maria Montessori (PreK-6)

4704 N. Rockton (61103)
654-4906 (FAX 654-4909)
Candice Collins, Principal

Nashold Elementary

3303 20th Street (61109)
229-2155 (FAX 229-2421)
Holly Lyman, Principal

Nelson School

623 15th Street (61104)
229-2190 (FAX 229-2462)
Rene Mandujano, Principal

Riverdahl School

3520 Kishwaukee Street (61109)
229-2870 (FAX 229-2891)
Teresa Schneider, Principal

Rolling Green School

3615 Westgate Parkway (61108)
229-2881 (FAX 229-2135)
Rori Regan, Principal

Spring Creek School

5222 Spring Creek Road (61114)
654-4960 (FAX 654-4969)
Ray Owens, Principal

Stiles Elementary

315 La Clede Avenue (61102)
966-3790 (FAX 966-5244)

Summerdale School

3320 Glenwood Avenue (61103)
966-3280 (FAX 967-8016)
Kristen Martin-Fry, Principal

Thompson School

4949 Marion Avenue (61108)
229-2830 (FAX 229-2832)
Emma Gipson, Principal

Walker School

1520 Post Avenue (61103)
966-3795 (FAX 966-3172)
Matthew Learner, Principal

Washington School (gifted)

1421 West Street (61102)
966-3370 (FAX 966-3347)
James Parker, Principal

Welsh School

2100 Huffman Blvd. (61103)
966-3260 (FAX 966-3259)
Maurice Davis, Principal

West View School

1720 Halsted Road (61103)
654-4945 (FAX 654-4903)
Veronica Bazan, Principal

White Swan School (K-2)

7550 Mill Road (61108)
229-2184 (FAX 229-2459)
Dr. Pamela Nichols, Principal

Whitehead School

2325 Ohio Parkway (61108)
229-2840 (FAX 229-2419)
Pamela Miner, Principal

ADMINISTRATION BLDG.

501 7th St. (61104)
966-3000
Todd Schmidt, COO

Sterling Holley

2000 Christina Street (61104)
966-3706 (FAX 966-3007)
Gregg Wilson, Director

New Milford Storage

2128 New Milford Road (61109)
874-2446 (FAX 874-5551)
Kevin Whelpley

Attachment 2 Supervisory Controls

Buildings	Quantity of Supervisory Controls	JACE	NAE	NCE	NCM	DSC	IBEX	256M
Administration	Vykon JACE - Andover 256M	4						1
Auburn	Vykon JACE - TAC JACE – Johnson Controls DSC	3				1		
Barbour	Vykon JACE - Alerton IBEX	1					1	
Beyer	Vykon JACE	1						
Bloom	Vykon JACE	1						
Brookview	Vykon JACE	1						
Carlson	Johnson Controls FX JACE	1						
Cherry Valley	Local							
Conklin	Distech JACE	1						
Dennis	Johnson Controls DSC					1		
East	Distech JACE - Johnson Controls NAE	1	1					
Eisenhower	Johnson Controls NAE		1					
Ellis	Vykon JACE - Alerton IBEX	1					1	
Fairview	Vykon JACE	1						
Flinn	Distech JACE	1						
Froberg	Distech JACE	1						
Gregory	Vykon JACE	1						
Guilford	Vykon JACEs - Johnson Controls DSCs	3				2		
Haskell	Johnson Controls NAE		1					
Hillman	Vykon JACE	1						

Jefferson	Vykon JACE - Johnson Controls NAE - Johnson Controls DSCs	1	1			5		
Johnson	Distech JACE	1						
Kennedy	Vykon JACE - Johnson Controls NAE - Johnson Controls DSC	1	1			3		
King	Vykon JACE	1						
Kishwaukee	Johnson Controls NAE		1					
Lathrop	Distech JACE	1						
Lewis Lemon	Vykon JACE	1						
Lincoln	Vykon JACE	1						
Marsh	Vykon JACE - Johnson Controls NAE	1	1					
Marshall	Vykon JACE	1						
McIntosh	Distech JACE	1						
Montessori	Vykon JACE - Johnson Controls NCE	1		1				
Muhl Center	Johnson Controls NAE		1					
Nashold	Johnson Controls NAE		1					
Nelson	Johnson Controls NAE		1					
New Milford	Vykon JACE	1						
Page Park	Vykon JACE - Johnson Controls NCE	1		1				
RESA	Vykon JACEs	2						
Riverdahl	Johnson Controls FX JACE	1						
Rolling Green	Vykon JACE	1						
Roosevelt	Johnson Controls NAE		1					
Spring Creek	Distech JACE	1						
Summerdale	Johnson Controls NAE		1					
Thompson	Vykon JACE	1						
Transportation	Distech JACE - Johnson Controls NAE	1	1					
Walker	Vykon JACE	1						

Washington	Vykon JACE	1						
Welsh	Johnson Controls NAE		1					
West	Vykon JACE - Johnson Controls NCM	1			1			
West View	Local							
White Swan	Johnson Controls NAE		1					
Whitehead	Local							
	TOTALS	46	15	2	1	12	2	1

Attachment 3

Space Heating Boiler Information

Rockford Public School District - Space Heating Boiler Information

Count	Location	Manuf Date	Application	Type	Capacity (MBH input)	Type of Control
1	Admin 1	1982	Hot Water Boiler	Electric	315 KW	JACE/256M
2	Admin 2	1982	Hot Water Boiler	Electric	315 KW	JACE/256M
3	Auburn 1	2015	Steam Boiler	Firetube	10500	JACE/DSC
4	Auburn 2	2015	Steam Boiler	Firetube	10500	JACE/DSC
5	Barbour 1	1994	Hot Water Boiler	Fin Tube	1800	JACE/IBEX
6	Barbour 2	1994	Hot Water Boiler	Fin Tube	1800	JACE/IBEX
7	Barbour 3	1994	Hot Water Boiler	Fin Tube	1800	JACE/IBEX
8	Bloom	1949	Steam Boiler	Firetube	7343	JACE
9	Carlson 1	2004	Hot Water Boiler	Water Tube	2500	JACE
10	Carlson 2	2004	Hot Water Boiler	Water Tube	2500	JACE
11	Carlson 3	2004	Hot Water Boiler	Water Tube	300	JACE
12	Cherry Valley	1954	Steam Boiler	Firetube	2870	Local
13	Conklin 1	2014	Hot Water Boiler	Firetube	2100	JACE
14	Conklin 2	2014	Hot Water Boiler	Firetube	2100	JACE
15	Dennis 1	1952	Steam Boiler	Firetube	4400	DSC
16	Dennis 2	1962	Hot Water Boiler	Firetube	2250	DSC
17	East 1	2014	Steam Boiler	Firetube	12,180	JACE/NAE
18	East 2	2014	Steam Boiler	Firetube	12,180	JACE/NAE
19	East 3	2014	Steam Boiler	Firetube	12,180	JACE/NAE
20	Ellis 1	1998	Glycol Boiler	Water Tube	2000	JACE/IBEX
21	Ellis 2	1998	Glycol Boiler	Water Tube	2000	JACE/IBEX
22	Fairview	1954	Steam Boiler	Firetube	10500	JACE
23	Flinn 1	1953	Steam Boiler	Firetube	12448	JACE
24	Flinn 2	1953	Steam Boiler	Firetube	12448	JACE
25	Froberg 1	2014	Hot Water Boiler	Firetube	1800	JACE
26	Froberg 2	2014	Hot Water Boiler	Firetube	1800	JACE
27	Gregory 1	1958	Hot Water Boiler	Firetube	2460	JACE

28	Gregory 2	1958	Hot Water Boiler	Firetube	2009	JACE
29	Guilford 1	2015	Steam Boiler	Firetube	12180	JACE/DSC
30	Guilford 2	2015	Steam Boiler	Firetube	12180	JACE/DSC
31	Haskell 1	1958	Hot Water Boiler	Firetube	1010	NAE
32	Haskell 2	1962	Hot Water Boiler	Firetube	2050	NAE
33	Hillman 1	1988	Hot Water Boiler	Watertube	1500	JACE
34	Hillman 2	1988	Hot Water Boiler	Watertube	1500	JACE
35	Jefferson 1	1977	Hot Water Boiler	Firetube	10460	JACE/NAE/ DSC
36	Jefferson 2	1977	Hot Water Boiler	Firetube	10460	JACE/NAE/ DSC
37	Johnson 1	2014	Hot Water Boiler	Firetube	2100	JACE
38	Johnson 2	2014	Hot Water Boiler	Firetube	2100	JACE
39	Kennedy 1	1958	Steam Boiler	Firetube	12500	JACE/NAE/ DSC
40	Kennedy 2	1958	Steam Boiler	Firetube	12500	JACE/NAE/ DSC
41	Kishwaukee 1	2005	Hot Water Boiler	Water Tube	2500	NAE
42	Kishwaukee 2	2005	Hot Water Boiler	Water Tube	2500	NAE
43	Kishwaukee 3	2005	Hot Water Boiler	Water Tube	450	NAE
44	Lathrop 1	2014	Hot Water Boiler	Firetube	2100	JACE
45	Lathrop 2	2014	Hot Water Boiler	Firetube	2100	JACE
46	Lewis Lemon 1	1993	Glycol Boiler	Water Tube	1200	JACE
47	Lewis Lemon 2	1993	Glycol Boiler	Water Tube	1200	JACE
48	Lewis Lemon 3	1993	Hot Water Boiler	Water Tube	900	JACE
49	Lincoln 1	1968	Steam Boiler	Firetube	16723	JACE
50	Lincoln 2	1968	Steam Boiler	Firetube	16723	JACE
51	Lincoln 3	1995	Steam Boiler	Cast Iron Sectional	2329	JACE
52	Lincoln 4	1995	Steam Boiler	Cast Iron Sectional	2329	JACE
53	Marsh 1	1949	Steam Boiler	Firetube	2000	JACE/NAE
54	Marsh 2	1956	Steam Boiler	Firetube	2490	JACE/NAE
55	Marsh 3	1970	Hot Water Boiler	Firetube	2250	JACE/NAE
56	Marshall 1	1962	Hot Water Boiler	Firetube	3450	JACE

57	Marshall 2	1969	Hot Water Boiler	Firetube	9100	JACE
58	Marshall 3	1999	Hot Water Boiler	Fin Tube	500	JACE
59	McIntosh	1966	Hot Water Boiler	Firetube	7500	JACE
60	Montessori @ Haight	1968	Hot Water Boiler	Firetube	5250	JACE/NCE
61	Muhl Center w/ Rolling Green	1968	Hot Water Boiler	Firetube	10461	NAE
62	Nashold 1	1957	Hot Water Boiler	Firetube	2100	NAE
63	Nashold 2	1958	Steam Boiler	Firetube	3360	NAE
64	Nelson 1	2005	Hot Water Boiler	Water Tube	2000	NAE
65	Nelson 2	2005	Hot Water Boiler	Water Tube	2000	NAE
66	Nelson 3	2005	Hot Water Boiler	Water Tube	450	NAE
67	Nelson 4	1959	Hot Water Boiler	Fire Tube	2563	NAE
68	New Milford 1	1962	Hot Water Boiler	Fire Tube	1035	JACE
69	New Milford 2	1954	Steam Boiler	Fire Tube	3858	JACE
70	Page Park 1	1973	Hot Water Boiler	Firetube	2100	JACE/NCE
71	Page Park 2	1973	Hot Water Boiler	Firetube	3350	JACE/NCE
72	RESA 1	1998	Hot Water Boiler	Fin Tube	2000	JACE
73	RESA 2	1998	Hot Water Boiler	Fin Tube	2000	JACE
74	RESA 3	1998	Hot Water Boiler	Fin Tube	2000	JACE
75	RESA 4	1998	Hot Water Boiler	Fin Tube	2000	JACE
76	Riverdahl	1950	Steam Boiler	Firetube	5700	JACE
77	Rolling Green w/Muhl Center	1949	Steam Boiler	Firetube	9150	JACE
78	Roosevelt 1	1966	Steam Boiler	Firetube	12100	NAE
79	Roosevelt 2	1966	Steam Boiler	Firetube	12100	NAE
80	Spring Creek 1	1958	Steam Boiler	Firetube	3100	JACE
81	Spring Creek 2	1964	Hot Water Boiler	Firetube	1575	JACE
82	Sterling Holley	1985	Hot Water Boiler	Cast Iron Sectional	2049	JACE/NAE
83	Stiles	1958	Hot Water Boiler	Firetube	5000	Local

84	Summerdale 1	2009	Steam Boiler	Fire Tube	2100	NAE
85	Summerdale 2	2009	Steam Boiler	Fire Tube	2100	NAE
86	Thompson 1	1965	Hot Water Boiler	Cast Iron Sectional	2800	JACE
87	Thompson 2	1976	Hot Water Boiler	Cast Iron Sectional	3500	JACE
88	Walker	1960	Steam Boiler	Firetube	6300	JACE
89	Washington 1	1937	Steam Boiler	Firetube	7500	JACE
90	Washington 2	1937	Steam Boiler	Firetube	7500	JACE
91	Welsh 1	2009	Steam Boiler	Firetube	5250	NAE
92	Welsh 2	2009	Steam Boiler	Firetube	5250	NAE
93	West 1 (non op)	1937	Steam Boiler	Firetube	15000	JACE/NCM
94	West 2	1937	Steam Boiler	Firetube	15000	JACE/NCM
95	West 3	1937	Steam Boiler	Firetube	15000	JACE/NCM
96	Westview	1975	Hot Water Boiler	Cast Iron Sectional	5600	Local
97	White Swan	1978	Hot Water Boiler	Firetube	1675	NAE
98	Whitehead	1959	Hot Water Boiler	Firetube	6840	Local

Attachment 4

Cooling System Information

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
1	Administration	RTU	7 th Floor	Unavailable	Unavailable
2	Administration	RTU	7 th Floor	Unavailable	Unavailable
3	Administration	RTU	Elevator	Unavailable	Unavailable
4	Administration	RTU	Elevator	Unavailable	Unavailable
5	Administration	Chiller	Centrifugal - Whole Building	Carrier	150
6	Administration	Chiller	Centrifugal - Whole Building	Carrier	150
7	Administration	Chiller	Air Cooled - Whole Bldg	Trane	155
8	Administration (IT)	Chiller	IT Server Room	ArctiChill	Unavailable
9	Auburn	RTU	RTU 1 - Lobby	AAON	187.01
10	Auburn	RTU	RTU 8 - Class East	AAON	332.25
11	Auburn	RTU	RTU 9 - Class West	AAON	334.32
12	Auburn	RTU	RTU 10 - Cafeteria	AAON	405.02

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
13	Auburn	RTU	Office	Unavailable	Unavailable
14	Auburn	RTU	Tech Wing	AAON	Unavailable
15	Auburn	RTU	RTU 11 – Health Center	AAON	Unavailable
16	Auburn	RTU	RTU 12 - Weight Room	AAON	Unavailable
17	Auburn	RTU	RTU 13 - Multipurpose Room	AAON	Unavailable
18	Barbour	Outdoor chiller	West Unit, Chiller #1	Trane	240
19	Beyer	RTU	RTU 1 – Office POD	Trane	Unavailable
20	Beyer	RTU	RTU 2 – Library POD	Trane	Unavailable
21	Carlson	Chiller	Chiller #1	Trane	137
22	Carlson	Chiller	Chiller #2	Trane	Unavailable
23	Conklin	RTU	CES.RTU-1	AAON	330.79
24	Conklin	RTCU	CES.ACCU-1	Lennox	Unavailable

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
25	East	RTU	RTU 6 - Weight Room Corridors	AAON	339.1
26	East	RTU	RTU 7 - West Lobby Area	AAON	345.3
27	East	RTU	RTU 8 - Cafeteria Exp	AAON	376.3
28	East	RTU	RTU 9 - Room 131	AAON	48.7
29	East	RTCU	ACCU 6 – Counseling Office	Unavailable	Unavailable
30	East	RTCU	ACCU 7 - Counseling Office	Unavailable	Unavailable
31	East	RTCU	ACCU 8 - Counseling Office	Unavailable	Unavailable
32	East	RTCU	ACCU 9 - Counseling Office	Unavailable	Unavailable
33	East	Chiller	Chiller 1 – South Addition	Unavailable	Unavailable
34	Eisenhower	RTCU	ACCU 1 - Cafeteria	Unavailable	Unavailable
35	Eisenhower	RTCU	ACCU 2 – 1 st & 2 nd Floor Area A	Unavailable	Unavailable
36	Eisenhower	RTCU	ACCU 3 – 1 st & 2 nd Floor Area C & Library	Unavailable	Unavailable

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
37	Eisenhower	RTCU	ACCU 4 - 1 st Floor Office Area C	Unavailable	Unavailable
38	Eisenhower	RTCU	ACCU 5 - 1 st & 2 nd Floor Area D	Unavailable	Unavailable
39	Eisenhower	RTCU	ACCU 5 – 1 st & 2 nd Floor Area D	Unavailable	Unavailable
40	Eisenhower	RTCU	ACCU 6 – S. 2 nd Floor Area B	Unavailable	Unavailable
41	Eisenhower	RTCU	ACCU 7 – N. 1 st & 2 nd Floor Area B	Unavailable	Unavailable
42	Ellis	Chiller	#1 West Unit	Trane	240
43	Ellis	Chiller	#2 East Unit	Trane	240
44	Ellis	RTCU	ACCU – Office	Unavailable	Unavailable
45	Froberg	RTU	RTU 1 - New Gym	AAON	232.9
46	Froberg	RTU	RTU 2 - Classroom Addition	AAON	326.96
47	Froberg	RTU	RTU 3 - Office	Unavailable	Unavailable
48	Guilford	RTU	RTU 5 - North Area	AAON	239.7

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
49	Guilford	RTU	RTU 6 - North/South Corridor	AAON	215.4
50	Guilford	RTU	RTU 7 - South Area	AAON	152.9
51	Guilford	RTCU	ACCU 11 - Office	Unavailable	Unavailable
52	Guilford	RTCU	ACCU 7 - Counselors Office	Unavailable	Unavailable
53	Guilford	RTU	Library	AAON	Unavailable
54	Haskell	Chiller	Chiller #1	Carrier	125
55	Jefferson	Chiller	#1 Indoor water chiller	Carrier	460
56	Jefferson	Chiller	#2 Indoor water chiller	Carrier	460
57	Jefferson	RTCU	ACCU 8 - Office	Unavailable	Unavailable
58	Jefferson	RTCU	ACCU 9 - Comp lab	Unavailable	Unavailable
59	Jefferson	RTCU	ACCU 17 - Lower Classrooms	Unavailable	Unavailable
60	Jefferson	RTCU	ACCU S14 - Auditorium	Unavailable	Unavailable

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
61	Johnson	RTU	JES.RTU-1	AAON	330.79
62	Johnson	RTCU	JES.ACCU-1	Lennox	Unavailable
63	Kennedy	Chiller	Chiller #1	Carrier	250
64	Kennedy	RTCU	ACCU 6 - Office	Unavailable	Unavailable
65	King	RTU	RTU 1	Inovent	Unavailable
66	King	RTU	RTU 2	Inovent	Unavailable
67	King	RTU	RTU 3	Inovent	Unavailable
68	King	RTU	RTU 4	Inovent	Unavailable
69	Lathrop	RTU	LES.RTU-1	AAON	330.79
70	Lathrop	RTCU	LES.ACCU-1	Lennox	Unavailable
71	Lewis Lemon	Heat Pumps	1/classroom 2/gym 1/office 1/library	Trane	Unavailable
72	Marsh	RTU	RTU 1 - Office	Unavailable	Unavailable

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
73	Marsh	RTU	RTU 2 - Library	Unavailable	Unavailable
74	Marshall	RTU	Library Area	Unavailable	Unavailable
75	Marshall	RTU	Library Area	Unavailable	Unavailable
76	Marshall	RTCU	ACCU Office	Unavailable	Unavailable
78	McIntosh	RTU	RTU 1 - Cafeteria	AAON	327.64
79	McIntosh	RTU	RTU 2 - Music Rm	AAON	96.26
80	McIntosh	RTU	RTU 3 - Art Rm	AAON	97.01
81	Montessori	Condensing Unit	On Grade, North end Condensing Unit #1 - serves AHU #1South Pod Classes	Trane	Unavailable
82	Montessori	Condensing Unit	On Grade, middle position - Condensing Unit #2 - serves AHU #3 (Offices)	Trane	Unavailable
83	Montessori	Condensing Unit	On Grade, South end - Condensing Unit #3 - serves AHU #2 -North Pod Classes	Trane	Unavailable
84	Muhl Center	RTU	RTU 1 - Multipurpose Room	York	15
85	Muhl Center	RTU	RTU 2 – Art/Music Room	York	10

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
86	Muhl Center	RTU	RTU 3 – Multizone 1	York	60
87	Muhl Center	RTU	RTU 4 – Multizone 2	York	15
88	Page Park	RTCU	ACCU1 – Library/Office	Mueller Climatrol	40
89	Page Park	RTCU	ACCU 2 - Gym	Mueller Climatrol	40
90	Page Park	RTCU	ACCU 4 - Multipurpose	American Air Filter	12.5
91	RESA	RTCU	#7 Roof Top Cond. Unit	McQuay	110
92	RESA	RTCU	#9 Roof Top Pool Unit	McQuay	35
93	RESA	RTCU	#8 Roof Top Cond. Unit	McQuay	110
94	RESA	RTCU	#5 Roof Top Unit	McQuay	Unavailable
95	RESA	RTCU	#4 Ground Level Cond. Unit	McQuay	90
96	RESA	RTCU	#1 Roof Top Cond. Unit	McQuay	55
97	RESA	RTCU	#2 Roof Top Cond. Unit	McQuay	90

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
98	RESA	RTCU	#3 Roof Top Cond. Unit	McQuay	110
99	RESA	RTCU	#6 Roof Top Cond. Unit	McQuay	110
100	Spring Creek	RTU	RTU 1 - Cafeteria	AAON	330.26
101	Spring Creek	RTU	RTU 2 - Main Office	AAON	46.4
102	Sterling Holley	RTU	2 nd Floor	Carrier	Unavailable
103	Sterling Holley	RTU	AHU 5 – Office/EAC	Carrier	25
104	Sterling Holley	RTU	Bus Driver	Trane	25
105	Sterling Holley	RTU	SAC	Trane	20
106	Swan Hillman	RTU	Office	AAON	Unavailable
107	Walker	RTU	Office & Pod	Inovent	Unavailable
108	West	RTCU	ACCU 1 – Counselors Offices 1,2,3 floor	Unavailable	Unavailable
109	Wilson Aspire	Chiller	Chiller #1	York	231.1

Count	School	Unit Type	Unit Designation	Manufacturer	Chiller Capacity
110	Wilson Aspire	RTU	RTU 1 – West Wing	AAON	5
111	Wilson Aspire	RTU	RTU 2 – West Wing	AAON	8
112	Wilson Aspire	RTU	RTU 3	York	Unavailable
113	Wilson Aspire	RTU	RTU 4	York	Unavailable
114	Wilson Aspire	RTU	RTU 5	York	Unavailable
115	Wilson Aspire	RTU	RTU 6	York	Unavailable

COMPANY NAME: _____

BID OFFER FORM
IFB No. 16-01 Energy Management Services

Offeror agrees to provide the following products for the Rockford Public School District. The prices submitted on the solicitation for the base contract year will remain firm through June 30, 2016. Bidders may request an annual price adjustment, in writing no less than 60 days prior to the renewal date. Price adjustments will be made in accordance with lesser of three percent or the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items.

PRICING

Additional hours, either regular or overtime, must be approved in writing by the Facilities Maintenance Manager or the Director of Facilities. Hours may be added or reduced at the sole discretion of the Rockford Public School District. The District reserves the right to alter staffing levels after each year based on the needs of the District.

BASE BID: LUMP SUM PRICING

Instructions: In each block, insert the rate for the designated position as calculated by the following equation: Hourly rate (from unit pricing) x 1,968 Hrs = Annual. Rate Note: 1,968 Hrs is derived from a District standard 246 working days.

<u>E.M.S Technician Annual Rate</u>	<u>E.M.S Administrator Annual Rate</u>	<u>Programming Technician Annual Rate</u>
\$_____/yr.	\$_____/yr.	\$_____/yr.

COMPANY NAME: _____

UNIT PRICING

Instructions: In each block, insert the hourly rate for the designated position and type of time (standard or overtime).

<u>E.M.S Technician Hourly Rate</u>	<u>Overtime E.M.S Technician</u>	<u>E.M.S Administrator Hourly Rate</u>	<u>Overtime E.M.S Adminstrator</u>	<u>Programming Technician Hourly Rate</u>	<u>Overtime Programming Technician</u>
\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.

Upcharge Percentage on Parts _____%

Do you have 24 Hour Service? Yes_____ No _____

Do you have minimum 10 years experienced web based energy management control systems? Yes_____ No_____

Do you have minimum 10 years experience managing a staff of HVA mechanics? Yes_____ No_____

Do you have minimum 10 years experience in the operations of: chillers, boilers, and AHU Systems? Yes_____ No_____

Do you have minimum 10 years HVAC construction management? Yes_____ No_____

COMPANY NAME: _____

Do you have minimum 10 years experience in low voltage electrical? Yes_____ No_____

Do you have 8 years experience with energy management software? Yes_____ No_____

Do you have 8 years network administration experience and knowledge? Yes_____ No_____

Do you have 8 years experience with BACnet, DSC, ADX server, NCU, NAE, S2 Migration, N2 open etc. Yes_____ No_____

Do you have 5 years experience installing devices, loading controller programs? Yes_____ No_____

Do you have 5 years experience with Johnson Controls, Alpha, Honeywell controllers? Yes_____ No_____

Do you have 5 years experience with data lights (preferably N-Lights)? Yes_____ No_____

Do you have 5 years experience with HVAC programming software (Johnson, Alpha, Honeywell, etc.)? Yes_____ No_____

MSCA GreenStar Certification or equivalent? Yes_____ No_____

COMPANY NAME:

REFERENCES:

Offeror to provide three references of similar type work that would qualify your firm for this project

Company Name/Address/Phone Number

Contact Person

Company Name/Address/Phone Number

Contact Person

Company Name/Address/Phone Number

Contact Person

BID SUBMITTED BY:

Company

Signature of Company Officer (*required*)

Address

Typed Name & Title

City, State & Zip Code

Date

Phone No.

Fax No.

E-mail

FEIN