



Purpose:

The Messenger Public Library is soliciting proposals for HVAC Service/Maintenance Agreement. The facilities include one location at 113 Oak Street in North Aurora, Illinois 60542. This request for proposals is for the maintenance and service of heating and cooling components, including annual and bi-annual servicing, repairs, and emergency services.

Overview from Capital Assessment Plan

The building is heated, cooled, and ventilated with four packaged Carrier electric cooling/gas heat roof top units (RTU). Each unit serves approximately one quarter of the library. The RTU's were replaced in 2018, and they each have 20-tons of cooling capacity.

Each RTU has an associated electric steam humidifier to help control building relative humidity. The steam humidifiers are in good working condition and have been recently replaced. Each RTU provides conditioned air supply to terminal variable air volume (VAV) units. Supply ductwork above the ceiling distributes the air throughout the building. The VAV's all have hot water reheat coils, hot water control valves, and piping. Each VAV also has an associated thermostat. The VAV's modulate air flow, and the hot water control valve modulate as required to maintain the desired space setpoint temperatures. The VAV controllers are older and have communication issues and should be replaced soon, the Library has replaced several on a case-by-case basis. The hot water control valves are also original to the building and should be replaced as well, as some of them appear to not be working correctly, per the facility engineer.

The hot water for the re-heat coils is provided by a hot water condensing boiler with 725 MBH input. The boiler was installed in 2024. There is a recirculating pump associated with the boiler that circulates hot water to all the reheat coils. All this equipment is new and in good working condition.

There is split system condenser/cassette that provides additional 1.5 Tons of cooling to the IDF room. This unit utilizes R22 refrigerant and is 20 years old. It should be considered for replacement soon as R-22 is no longer manufactured and replacement is expensive as only reclaimed refrigerant from older machines would require to be purchased in the event of refrigerant leaks.

There are four main roof top exhaust fans and one ceiling mounted exhaust fan that are 20 years old and should be considered for replacement. The exhaust fans serve bathroom areas, lounge, kitchen, and the maintenance storage area.

All the RTU's, VAV's, Boiler are controlled via the Building Automated System (Carrier). There are some VAV & space temperatures that don't appear to be populating the user graphics. These should be corrected as recommended by a controls contractor, Interactive Building Solutions (IBS) who have visited the library recently and provided controls upgrades to the Carrier system. Per our conversation with IBS, all VAV controllers are obsolete and problematic, beyond retrofitting at this point. They need to be replaced for proper functioning and access from the BAS system. The controllers for the RTU's and other equipment (boilers etc.) are functional and can be maintained for the facility. This project is estimated to be prioritized in FY 2026-2027.

Maintaining and working with the existing equipment and maintaining proper building temperatures is an important consideration of any proposal while larger updates are carefully considered in the future.

Bidder's Qualifications:

By submitting a proposal, any HVAC Maintenance provider is agreed that they meet the following minimum requirements:

1. Company is licensed to do heating and air conditioning maintenance and repair business in the state of Illinois.
2. Company shall be in and maintain compliance with the Owner's Fair Employment Practices Agreement, the Federal Civil Rights Act and Illinois Fair Employment Practices Act.
3. Company should be of sound financial status.
4. Company shall comply with all EPA regulations and requirements.
5. Company shall have a minimum of 10 years documented commercial HVAC experience.
6. Company shall be free of encumbering legal actions or firm history of judgments, claims and arbitration proceedings.
7. Company shall provide necessary insurance requirements as defined.

Mandatory Pre-bid Meeting:

A mandatory pre-proposal meeting and site inspection should be held with the Library Director and Facilities Assistant. This may be scheduled between September 15th – September 30th.

Materials

The successful respondent must provide all other supplies, parts and consumables necessary for the execution of this agreement.

Equipment:

The Contractor shall provide all equipment necessary to perform the contracted work to current industry standards. The Contractor shall maintain all equipment in proper working order at all times. All equipment stored on the library premises must be clearly marked with the Contractor's company name.

Contract Period

The expected contract period for this RFP is November 1, 2025, through October 31, 2026. The Messenger Public Library reserves the right to renew contract at rates negotiated with the Contractor for a one, two or three year period. **Any proposals should include pricing for one-three years of service.**

List of Current Equipment:

QTY	EQPT	MFR	MODEL	LOCATION
1	Rooftop Unit	Carrier	48A3S020JLM52AHT	Roof
1	Rooftop Unit	Carrier	48A3S020JLM52AHT	Roof
1	Rooftop Unit	Carrier	48A3S020JLM52AHT	Roof
1	Rooftop Unit	Carrier	48A3S020JLM52AHT	Roof
1	Fan Coil Unit	Carrier	40QKB024	Computer Room
1	Condensing Unit	Carrier	38HDC018	Roof
1	Exhaust Fan	Greenheck	GB140	Roof
1	Exhaust Fan	Greenheck	GB80	Roof
1	Exhaust Fan	Greenheck	GB80	Roof
1	Exhaust Fan	Greenheck	GB100	Roof
1	Exhaust Fan	Greenheck	SP-22B	Roof
1	Boiler	Lochinvar	Armor	Boiler Room
2	HW Pumps	B&G		Boiler Room
1	Building Automation System	IBS		Office
4	Humidifier Units	Carnes		Library

The Library building is approximately 29,500 square feet, with divided areas and meeting room spaces.

AWARDING THE PROPOSAL

PROJECTED SCHEDULE

DUE DATE: The due date for submitted proposals is October 6, 2025 by 5 p.m. All proposals should be submitted electronically to:

Shannon Halikias shannon@messengerpl.org

Judy Jarvis jjarvis@messengerpl.org

Proposals will be evaluated for complete submissions, and contractors are advised to please be available for any follow up questions on October 6, 2025. The Director will review information, check references and make a recommendation for contract acceptance by the Board of Trustees on October 9, 2025 with an expected contract start date in November, 2025.

CRITERIA FOR AWARDING /RESERVATION OF RIGHTS: The contract will be awarded to the espondent determined by the Messenger Public Library Board of Library Trustees to be in the best interest of the Library, who meets or exceeds the criteria, provisions sought by the requesting department. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library. The Library also reserves the right to reject the RFP of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or investigation shows is not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by the Library.

- (a) The ability, capacity, and skill of the respondent to perform the contract or provide the service required;
- (b) Whether the respondent can perform the contract or provide service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the respondent;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the respondent with laws and ordinances relating to the contract or service;
- (f) The sufficiency of the financial resources and ability of the respondent to perform the contract or provide the service;
- (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- (h) The ability of the respondent to provide future maintenance and service for the use of the subject of the contract;

- (i) Respondent's record of experience in this field of endeavor; and, the size and scope required in the proposals specifications;
- 4. **NOTICE OF AWARD:** The Library will accept in writing one of the proposals within sixty (60) days from the date of opening or the time specified within the specifications, unless the awardee extends the time of acceptance to the Library. Notice of Award will be mailed to all respondents of record within the time for acceptance specified in the Request for Proposal.
- 5. **REGISTRATION REQUIRED:** Companies awarded should be registered to do business in the State of Illinois. The Library may verify status with the State by calling 217-782-7880 prior to awarding contract.

PRICE

6. **TAX EXEMPTION:** Sales to the Messenger Public Library are exempt from state and local retailers' occupation tax, state and local service occupational tax, use tax, and service use tax pursuant to Rule No. 40 of the Illinois Retailers Occupation Tax Rules issued April 15, 1965. Our Tax Exemption Identification No. is E99889684

FINANCIAL RESPONSIBILITY PROVISIONS

7. **GENERAL GUARANTY:** Contractor agrees to:
- (a) Save the Library, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract which the Contractor is not the patentee, assignee, licensee, or owner; and
 - (b) Protect the Library against latent defects in materials or workmanship and to repair or replace any articles damaged or marred in transit or during delivery; and
 - (c) Pay for all permits, licenses, and fees and give all notices and to comply with all laws, ordinances, and rules of the Village of North Aurora and the State of Illinois.
8. **WARRANTIES:** Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him FOR A PERIOD OF ONE YEAR from date of delivery and installation. If within the guarantee period, any defects or signs of deterioration are noted which, in the opinion of the Library, are due to faulty design and installation, workmanship, or materials, the Library shall notify the Contractor. At the Contractor's expense, the Contractor shall repair or adjust the equipment or parts to correct the condition, or replace the part or entire unit to the complete satisfaction of the Library.
9. **INSURANCE:** At the Contractor's expense, the Contractor shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Contractor's operations. All insurance policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Library. This provision shall also be stated on each Certificate of Insurance as "Should any of the above-described policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder named to the left".

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law.

(A) **Commercial General Liability:**

- i. Coverage to include Premise/Operations, Products/Completed Operations, Independent Contractors, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$2,000,000.00
Products/Completed Aggregate	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Personal Injury	\$1,000,000.00
- iii. Exclusions relating to the Explosion, Collapse and Underground hazards shall be deleted.
- iv. Coverage is to be written on an "occurrence" basis.
- v. Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.
- vi. Cover all claims arising out of the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this Contract.

(B) **Professional Liability:**

- i. Per Project Aggregate \$1,000,000.00
- ii. Cover all claims arising out of the Consultant's operations or premises, Subconsultant's operations or premises, anyone directly or indirectly employed by the Consultant or Subconsultant, and the Consultant's obligations of indemnification under this Contract.

(C) **Workers Compensation:**

- i. Shall be in accordance with the provisions of the laws of the State of Illinois, including Occupational Disease Act provisions, for all employees at the site of the project, and in case work is sublet, the Contractor shall require each Subcontractor similarly to provide this insurance. In case employees are engaged in work under this contract and are not protected under the Workers Compensation and Occupational Disease Act, the Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**

- i. Coverage to include all Owned, Hired, Non-owned vehicles, and/or trailers and other equipment required to be licensed.
- ii. Limits:

Combined Single Limit	\$1,000,000.00
-----------------------	----------------

(E) **Umbrella:**

- i. Limits:

Each Occurrence/Aggregate	\$2,000,000.00
---------------------------	----------------
- ii. Cover all claims arising out of the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this contract.

(F) **The Messenger Public Library shall be named as additional insured on all insurance policies, except for professional liability and workers' compensation.**

The Contractor understands and agrees that any performance bond or insurance protection required by this contract or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep

and save harmless, and defend the Library as herein provided.

10. **INDEMNIFICATION:** The Contractor shall indemnify, hold harmless and defend the Library, its trustees, officers, employees, and its agents from any and all claims, suits, actions, costs, and fees, including reasonable attorney's fees, of every nature or description arising from, growing out of, or connected with the performance of this Contract, or because of any act or omission, neglect, or misconduct of the Contractor, its employees and agents, or its subcontractor(s). Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the Library, its trustees, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions, or suits brought against them. The Contractor shall be liable for the costs, fees, and expense incurred in the defense of any such claims, actions, or suits.

11. **CERCLA INDEMNIFICATION:** The Contractor shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Library, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, *et seq.*, as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Contractor, both before and after its disposal.

ASSIGNMENT/TERMINATION/DEFAULT

12. **ASSIGNMENT:** Assignment of this contract or any part thereof, or any funds to be received there under by the Contractor shall be subject to the approval of the Messenger Public Library.
13. **TERMINATION OF CONTRACTS:** Contracts will remain in force for full periods and until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
- (a) Terminated prior to expiration date by satisfactory deliveries of entire contract requirements.
 - (b) Extended upon written authorization of the Executive Director and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
14. **DEFAULT:** The contract may be canceled or annulled by the Messenger Public Library Board of Library Trustees in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. Upon receipt of such notice, the Contractor shall have seven (7) days within which to cure any default or violation. If the default or violation is not cured within the specified time an award may be made to the next lowest Bidder, or articles specified may be purchased on the open market. In either event, the defaulting Contractor (or his surety) shall be liable to the Library for costs incurred by the Library in excess of the defaulted contract prices. However, the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
15. **MATERIAL SAFETY DATA SHEETS:** It is a federal law that chemical manufacturers and importers

must develop an MSDS for each hazardous chemical they produce or import and must provide the MSDS automatically at the time of the initial shipment of a hazardous chemical to a downstream distributor or user, or anytime the chemical makeup of the product is changed. Distributors must also ensure that downstream employers are similarly provided an MSDS.

Contractors who are awarded this contract, and if the above paragraph applies to this bid, must submit Material Data Sheets which include information regarding the specific chemical identity of the hazardous chemical(s) involved and the common names. In addition, information must be provided on the physical and chemical characteristics of the hazardous chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen by NTP, IARC, or OSHA; precautionary measures; emergency and first-aid procedures; and the identification of the organization responsible for preparing the sheet.

16. **PUBLIC WORKS PROJECTS-EMPLOYMENT OF ILLINOIS LABORERS:** Whenever there is a period of excessive unemployment in Illinois, every person who is charged with the duty, either by law or contract, of constructing or building any public works project or improvement or for the cleanup and on-site disposal of hazardous waste for the State of Illinois or any political subdivision, municipal corporation or other governmental unit thereof shall employ only Illinois laborers on such project or improvement, and every contract let by any such person shall contain a provision requiring that such labor be used: Provided, that other laborers may be used when Illinois laborers as defined in this Act are not available, or are incapable of performing the particular type of work involved, if so certified by the Contractor and approved by the contracting officer.
17. **PREVAILING WAGES:** Contractor shall comply with all applicable provisions of “An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, 820 ILCS 130/0.01 et seq. (2002)(see website address: <http://www.state.il.us/agency/idol/> for rates)
18. **NON-RESIDENT EXECUTIVE AND TECHNICAL EXPERTS:** Every contractor on a public works project or improvement or hazardous waste clean-up and on-site disposal project in this State may place on such work no more than 3, or 6 in the case of a hazardous waste clean-up and on-site disposal project, of his regularly employed non-resident executive and technical experts, even though they do not qualify as Illinois laborers as defined in Section 1 of Article 2 of this Act.
19. **FORCE MAJEURE:** Whenever a period of time is provided for in this Agreement for either the LIBRARY or OWNER and CONTRACTOR to do or perform any act or obligation, neither party shall be liable for any delays or inability to perform due to causes beyond the control of said party such as war, riot, strike or lockout by or against either party’s own employees or suppliers, unavoidable casualty or damage to personnel, materials or equipment, fire, flood, storm, earthquake, tornado or any act of God; provided, however, that said time period shall be extended for only the actual amount of time said party is so delayed. Except as to a strike or lockout by or against either party’s own employees or suppliers, an act or omission shall not be deemed to be “beyond OWNER and CONTRACTOR’s control” if committed, omitted or caused by OWNER and CONTRACTOR, OWNER and CONTRACTOR’s employees, officers or agents or a subsidiary, affiliate or parent of OWNER and CONTRACTOR or by any corporation or other business entity that holds a controlling interest in OWNER and CONTRACTOR, whether held directly or indirectly.

Scope of Work:

Equipment Inspection, testing, and Preventive Maintenance of the HVAC equipment at the Messenger Public Library

- Provide labor necessary to keep equipment in proper operating condition.
- Provide repairs or replacement parts and necessary labor to keep equipment in proper operating condition.

Perform preventative maintenance, seasonal inspection and start-up of the heating and air conditioning equipment, including all systems systems and all humidification equipment.

- Start up and pump down air conditioning equipment once per season.
- Start up and check heating and humidification equipment.
- Inspect entire systems.
- Lubricate all moving parts.
- Check operating temperatures and pressures.
- Measure combustion efficiency using an electric flue gas analyzer. Pre and post tune-up.
- Adjust airflow and reduce excessive stack temperatures.
- Adjust burner and gas input, manual or motorized draft control.
- Check for proper venting.
- Complete visual inspection of system piping and insulation.
- Check safety controls.
- Check adequacy of combustion air intake.
- Inspect all refractory. Report potential issues and make any recommendations to owner.
- Inspect gaskets

Check and Adjust:

- Motors and starters.
- Valves.
- Gas fired units.
- Oil burners.
- Safety controls.
- Compressors.
- Belt drive alignment.
- Drive couplers and air fins.
- All outdoor air dampers and make-up air dampers.

Clean:

- Coil surfaces, fan impellers and blades.
- Electrical contacts.
- Burner orifices, passages, nozzles, pilots and igniters.
- Clean condenser coils seasonally twice per year

Calibrate:

- Safety controls
- Temperature and pressure controls

Repair and Replacement Parts:

Provide repair and replacement of parts necessary to keep equipment in proper operating condition for the equipment at all locations. This includes:

- Pulleys/ Relays
- Refrigerant
- Compressors
- Fans, Motors, Belts
- Igniters, Nozzles, Gas Orifices, Pilot, Pilot Valves, Limit switches, Stack Switches, Thermocouples
- Expansion Valves, Dehydrators, Strainers, Pressure Valves, Diaphragm Valves, Water Valves
- Transformers, Pressure Controls, Electrodes, Solenoid Valves, Liquid Control Valves, Float Valves
- Pressure Regulators, Thermostats, Oil Burner Pumps, Oil Control Valves

Preventative Maintenance and Inspections:

- A minimum of 2 inspections calls yearly on the Air Conditioning equipment at each location.
- A minimum of 2 inspections call yearly on the Heating equipment at each location.

Additional Services

- Chemical cleaning of condenser coils prior or as part of seasonal maintenance of air conditioning equipment at each location or as needed and discussed with administration.
- Monitoring of water testing results for boiler.

Furnish quotations for any necessary work not covered by the maintenance contract.**Work Schedule:**

Routine maintenance and inspection are to be performed on a scheduled basis set by the mutual agreement between all parties involved. At no time should a task completion be over 21 days past due. All work will be performed between the hours of 8:00 AM and 4:30 PM with the exception of authorized emergency repairs.

References:

All respondents must provide a minimum of three references for HVAC Maintenance on building systems of comparable age, condition and type owned currently by the Messenger Public Library. Additionally, respondents should provide the names of any libraries where the respondent has provided repairs, installation or maintenance of the HVAC systems. The reference list shall include the company name, contact name, contact phone number and the type of work done.

Clean-up

The successful bidder will remove all debris, garbage and broken parts from the work areas on each visit. Additionally, they cannot leave any unsafe conditions while they are working in the public or staff areas.

Deliverables:

In order to fully respond to this RFP, each bidder must include:

- ❑ Pricing sheet for yearly contract
- ❑ Responses to the Questions Work Sheet(attached)
- ❑ Certificate of Insurance
- ❑ References
- ❑ Annual calendar showing all service events and covered equipment
- ❑ Proposal submitted electronically

Messenger Public Library
HVAC Maintenance
113 Oak Street North Aurora, Illinois 60542

Question Work Sheet
(Attach answers to this form.)

Firm Name _____

Please provide the following information:

1. How long has your company been in the HVAC business?
2. Has your company been under a different name? If so, what name(s)?
3. Is your company a subsidiary of another company? If so, what company?
4. Annual calendar showing all service events.
5. Names and brief resumes for Account Manager and Lead Service Tech assigned to building.
6. Do you have a controls person in house, or do you sub out all control work?
7. Will your company be able to replace individual VAV boxes as needed to maintain proper temperatures?
8. Explain how you will partner with the Library to take a proactive approach in recommending repair vs. replace parts and equipment to determine end-of-life cycle for budgeting purposes.

Signature _____

Date of submitted Proposal: _____

