

HUNTLEY COMMUNITY SCHOOL DISTRICT 158
SPECIFICATIONS FOR AIR FILTERS BID # 2018-23

10/5/18

To All Bidders:

Sealed bids will be received until 3:00 p.m. prevailing time, on October 23, 2018 by the Board of Education of Huntley Community School District No. 158 of McHenry and Kane Counties, Illinois at the Square Barn Road Campus, District 158 Administrative Center, 650 Dr. John Burkey Drive (formerly known as Academic Drive), Algonquin, Illinois for the following:

- Air Filters Bid #2018-23

Proposals complying with the bid documents will be received for the projects until the specified closing time. Bids shall be submitted on or before the specified closing time in an opaque sealed envelope marked "Bid - Air Filters Bid #2018-23" on the outside and addressed to: Dr. Scott Rowe, Superintendent of Schools, Huntley Community School District No. 158, Administrative Office, 650 Dr. John Burkey Drive (formerly known as Academic Drive), Algonquin, Illinois 60102. Bids shall be opened publicly and the contents announced at the specified closing time and at the location immediately above. Bids received after stated time will not be accepted and will be returned unopened.

All bids submitted shall be valid for a period of at least (60) sixty days from the date of bid opening. The only alterations, which may be allowed, will be those approved by the Board of Education. No immediate decision shall be rendered concerning the bids submitted at time of opening.

The Bidder shall be actively engaged in work of the nature of the project for which bid is submitted as described in the bid specifications and shall have adequate equipment and personnel to do the work. Each Bidder shall submit with their proposal, a list of no less than five (5) projects, from five different clients, completed within the last three years, related to the type of work specified in the particular bid specification.

The Board of Education of Huntley Community School District No. 158 reserves the right to reject any or all bids or parts thereof, to waive any irregularities or informalities in the bidding procedures and to award the contracts in a manner serving the best interest of the school district.

All bidders must comply with the applicable Illinois Law requiring the payment of prevailing wages by all contractors working on public projects, and bidders must comply with the Illinois Statutory requirements regarding labor and bidding, including Equal Opportunity Laws.

All bidders interested in providing a proposal must submit a completed copy of the **"Intent to Provide Bid Form"** to the Huntley Community School District 158 Operations and Maintenance Office **no later than 3:30 pm seven days prior to the bid due date** in order to insure that bidder is notified of any Addenda to the Bid Specifications in a timely manner to afford the bidders an opportunity to provide a complete bid.

Bidding documents will be on file and may be obtained from the Huntley Community School District 158 website (www.district158.org) or by calling the office of the Director of Operations and Maintenance, 650 Dr. John Burkey Drive, Algonquin, Illinois 60102, telephone (847) 659-6163, fax (847) 659-6126.

Sincerely,

Douglas Renkosik
Director of Operations and Maintenance

HUNTLEY COMMUNITY SCHOOL DISTRICT 158 SPECIFICATIONS FOR AIR FILTERS BID #2018-23

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General Conditions

See "Instructions to Bidders and General Conditions" which is later in this document. When a bidder signs the bid form, the bidder acknowledges having read and agrees to all the conditions and terms listed in this document. In addition, the bidder must sign and include copies of the forms from that document with the bid form for a complete bid.

No bid bond is required with this bid.

Any interpretation of the proposed documents will be made only by an addendum duly issued by the Director of Operations and Maintenance or the Assistant Director of Operations and Maintenance. A copy of such addendum will be faxed and/or e-mailed to each person receiving a set of such contract documents and to such prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his proposal. Bidders shall acknowledge receipt of each addendum issued in the space provided on the proposal form. Oral explanations will not be binding.

All questions about the bid documents shall be received in writing at the Operations and Maintenance Office no later than October 15, 2018.

Award will be made by official Board documents. Bidder's order form is not acceptable and can not be used.

Upon request, bidder shall be able to deliver to the O&M Office with two days, one sample of the filters of the type on which you are bidding and the test certification report that the proposed filter meets the performance ratings shall be included with bid.

SCOPE OF WORK

Furnish only Air Filters for all District 158 facilities as indicated in this specification.

Labor for installation of air filters shall not be a part of this bid.

A list of the filters required for each of the facilities is listed later in this specification.

Bidder shall provide bid price for supply and delivery of the sizes and quantities listed in the bid specification for

- cardboard framed, disposables and pleated filters four times per year for three years
- high efficiency, final filters one time in third year.

The bid price shall include delivery charges to each site. The site address list is also included later in this specification.

PRODUCT SPECIFICATIONS FOR AIR FILTERS

Cardboard Framed air filters

All filters shall have pleats running parallel to the long dimension in the size list.

Dimensions are nominal except where the filter size contains a fraction and therefore is the actual size.. All filters specified at a thickness equal to or greater than 1 (one) inch except where noted shall be

- Pleated
- standard capacity
- meet MERV 8 test requirements at 492 fpm according to ASHRAE STANDARD 52.1 and 52.2.
- where marked as "TA" filters shall be fiberglass cardboard framed disposables.

All air filters specified as 1" thick shall be provided shall be pleated, 40% standard capacity. This specification only applies to those filters specified as 1" thick.

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All filters specified as less than 1" thick and all one inch filters for Huntley High shall be 20% efficient shall be spun fiberglass with a minimum 20% efficiency rating.

Alternate Bid A for Cardboard Framed air filters

The School District requests and alternate bid for all filters listed in the inventory of "Cardboard Framed air filters" for a high efficiency filter which would be replaced three times per year in lieu of four times per year as the base bid specification for "Cardboard Framed air filters".

These Alternate Bid filters shall meet the following specification:

1.0 General

1.1 - Air filters shall be medium efficiency ASHRAE pleated panels consisting of synthetic media, welded wire media support grid, and beverage board enclosing frame.

1.2 - Sizes shall be noted on drawings or other supporting materials.

2.0 Construction

2.1 - Filter media shall be a synthetic blend, lofted to a uniform depth of 0.15", and formed into a uniform radial pleat.

2.2 - A welded wire grid, spot-welded on one-inch centers and treated for corrosion resistance shall be bonded to the downstream side of the media to maintain radial pleats and prevent media oscillation.

2.3 - An enclosing frame of no less than 28-point high wet-strength beverage board shall provide a rigid and durable enclosure. The frame shall be bonded to the media on all sides to prevent air bypass. Integral diagonal support members on the air entering and air exiting side shall be bonded to the apex of each pleat to maintain uniform pleat spacing in varying airflows.

3.0 Performance

3.1 - The filter shall have a Minimum Efficiency Reporting Value of MERV 8 when evaluated under the guidelines of ASHRAE Standard 52.2. It shall also have a MERV-A of 8 when tested per Appendix J of the same standard.

3.2 - Initial resistance to airflow shall not exceed 0.23", 0.31" or 0.27" w.g. at an airflow of 350, 500 or 500 fpm on 1", 2" or 4" deep models respectively.

3.3 - The filter shall have an Energy Cost Index (ECI) value of five stars.

3.4 - The filter shall be listed by Underwriters Laboratories as UL Class 900.

3.5 - Manufacturer shall provide evidence of facility certification to ISO 9001:2008.

3.6 - Manufacturer shall guarantee the integrity of the filter pack to 2.0" w.g.

Supporting Data - Provide product test report including all details as prescribed in ASHRAE Standards 52.2, including Appendix J.

Filter shall be Camfil Farr 30/30 or equal.

Certified test reports on product proposed shall be provided with the bid as a part of complete bid.

High Efficiency air filters

Bidders shall provide a separate bid price for a one time delivery of synthetic bag, High Efficiency air filters in the late January 2019. In addition, the bidder shall provide an alternate price with Alternate Bid B for delivery of the High Efficiency air filter order including Aero-Cell Header Product filters in lieu of synthetic bag filters for all items on the High Efficiency air filter list. The Aero-Cell substitute shall have the same efficiency rating as the bag filters.

All High Efficiency "65% efficient bag filters" Air Filters listed shall be.....

- Dual-Stage, 100% Synthetic fibers formed into a 0.25" thick or greater filter blanket and reinforced with an internal polypropylene backing

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- Filters shall have one pocket for each three inches of filter width (the first dimension on the filter list).
- Filter shall have a minimum MERV rating of 12 when tested in accordance with ASHRAE52.
- Dust pockets shall be bonded to their own metal support frame and assembled into a heavy gauge galvanized steel enclosure frame
- Purolator Serva-Pak or approved equal.

All Filters listed as 65% efficient high-efficiency synthetic rigid air filters shall be.....

- Dual-Stage, 100% Synthetic fibers formed into a 0.25" thick or greater filter blanket and reinforced with an internal polypropylene backing
- Examples of Minimum media area for this style filter are
 - a. 25 square feet for a 12 x 24 x 12 filter
 - b. 58 square feet for a 20 x 24 x 12 filter
 - c. 58 square feet for a 24 x 24 x 12 filter
- Filter shall have a minimum MERV rating of 12 when tested in accordance with ASHRAE52.
- Filter media shall be continuously bonded to a heavy-duty, minimum 28-gauge, corrosion resistant, electro-galvanized steel, expanded metal grid with an open faced area of not less than 95%
- Filters shall be "headered product" for compatibility with existing air-handlers in District 158.
- Filters shall be Purolator Aero-Cell H or approved equal.

All Filters listed as "65% efficient mini-pleats" shall be.....

- Filter media shall consist of micro-fiberglass paper coated with a water repellent binder
- Examples of Minimum media area for this style filter are
 - a. 120 square feet for a 24 x 24 x 4 filter
- Filter shall have a minimum MERV rating of 12 when tested in accordance with ASHRAE52.
- The frame shall be a two-pieces, high wet strength beverage grade board frame with moisture/mildew resistant coating or galvanneal frame with neoprene gasket
- Filters shall be listed and rated by Underwriters Laboratories, Inc..
- Filters shall be Purolator Serva-Cell or approved equal

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INVENTORY AND DELIVERY SCHEDULE

The successful bidder shall delivery the first order of the replacement filters later than January 15, 2019. This target date is based on a bid award by the Board of Education on November 8, 2018. The Successful bidder must be able to deliver the specified filters within 4 weeks after request from District 158's authorized representative for next shipment. Failure to deliver a shipment on-time constitutes just cause for School District 158 to suspend the procurement process with the bidder, rescind the remainder of the bid, and re-bid the procurement of air filters.

School District 158 will accept the shipments to all locations on pallets provided the shipper relocates all pallets on truck to ground level so that they can be reached by the School District's ground level fork truck. The School District does not have a loading dock at each location.

Site Addresses for delivery of filters

Bidder shall include cost in their bid for split-shipping the lot of filters to the locations listed here-in at no additional charge to the School District as a part of their bids.

Location Name	Address	City, State, Zip Code
Huntley High/Middle School	13719 Harmony Road	Huntley, IL. 60142
Leggee Elementary School	13723 Harmony Road	Huntley, IL 60142
Chesak Elementary School	10910 Reed Road	Lake In The Hills, IL 60156
Martin Elementary School	10920 Reed Road	Lake In The Hills, IL 60156
Marlowe Middle School	9625 Haligus Road	Lake In The Hills, IL 60156
District 158 Administration Transportation Center	650 Dr. John Burkey Drive	Algonquin, IL 60102
Conley Elementary School	750 Dr. John Burkey Drive	Algonquin, IL 60102
Mackeben Elementary School	800 Dr. John Burkey Drive	Algonquin, IL 60102
Heineman Middle School	725 Dr. John Burkey Drive	Algonquin, IL 60102

Special note: Dr. John Burkey Drive is formerly known as Academic Drive

PAYMENT TERMS

Contractor shall invoice the School District for each quarterly promptly upon delivery of each quarterly shipment to the School District.

School District 158 shall reimburse the supplier for invoiced materials no later than 30 days after invoicing

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**Summary By Location
Cardboard Framed Air Filter Sizes
for one quarterly filter change**

School	Size	Quantity
Administration Transportation Center	24 x 20 x 2	10
Administration Transportation Center	24 x 24 x 2	20
Chesak Elementary School	10 x 14 x 1	1
Chesak Elementary School	12 x 18 x 1	2
Chesak Elementary School	14 x 16 x 1	14
Chesak Elementary School	15 x 20 x 1	66
Chesak Elementary School	16 x 12 x 1	27
Chesak Elementary School	16 x 16 x 1	28
Chesak Elementary School	16 x 20 x 2	49
Chesak Elementary School	16 x 25 x 2	12
Chesak Elementary School	20 x 20 x 2	26
Chesak Elementary School	20 x 25 x 2	72
Chesak Elementary School	24 x 24 x 2	25
Chesak Elementary School	8-3/4 x 24 - 1/4 x 1	21
Chesak Elementary School	8-7/8 x 33 - 7/8 x 1	3
Chesak Elementary School	8-7/8 x 42 - 1/8 x 1	1
Conley Elementary School	10 x 20 x 1	105
Conley Elementary School	10-3/4 x 49-5/8 x 1/2	2
Conley Elementary School	12 x 24 x 2	16
Conley Elementary School	16 x 20 x 2	6
Conley Elementary School	20 x 20 x 1	10
Conley Elementary School	20 x 24 x 2	16
Conley Elementary School	20 x 25 x 2	6
Conley Elementary School	24 x 24 x 2	72
Conley Elementary School	8-1/2 x 30 - 3/4 x 1/2	10
Conley Elementary School	18x24x2	24
Heineman Middle School	12 x 24 x 2	26
Heineman Middle School	20 x 20 x 2	9
Heineman Middle School	20 x 24 x 2	32
Heineman Middle School	24 x 24 x 2	42
Heineman Middle School	8-1/2 x 57 - 1/2 x 1/2	10

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Huntley High School	10 x 30 - 1/4 x 1	4
Huntley High School	10 x 36 x 1	120
Huntley High School	12 x 12 x 1	2
Huntley High School	12 x 24 x 2	16
Huntley High School	16 x 16 x 1	12
Huntley High School	16 x 20 x 2	1
Huntley High School	16 x 24 x 2	3
Huntley High School	18 x 25 x 2	3
Huntley High School	20 x 20 x 2	3
Huntley High School	20 x 24 x 2	32
Huntley High School	20 x 25 x 2	33
Huntley High School	24 x 24 x 2	131
Huntley High School	8-1/2 x 57 - 1/2 x 1/2	9
Huntley High School	8-1/2 x 69 - 1/2 x 1/2	2
Huntley High School	8-3/4 x 21 - 1/4 x 1	10
Huntley High –fan coil dr 1, 10,16	9-3/4 x 42 x 1	3
Huntley high-fan coil dr 1	9-3/4 x 33 x 1	1
Huntley High School-RTU1	20 x 20 x 2	8
Huntley High School-RTU1	16 x 20 x 2	4
Huntley High School-AHU14 FH	20 x 25 x 2	48
Huntley High School-AHU15 Trainer	16 x 25 x 2	12
Huntley High School-AHU16 locker rm	20 x 24 x 2	1
Huntley High School-AHU16 locker rm	24 x 24 x 2	1
Huntley High School-AHU16 locker rm	20 x 20 x 2	4
Huntley High School- AHU2 LRC	20x24x4	9
Huntley high School- AHU2 LRC	18x24x2	3
Leggee Elementary School	12 x 16 x 1	22
Leggee Elementary School	16 x 16 x 1	20
Leggee Elementary School	16 x 20 x 2	47
Leggee Elementary School	16 x 25 x 2	12
Leggee Elementary School	20 x 15 x 1	65
Leggee Elementary School	20 x 20 x 2	24
Leggee Elementary School	20 x 25 x 2	32
Leggee Elementary School	24 x 24 x 2	25
Leggee Elementary School	8 x 24 x 1	24
Leggee Elementary School	8 x 42 x 1	10
Mackeben Elementary School	10 x 20 x 1	105
Mackeben Elementary School	10-3/4 x 49 - 5/8 x 1/2	2
Mackeben Elementary School	12 x 24 x 2	16
Mackeben Elementary School	16 x 20 x 2	6

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Mackeben Elementary School	20 x 20 x 1	10
Mackeben Elementary School	20 x 24 x 2	16
Mackeben Elementary School	20 x 25 x 2	6
Mackeben Elementary School	24 x 24 x 2	72
Mackeben Elementary School	8-1/2 x 30- 3/4x 1/2	10
Marlowe Middle School	12 x 24 x 2	38
Marlowe Middle School	20 x 20 x 2	9
Marlowe Middle School	20 x 24 x 2	50
Marlowe Middle School	24 x 24 x 2	60
Marlowe Middle School	8-1/2 x 57 - 1/2 x 1/2	10
Martin Elementary School	12 x 16 x 1	13
Martin Elementary School	12 x 20 x 2	2
Martin Elementary School	15 x 20 x 1	77
Martin Elementary School	16 x 16 x 1	5
Martin Elementary School	16 x 20 x 2	16
Martin Elementary School	16 x 25 x 2	8
Martin Elementary School	20 x 20 x 2	10
Martin Elementary School	20 x 25 x 2	16
Martin Elementary School	24 x 24 x 2	75
Martin Elementary School	8-7/8 x 33 x 1	25

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List of High Efficiency Filters for a One Time Delivery

School	Size	Type	Quantity
Conley Elementary School	24 x 24 x 4	mini-pleat	24
Conley Elementary School	20 x 25 x 4	mini pleat	9
Heineman Middle School	12 x 24 x 12	65% Aerocells H	5
Hieneman Middle School	12 x 24 x 15	60-70% Bag Filters	2
Heineman Middle School	12 x 24 x 19	60-70% Bag Filters	14
Heineman Middle School	12 x 24 x 22	60-70% Bag Filters	5
Heineman Middle School	20 x 20 x 22	60-70% Bag Filters	6
Heineman Middle School	20 x 24 x 12	65% Aerocells H	5
Heineman Middle School	20 x 24 x 15	60-70% Bag Filters	29
Heineman Middle School	24 x 24 x 19	60-70% Bag Filters	42
Huntley High School	12 x 24 x 19	60-70% Bag Filters	8
Huntley High School	12 x 24 x 22	60-70% Bag Filters	4
Huntley High School	20 x 20 x 22	60-70% Bag Filters	2
Huntley High School	20 x 24 x 19	60-70 % Bag Filters	2
Huntley High School	20 x 24 x 22	60-70% Bag Filters	20
Huntley High School	24 x 24 x 22	60-70% Bag Filters	17
Huntley High School	24 x 24 x 19	60-70% Bag Filters	18
Huntley High School	24 x 24 x 22	60-70% Bag Filters	44
Mackeben Elementary School	24 x 24 x 4	mini-pleat	24
Mackeben Elementary School	20 x 25 x 4	mini-pleat	9
Marlowe Middle School	12 x 24 x 12	65% Aerocells H	5
Marlowe Middle School	12 x 24 x 15	60-70% Bag Filters	2
Marlowe Middle School	12 x 24 x 19	60-70% Bag Filters	14
Marlowe Middle School	12 x 24 x 22	60-70% Bag Filters	5
Marlowe Middle School	20 x 20 x 22	60-70% Bag Filters	6
Marlowe Middle School	20 x 24 x 12	65% Aerocells H	5
Marlowe Middle School	20 x 24 x 15	60-70% Bag Filters	29
Marlowe Middle School	24 x 24 x 19	60-70% Bag Filters	60

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INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS

1. GENERAL

- A. Bids must be submitted on the standard bid form which is enclosed.
- B. Facsimile copies of bids are not accepted
- C. Bids must be submitted in a sealed envelope. Bids must be labeled according to the Instructions on page one of this document.
- E. Bids received after the scheduled date and time of the bid opening will not be opened or read aloud.
- F. Supply and/or equipment bid prices should include delivery charges for shipping to the School District.
- G. All bids must be typed or written in pen. Pencil is not acceptable. BIDS WRITTEN IN WITH PENCIL WILL BE REJECTED.

2. EXCEPTIONS

It is the intention of the School District to have a fair and open bid process. Bidders are not required to bid the specific manufacturer and model number shown in the bid documents. But any exceptions to these conditions or deviations from the specifications must be submitted in writing and attached to the bid form. If any items bid are for products other than the specified manufacturer and model number, the Vendor MUST: 1.) Include Literature with a picture, specifications, manufacturer name and model/part #. 2.) Clearly specify on the Bid Form that the bid price is an alternative is bid. Failure to do any of the above will constitute a “No Bid” item.

In the event of any claim by any unsuccessful bidder concerning or relating to the issue of “equal or better” or “equal to”, the unsuccessful bidder agrees, at his own cost, to defend such claim and agrees to hold the District harmless from any loss or damage arising out of this transaction.

3. FIRM BID PRICES

Prices, terms and conditions must be firm for a period as specified on page 1 of this bid document otherwise agreed to by DISTRICT 158 and the bidder.

4. EXEMPTION FROM TAXES

School District 158 is exempt from Federal, State, and Municipal taxes.

5. INVESTIGATION OF BIDDERS

The list of references, as required on page 1 of this bid document, shall each be for different customers of the bidder. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not qualified to provide the services described in the specifications.

6. RESERVATION OF RIGHTS BY THE DISTRICT

The Board of Education reserves the right to reject any or all bids and to award the bid in the best interest of the District.

7. DEPARTMENT OF HUMAN RIGHTS REGULATIONS

All bidders must abide by and attest to the fact that they are in compliance with the Illinois Human Rights Act as amended effective July 1, 1993 (formerly the Fair Employment Practice Commission). The D.H.R. (formerly F.E.P.C.) number must be on the bid form. Bidders who do not have a D.H.R. number can satisfy this requirement by signing the enclosed Certificate of Compliance and submitting it with the bid.

8. INSURANCE REQUIREMENTS

- a. The successful bidder shall expressly bind himself/herself to defend and save the District harmless from all suits or actions of every name and description including Scaffolding Act Liability. Successful bidder shall

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carry insurance, in company or companies acceptable to the District, for Worker's Compensation, Commercial General Liability, and Automobile liability.

- b. Each bidder shall submit as part of the bid, a certification of insurance in force to meet the above specifications. That certificate shall name HUNTLEY COMMUNITY SCHOOL DISTRICT 158 as an additional insured and shall state that all insurance listed above is primary. HUNTLEY COMMUNITY SCHOOL DISTRICT 158 shall be notified 30 days prior to any material change in the insurance.
- c. **Workman's Compensation** - Statutory - meet minimum requirements for State of Illinois work.
- d. **Comprehensive General Liability Insurance:** The successful bidder shall maintain at all times during the contract Comprehensive Liability Insurance (including Broad Form Property Damage) with limits for combined bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 aggregate.
- e. **Owner's Protective Liability:** The successful bidder shall maintain at all times during the contract Owner's Protective Liability with limits for combined bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 aggregate.
- f. **Comprehensive Auto Liability Insurance:** The successful bidder shall maintain at all times during the contract Comprehensive Auto Liability with limits for combined bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 aggregate.

A copy of the Certificate of Insurance shall be furnished to the Director of Operations & Maintenance before the work begins.

CERTIFICATE OF INSURANCE FORM The following wording must appear in the section, Description of Operations/Locations/Vehicles/Restrictions/Special Items:
School District #158 is named as additional insured as their interests may appear with respect to General Liability.

Work cannot begin nor will any payments be issued until the Certificate of Insurance has been received with School District #158 being named as additional insured.

- 9. **SIGNATURE: CONSTITUTES ACCEPTANCE**
The signing of the bid form shall be construed as acceptance of all the provisions contained herein.
- 10. **BID BOND** Bid Bond is not required on this particular project.
- 11. **Performance Bond and Labor and Material Payment Bond**
A Performance and a Labor and Material payment Bond is not required on this project.
- 12. **Bid Summaries** will be forwarded to all bidders within one week after the Board of Education acts on the bids. Any Bid Bonds and Bid Security checks will be returned to the unsuccessful bidders at that time. Any bid security checks from successful bidders shall be returned upon receipt of the specified goods.

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13. **Addenda to the Bid Specifications** It is the Bidders responsibility to check the District's website for Addenda to the Bid Specifications before submitting their bid. The District shall not be responsible for assuring that a copy of all Addenda are delivered to all parties intending to submitting a bid prior a bid opening.

FORMS TO BE SUBMITTED FOR A COMPLETE BID

The following DISTRICT 158 forms (later in this specification) must be completed, signed and submitted no later than due date listed on the form.

1. Intent to Provide Bid Form

The following DISTRICT 158 forms (copies attached) must be completed, signed and submitted with your bid:

1. District 158 Bid Form Price Sheet
2. Certificate of Eligibility To Bid.
3. Certificate of Compliance To The Illinois Department of Human Rights.
4. Hold Harmless Agreement
5. Reference List
6. Filter product literature information sheets.
7. Certified performance test reports from an independent laboratory

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Intent to Provide Bid Form

This form acknowledges receipt of this RFP and states whether the supplier intends to submit or not submit a Bid. The District requires a response, to this section, from all potential bidders receiving this Bid Specification no later than 3:30 p.m. seven days prior to the bid due date.

Company Name/Address:

Supplier Contact (Please list main contact and alternate):

NAME	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

___ We DO plan to submit a proposal for this project.

___ We DO NOT plan to submit a proposal

We would appreciate an indication of the reason(s) for declining to submit a proposal (if applicable):

Authorized Signature

Date

Printed Name

Title

Bidders shall return this form to the attention of Doug Renkosik at the CSD 158 Operations and Maintenance Office via fax (847) 659-6126 AND/OR email to drenkosik@district158.org and jwilhelm@district158.org no later than due date listed on page one of the bid form.

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BID FORM

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TO: HUNTLEY COMMUNITY SCHOOL DISTRICT #158
650 Dr. John Burkey Drive
Algonquin, IL. 60102

D.H.R. # _____

FROM: _____
(Company Name)

FOR: **Air Filters**

BASE BID A Cardboard Framed Air Filters

Twelve shipments over three years at \$ _____ each shipment = \$ _____ for three year.

ALTERNATE BID A Higher efficiency Cardboard Framed Air Filters

Nine shipments over three years at \$ _____ each shipment = \$ _____ for three year.

BASE BID B High Filters Efficiency Air Filters

One time shipment in third year \$ _____

ALTERNATE BID B High Filters Efficiency Air Filters

One time shipment in third year \$ _____

Attached with this bid are.....

Product literature _____

Test certification _____

Bidder agrees to complete work within _____ weeks after contract is awarded

Addendum(s) No(s) _____ thru _____ have been received and are duly noted

If Bidder Product deviates from specifications in any manner, the Bidder must spell out specific deviations on attachment to bid.

I have carefully examined the instructions and specifications and have examined the site where the work is to take place. If awarded a contract within sixty (60) days, I agree to furnish all labor and materials required to complete the work described in these documents in accordance with the terms that have been outlined.

Company Name

By (Sign Name)

Address

Title

City,

State

Zip Code

() _____
Telephone No.

() _____
Fax No.

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BID FORM

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CERTIFICATE OF ELIGIBILITY TO BID

_____ (contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

Date

Name of Contractor/Company

Street Address

City, State, Zip

Title of Officer

Name of Officer (Please Print)

Signature of Officer

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
SPECIFICATIONS FOR AIR FILTERS BID #2018-23**

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**CERTIFICATE OF COMPLIANCE
TO THE
ILL. DEPARTMENT OF HUMAN RIGHTS REGULATIONS**

For this bid to receive consideration by the Board of Education of School District #158, Algonquin, Illinois, the following certificate must be signed by an official of your company and returned with your bid. This is to certify that our company is in compliance with the provisions of the Illinois Department of Human Rights Regulations.

Signed: _____
Signature

By: _____
Printed Name

Title: _____

Date: _____

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**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
HOLD HARMLESS AGREEMENT**

By signing this Hold Harmless Agreement, the bidder certifies that to the fullest extent permitted by law, the bidder agrees to defend, pay in behalf of, and hold harmless Huntley Community School District 158 and its elected and appointed officials, employees and volunteers and others working in behalf of Huntley Community School District 158; against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against of from Huntley Community School District 158, its elected and appointed officials, employees, volunteers and others working in behalf of Huntley Community School District 158, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Company Name

By (Sign Name)

Address

Title

Sworn and subscribed on the _____ day of _____, 20____, before me, notary public, appointed in _____ County for the State of IL

Signature of Notary

Name Typed or Printed

(seal)

My commission expires: _____

Month

Day

Year

City of Residence

County

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
SPECIFICATIONS FOR AIR FILTERS BID #2018-23**

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Name of Contractor (Bidder) _____

REFERENCE SHEET

See requirements in Section 5. Investigation of Bidders earlier in the document for special requirements.

1. Name _____

Address _____

City _____

Contact Person _____

Telephone _____

2. Name _____

Address _____

City _____

Contact Person _____

Telephone _____

3. Name _____

Address _____

City _____

Contact Person _____

Telephone _____

4. Name _____

Address _____

City _____

Contact Person _____

Telephone _____

5. Name _____

Address _____

City _____

Contact Person _____

Telephone _____