

# Lan-Oak Park District

## REQUEST FOR PROPOSALS (RFP) For

### **MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT**

RFP Due Date: September 19, 2025  
Due by and no later than: 11:00am, Local Time  
RFP due to: Lan-Oak Park District  
Eisenhower Fitness & Community Center  
2550 – 178<sup>th</sup> Street  
Lansing, Illinois 60438

Information Concerning this project: Ms. Michelle M. Havran  
Superintendent of Parks & Maintenance  
Lan-Oak Park District  
2550 178<sup>th</sup> Street  
Lansing, Illinois 60438  
708-474-8552  
[mhavran@lanoakparkdistrict.org](mailto:mhavran@lanoakparkdistrict.org)

*NOTE: This cover sheet is an integral part of the contract documents and is, as are all of the following documents, part of any contract executed between the Lan-Oak Park District and any successful CONTRACTOR pertaining to the subject matter herein.*

# PROPOSAL SUBMITTAL INSTRUCTIONS

The Park District will receive sealed proposals in an opaque envelope(s) marked on the outside as follows:

**Lan-Oak Park District**

**Request for Proposals**

**For**

**MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL  
EQUIPMENT**

**Due by: September 19, 2025 by and no later than 11:00am, Local Time**

The proposed work is officially known as the *Lan-Oak Park District (hereinafter "Owner"), Request for Proposals for Maintenance Agreement for HVAC and Mechanical Equipment and* consists of providing complete preventive maintenance & maintenance services for the Eisenhower Fitness & Community Center and Maintenance Garage as specified within this RFP.

The Request for Proposal specifications are on file and may be examined at the Eisenhower Fitness Center and Community Center, 2550 178th Street, Lansing, Illinois 60438, and a copy of the same may be obtained at the location free of charge.

The Owner reserves the right to reject any and all proposals and to waive any informality in this process.

## **ABOUT THE PARK DISTRICT**

The Park District is located in the south suburbs of Cook County in the Village of Lansing adjacent to the Illinois/Indiana border with Interstate 80/94 bisecting the community on the north. Originally a part of the Northwest Territory in the late 1700's and with immigration to the west, Lansing became the home of many German and Dutch settlers. Lansing was incorporate in 1893 and currently boasts a service population of approximately 29,000. The Lan-Oak Park District is a separate unit of local government within boundaries contiguous with the Village. The Lan-Oak Park District owns or maintains over 180 acres of parkland. Facilities operated by the Park District include but are not limited to the Eisenhower Fitness & Community Center where various leisure programs are held for the community.

**LAN-OAK PARK DISTRICT**  
**REQUEST FOR PROPOSAL**  
**FOR MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT**

**1.1 The Proposal**

The Lan-Oak Park District invites Proposals for **MAINTENANCE AGREEMENT FOR HVAC EQUIPMENT** for the Eisenhower Fitness & Community Center located at 2550 178<sup>th</sup> Street, Lansing, Illinois and the Maintenance Garage located at 17551 Chicago Avenue, Lansing, Illinois. The proposed scope of work is described in detail within this Request for Proposal.

**1.2 The Contract**

Upon acceptance of the successful CONTRACTOR'S Proposal by the Park District, the successful CONTRACTOR'S Proposal and this Request for Proposals, together with the Purchase Order, shall become the Contract for the Work. Each Proposer shall carefully examine the proposal document before submitting a Proposal.

**1.3 Proposed MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT Program**

**1.3.1 Description of Program**

The Lan-Oak Park District desires to enter into a contract for **MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT** listed in this Proposal as the "Equipment List for the Eisenhower Fitness & Community Center" and the "Equipment List for the Maintenance Garage". Maintenance tasks for each category of equipment follows the Equipment Lists contained within this RFP. Said contract to be for a one (1) year period, commencing during the week of September 22, 2025, (the "Contract").

The following is a detailed description of the requirements and services covered under this Request for Proposals.

**1.3.2 Requirements Applicable to all Services**

- (A) Licenses: The services to be performed shall be by individuals, entities holding all required licenses and permits required under applicable federal, state, county and local law.
- (B) Services to be Rendered in Workmanlike Manner: The services to be rendered by the CONTRACTOR herein shall be performed in an orderly, efficient and workmanlike manner with a work force adequate to accomplish the same on a regular basis despite adverse conditions, equipment

breakdowns or similar hindrances, all to the reasonable satisfaction of the Lan-Oak Park District.

- (C) Service Expectations Relating to Needed/Required Repairs During Contract: CONTRACTOR should understand that any work above and beyond the associated work with the MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT duties included in this RFP, the Park District will authorize the additional work through a separate purchase order system.

Any work authorized above and beyond the associated work with the MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT will be guaranteed by the CONTRACTOR for a period of six (6) months. The Lan-Oak Park District will not pay the CONTRACTOR for repeat repair costs for work on the same piece of equipment under this maintenance agreement for HVAC and mechanical equipment for the same work-related problem. THE CONTRACTOR must be sure of their diagnosis of the problem of all work-related issues.

### 1.3.3 Contractor Requirements

- (A) The CONTRACTOR shall designate, in writing, the person to serve as agent for the CONTRACTOR and liaison between his organization and the Lan-Oak Park District.
- (B) The CONTRACTOR shall comply with the rules and regulations of the Lan-Oak Park District and all applicable federal, state, County and local rules, regulations, ordinances and laws relating to the services required under the terms of this Proposal, use of employees, contractors, equipment premises and public places and safety of persons and property, including but not limited to the provisions of the Prevailing Wage Act (820 ILCS 1130/0.01 *et seq*)

#### 1.3.3.1 Payment for Services Rendered:

- (A) Billing & Payment: CONTRACTOR shall invoice the Park District **FOR MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT**. All billing documents must be received in the Park District's Accounts Payable Office no later than 10 days of the completed preventative maintenance visit. No interest charges will be applied by CONTRACTOR to any amount due and owing during the term of the contract.
- (B) Adjustment of Compensation: CONTRACTOR will not be allowed to adjust any fee connected with this Request for Proposal during the one (1) year term set forth in this Request For Proposal.

#### 1.3.3.2 Failure to Perform - Insolvency - Non-Assignability

- (A) In the event the CONTRACTOR in any way shall fail to perform the services required of CONTRACTOR under the terms of the Contract:
  - (1) If the CONTRACTOR has provided prior notice of an impending failure, CONTRACTOR shall give immediate notice to the Lan-Oak Park District of such failure in writing stating therein the reasons for such failure;
  - (2) Whether the CONTRACTOR has provided prior notice or not, in the event of a failure by CONTRACTOR to perform the services required the Lan-Oak Park District may then proceed with the work itself or cause such work to be undertaken by a third party, and the Lan-Oak Park District shall have the right to bill the CONTRACTOR for all costs incurred by it by reason of such failure of the CONTRACTOR to perform;
  - (3) At the election of the Lan-Oak Park District, the CONTRACTOR shall pay either said costs directly to the Lan-Oak Park District or apply a credit in the amount of said costs to any amount due and owing to the CONTRACTOR from the Lan-Oak Park District.
- (B) In the event that any failure or alleged failure on the part of the CONTRACTOR to not provide services as listed under the Equipment List and elsewhere in this RFP the CONTRACTOR shall continue for a period of ten (10) days following written notice of such failure from the Park District, and provided such failure shall not be due to strikes, catastrophe, acts of God, or other causes beyond the CONTRACTOR's reasonable control, then the Lan-Oak Park District, at its sole and absolute discretion, may continue to proceed according to the steps set forth in section 1.3.3.2-A(2) and (3) above, or may terminate the Contract and/or proceed to a legal determination for loss or damage due to such breach of contract or pursue such other remedies as may be available to the Lan-Oak Park District in law or equity.
- (C) In the event the CONTRACTOR shall be adjudged bankrupt, either by voluntary or involuntary proceedings, then the Contract shall immediately terminate; and in no event shall the Contract be, or be treated as assignable or as, an asset of CONTRACTOR after adjudication of bankruptcy. If the CONTRACTOR becomes insolvent or fail to meet its financial obligations, then the Contract may be terminated at the option of the Lan-Oak Park District upon fifteen (15) days written notice to CONTRACTOR and in no event shall the Contract be, or be treated as, an asset of CONTRACTOR after the exercise of said option.
- (D) The Contract is not assignable by CONTRACTOR, either voluntarily or

involuntarily, or by process of law, without the prior written consent of the Lan-Oak Park District, which may be granted or withheld in the sole discretion of the Park District and shall not be or come under the control of creditors, or a trustee, or trustees of CONTRACTOR in case of bankruptcy, or insolvency of CONTRACTOR, but shall be subject to termination as above provided.

- (E) During the performance of the Contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry.

#### **1.4 Proposal Documents**

The Proposal Documents consist of all the following documents the RFP, attachments, purchase order and addendum, all of which are made by this reference as part of this Request for Proposals as set forth herein.

#### **1.5 Submission Of Proposal**

One (1) original and three (3) copies of the RFP (which must include all Attachments, if applicable) must be delivered to Lan-Oak Park District by 11:00am, local time, Friday, September 19th, 2025. Proposals arriving after the specified time will not be accepted and returned to the originator unopened. Mailed RFP's which are delivered after the specified hour will not be accepted regardless of postmarked time on the envelope. All RFPs shall be submitted in sealed envelopes carrying the following information: Company Name, Contact Person, Address, Telephone Number, Subject Matter of Proposal and Designated Time of RFP deadline for submission.

#### **1.6 RFP/Contract Award**

All proposals will be evaluated by the Lan-Oak Park District and an award announced at such time as the Lan-Oak Park District deems appropriate after a thorough review and analysis of the proposals submitted. The Park District reserves the right to accept or reject any or all proposals.

#### **1.7 Insurance and Indemnification**

- (A) Insurance. The successful Proposer will be required to furnish, at their sole cost, original certificates of insurance upon award of the RFP. Throughout the term of Contract of the award as stated on the purchase order and/or within this RFP and any renewal thereof the CONTRACTOR agrees, at a minimum, to carry and maintain in effect insurance as follows as provided in Attachment A.
- (B) The Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the

CONTRACTOR under the terms of this RFP. CONTRACTOR shall procure and maintain at its own cost and expense, any additional kinds and amounts of insurance which, in the CONTRACTOR'S own judgment, may be necessary for its proper protection in the prosecution of the work.

- (C) Indemnification. To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless to the Park District and its commissioners, officials, employees, volunteers, invitees and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the CONTRACTOR'S activities. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. CONTRACTOR shall similarly protect, indemnify and hold and save harmless the Park District, its commissioners, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of CONTRACTOR'S breach of any of its obligations under, or CONTRACTOR'S default of, any provision of the Contract.
- (D) It is expressly agreed that in no event shall the Park District be liable or responsible to the CONTRACTOR, or any other person, on account of stoppages, or delay in work herein provided for, by injunction or other legal or equitable proceedings brought against the CONTRACTOR, or from, or by account of, any delay from any cause whatsoever.

## **1.9 Examination of Documents and Work Site**

- (A) Proposal and Contract Documents. Each prospective Proposer shall, before submitting its proposal, carefully examine the RFP and any other Documents associated with this RFP.
- (B) Work Conditions. Each Prospective Proposer shall, before submitting its Proposal, personally inform itself of all conditions under which the Work is to be performed and of the unusual conditions or difficulties that may be encountered.
- (C) Representation and Warranty of Proposer. Each Proposer submitting a Proposal expressly thereby represents and warrants that it has had an adequate period of time to conduct, and has conducted, the independent examinations, inspections, and investigations required by this Section.
- (D) Remedies for Failure to Comply. The selected Proposer will be responsible for all errors in its Proposal resulting from their failure or neglect to comply with the terms of this Request for Proposals. The selected Proposer will not be allowed

any extra compensation by reason of any such errors or by reason of any matters or things of which Proposer failed or neglected to inform itself prior to submitting its Proposal, and the successful CONTRACTOR shall bear all costs associated therewith or arising there from, including increased costs or decreased profits due to a change in the methods or increase in the equipment or personnel employed as a result of matters or conditions first discovered during the progress of the Work.

## **2.0 Interpretation of the Proposal Documents and the Contract**

- (A) Addenda. No interpretation of the RFP Documents will be made except by a written Addendum duly issued by the Lan-Oak Park District. Only interpretation(s), contained in a written Addendum shall be valid or have any force or affect whatever. All Addenda issued prior to the opening of Proposals, if any, shall become a part of the Proposal Documents.
- (B) Informal Responses. Where any changes to this document or additional instructions will be documented and distributed to all Proposer's, the Lan-Oak Park District will not give oral answers to any inquiries regarding the meaning of the RFP Documents or oral instructions prior to the award of the Contract. Any, oral answer(s) or instruction(s), if any given, shall not be binding; shall be deemed to be unauthorized and given informally for the convenience of prospective Proposers shall not be guaranteed and shall not be relied upon by any prospective Proposer. By submitting a Proposal, each Proposer shall be deemed to have agreed that oral information has not been used as a basis of its Proposal and that the giving of any oral information does not entitle such Proposer to assert any claim or demand against the Lan-Oak Park District or its respective officers, employees, agents, or attorneys on account thereof.

## **2.1 Taxes**

The Lan-Oak Park District is exempt from state and local sales, use and excise taxes. The Lan-Oak Park District will not reimburse, nor assist the selected Proposer in obtaining reimbursement, for any state or local sales, use, or excise taxes paid.

## **2.2 Permits and Licenses**

All Proposals shall include the cost of obtaining all permits, licenses, and other authorizations required by law for performance of the Work. It shall be the sole responsibility of each prospective Proposer to determine the applicable licenses, permits, and other authorizations required under applicable federal, state, county and local rules, regulations, ordinances and laws.



## **2.3 Preparation of Proposal**

Proposals for the Work shall be made on the blank Proposal form furnished by the Lan-Oak Park District and included in this RFP. Entries on the Proposal form shall be typed or legibly written in ink. A Proposal may be rejected if it does not contain a requested rate or charge for each item named in the Proposal form or may be interpreted as bidding “no charge” for any item left blank.

## **2.4 Signature Requirements**

Any Proposal that fails to comply with this Section may be rejected.

- (A) Proposals. Each Proposal shall be signed, as applicable, by the president or other authorized officer of any corporation, or by all of the General Partners of any partnership; or by each signatory of any joint venture agreement in accordance with the immediately preceding requirements, or by any individual if the Proposal is submitted by an individual.
- (B) Other Documents. The signature requirements set forth in Subsection 2.4 A. shall apply to all other Documents required to be executed by the Proposer, its sureties, and insurance representatives as well as to the contract, the CONTRACTOR’s Certification, and all other required documentation related to the contract. Any Proposal that fails to comply with this requirement may be rejected.

## **2.5 Withdrawal of Proposal**

Any Proposal may be withdrawn at any time prior to Friday, September 19, 2025 at 11:00am, provided that a request in writing, executed by the Proposer in the manner specified in Section 2.4 of this RFP, for the withdrawal of such Proposal is filed with the Lan-Oak Park District prior to the opening of any Proposal. The withdrawal of a Proposal prior to opening of any Proposal will not prejudice the right of the Proposer to file a new Proposal so long as such new proposal is submitted prior to the due date and time of the proposals.

No Proposal shall be withdrawn without the consent of the Lan-Oak Park District for a period of sixty (60) calendar days after the opening of Proposals. Any Proposal may be withdrawn at any time following the expiration of said sixty (60) day period, provided that a request, in writing, executed by the Proposer in the manner specified in Section 2.4 of this Request for Proposals, for the withdrawal of such Proposal is filed with the Lan-Oak Park District after said sixty (60) day period. If no such request is filed, the date for acceptance of such Proposal shall be deemed to be extended until such a request is filed or until the Lan-Oak Park District executes a Contract pursuant to this Request for Proposals.

## **2.6 Qualification of Proposer**

- (A) Factors. The Lan-Oak Park District intends to award the Contract to a Proposer that furnishes satisfactory evidence that it has the requisite experience, ability, capital, facilities, organization, and staffing to enable it to perform the Work successfully.
- (B) Final Determination. The final selection of the selected Proposer shall be made on the basis of the above-mentioned facts and matters and any additional information that may be requested of all Proposers.
- (C) References. Each Proposer will furnish at least four (4) references currently being serviced by the Proposer. Preferably the Lan-Oak Park District would like to see the references provided by other park districts being served by the Proposer for services similar to the Work. If this cannot happen then the references, in order of preference, can be other governmental agencies or private businesses being serviced. When submitting references, the Proposer will include the name of the company/business, address, phone and fax number of the entity, the contact person for the entity, and the email address of the contact person.
- (D) If the Lan-Oak Park District issues a Request for Additional Information, then the Proposer shall provide such information within three (3) business days after receipt of said Request for Additional Information or such other period as may be set forth therein. Failure to so answer shall be grounds for rejection of the proposal.

## **2.7 Disqualification of Proposer**

- (A) More Than One Proposal. No more than one Proposal for the Work described in the RFP shall be considered from any single corporation, partnership, individual, or joint venture. Reasonable grounds for believing that any corporation, partnership, individual, or joint venture is interested in more than one Proposal for the Work may cause the rejection of all Proposals in which such corporation, partnership, individual, or joint venture is interested.
- (B) Collusion. If there are reasonable grounds for believing that collusion exists among any of the Proposers, the Proposal of the participants in such collusion will not be considered.
- (C) Default. If a Proposer is or has been in default on a contract with the Lan-Oak Park District, or in the payment of monies due the Lan-Oak Park District its Proposal may not be considered.
- (D) Deficiencies. The Lan-Oak Park District expressly reserves the right in its sole

and absolute discretion to disqualify any firm that submits a Proposal that contains omissions, alterations, or irregularities of any kind that may tend to make the Proposal incomplete, nonconforming, indefinite, or ambiguous as to its meaning, including but not limited to conditional surety and insurance commitment letters, or where a Proposer submits an unsigned or improperly signed Proposal.

## **2.8 Award of Work/Contract**

- (A) Reservation of Rights. The Lan-Oak Park District reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interests of the Lan-Oak Park District and the public; to reject any and all Proposals; to accept and incorporate corrections, clarifications, or modifications following the opening of the Proposals when to do so would not, in the Lan-Oak Park District's opinion, prejudice this process or create any improper advantage to any Proposer; and to waive irregularities and informalities in any Proposal submitted or in the solicitation process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defects or informalities, and Proposers should not rely upon, or anticipate, such waivers in submitting their Proposals.
- (B) Offers. All Proposals are firm offers to enter into a contract and no Proposals shall be deemed rejected, notwithstanding acceptance of any other Proposal, until the Purchase Order has been executed by both the Lan-Oak Park District and the selected Proposer.

## **3.0 Disputes**

The CONTRACTOR'S performance of the Work under this Proposal shall be observed and monitored by the Lan-Oak Park District. Should the Lan-Oak Park District determine during the term of the Contract that the CONTRACTOR has not performed/is not performing satisfactorily, the CONTRACTOR, upon notification from the Lan-Oak Park District, shall increase his/her work force, tools, and equipment as needed to properly perform the Work to the satisfaction of the Lan-Oak Park District. The failure of the Lan-Oak Park District to give such notification shall not relieve the CONTRACTOR of his/her obligation to perform the work at the time and in the manner specified.

## **3.1 Proposal, Work/Contract and Agreement Terms**

It is the understanding and intention of the parties hereto that the Work/Contract shall constitute the **MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT**.

All terms and conditions of the Contract are considered material and failure to perform any of said conditions on the part of the CONTRACTOR shall be considered a breach of said Contract. Should CONTRACTOR fail to perform any of said terms or conditions, the

Lan-Oak Park District shall have the right to terminate the Contract upon ten (10) days written notice to the CONTRACTOR of the violation of the Contract and the failure of the CONTRACTOR to remedy the violation within said time. In addition to any and all equitable and legal remedies available to the Lan-Oak Park District in the event of a breach of the Contract by CONTRACTOR. No waiver by the Lan-Oak Park District of a default by the CONTRACTOR under the CONTRACT shall be construed as a waiver by the Lan-Oak Park District of any continuing or subsequent default or failure to perform on the part of the CONTRACTOR.

## Equipment List for the basis of this RFP

(Not all units are listed)

For the       Eisenhower Community & Fitness Center  
                   2550 – 178<sup>th</sup> Street  
                   Lansing, Illinois 60438  
 Contact       Michelle Havran, Superintendent of Parks Maintenance

Qty	Make	Model # / Serial #	Site/Description/Location
1	York	D3CG090N 16525B NAMJ72731	RTU Upper Room #101
1	Carrier	48TFE0 14-A-511 3803G11467	RTU Upper Roof #203
1	Carrier	48TCED14A3A5-0A0A0 1614P84542	RTU/Upper Roof #202
1	Carrier	48TFE006-A-511 4503G1 556	RTU/Upper Roof #201
1	Carrier	48TME005-501 3406G10296	RTU/Upper Roof #204
1	Bryant	580FPV 121224AAGA 0807G30657	RTU/Upper Roof #205
1	Desert Aire	ND18S3MMXT18589 1013E21771	Pool Mechanical Rm #DH1
1	Luvata	LCS5412-079-2C B1340000061	Remote Condenser/Upper Roof
1	Lennox	GCS16 1353-270-5Y 5690F02026	RTU/Lower West Roof (Rec)
1	Roberts Gordon	IDF-150HHL	Makeup Air Unit/Heat Only (20,000cfm)
1	Carrier	48TFD005-8511HY 3003G20211	RTU/Lower Roof East Meeting Room
1	Carrier	48TFD-005-A511MV 3304G40431	RTU/ East Lower Roof/ Front Lobby

1	Carrier	48TFP014-A511HV 3003G20656	RTU/East Lower Roof/ Rec Locker Room
1	Carrier	38QR0182C-341 0405X21862	Ductless Split Massage Rm/ Ground North Side
1	Carrier		Ductless Split Air Handler/ Massage Room
1	Carrier	48TFF007-511HE 3003G20373	RTU/Ground #101
1	Carrier	48TFF-007P-611HE 3304G40429	RTU/Ground #102
1	Carrier	48TFF-007P-611HE 3304G40432	RTU/Ground #103
1	Carrier	48TFF-007P-611HE 3304G40430	RTU/ Ground #104
1	Carrier	48TFE-008-611HE 3404G50668	RTU/Ground #105
1	Carrier	48TFE-008-A-511HE 3003G30627	RTU/Ground #106
1	Carrier	48TFE-006-A-511HE 3003G20294	RTU/Ground #107
10	Loren Cook Co Carnes		Rooftop Exhaust Fans Upper/Lower Roof
1			Indoor Pool Exhaust Fan Above Pool Deck
1	Lochinvar	CNA501-080-DF9 DB8792731	Water Heater Pool Mech Rm
1	Raypak	C-R405A-EN-C 1206342316	200,000 BTU Pool Boiler Pool Mech Room
1	Raypak	C-R206A-EN-C 1104322619	Spa Boiler Pool Mech Room

1	State	SBD81199NE118 2426139719815	80 Gal Water Heater Women's Mech Rm
1	Weil McLain	PFG-6-PIN CP6547641	Desert Aire Boiler Pool Mechanical Rm
3	B & G	PL-36	Hot Water Pumps
1	Amerec	PRO 14.4-3 X00-0324	Dry Sauna Heater inside Pool Area
1	State	CV 6 ISMS8 K G94455494	Water Heater Room 105 underneath sink
2	Lochnivar	R JA 200 KA0703915/JM0698737	Water Storage Tanks Pool Mech Room

A list of all equipment will be provided to the approved provider.

## Equipment List for the basis of this RFP

For the Administration Office/Maintenance Center  
 17551 Chicago Avenue  
 Lansing, Illinois 60438  
 Contact Michelle Havran, Superintendent of Parks & Maintenance

Qty	Make	Model # / Serial #	Site/Description/Location
1	Bradford White	M14OT6FBN DM9922509	40 Gal Water Heater
1	Bryant Sentinel	CU-24 10447	50,000 BTU Unit Heaters/Garage/Admin Off
1	Armstrong	UHPA290AE-3 6397K03939	50,000 BTU Unit Heaters/Garage/Admin Off
1	Sterling	TSUH-TF100A1NS111 C1301213390002002	200,000 BTU Unit Heater/ Garage/Admin Off
1	American Standard	AUD120R95AKA 363XBC1G	100,000 BTU Gas Furnace above Ceiling in Back Bathroom
1	Guardian	13L42B24SA 1677A02249	2 Ton Condensers North Side of Building Admin Office
1	Dayton	4C010A 15259	Exhaust Fan South Side of Building Admin Office



# **Specifications for the RFP - MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT**

## **MECHANICAL SERVICES Air Handling Units (2x annually)**

CONTRACTOR will inspect the air-handling units on a bi-annual basis and perform the following:

1. Inspect and grease blower motor bearings
2. Lubricate blower motor and fan bearings.
3. Check and clean the blower wheel as required.
4. Clean and adjust all linkages.
5. Clean and adjust dampers
6. Check the blower motor fan amperage.
7. Check the thermostat - calibration & operation.
8. Test operating sequence to confirm proper operation.
9. Inspect burners and recommend cleaning if necessary.
10. Inspect heat exchanger for cracks and rust.
11. Clean pilot assembly.
12. Check operation of gas train components.
13. Check burner sequence.
14. Check the gas pressure.
15. Check safety and operating controls.
16. Check all electrical connections

## **MECHANICAL SERVICES**

### **Boilers**

#### **(2x annually)**

CONTRACTOR will inspect the boilers on a bi-annual basis. The primary services to be included in the proposal are as follows:

1. Inspect fireside of boiler.
2. Clean loose debris furnace.
3. Visually inspect boiler pressure vessel for possible leaks.
4. Check the blow-down valve packing and lubricate (as needed).
5. Check burner sequence of operation and combustion air equipment.
6. Visually inspect the relief valves for leakage or signs of wear.
7. Check fuel piping for leaks.
8. Inspect burner fan wheel and air intake damper.
9. Clean and adjust ignition electrodes.
10. Inspect burner linkage for wear.
11. Lubricate motor and shaft bearings (if required).
12. Clean contacts in program timer, check sequencing.
13. Check settings and test all operating and limit controls.
14. Full burner cleaning will be recommended and separate, if necessary.

## **MECHANICAL SERVICES**

### **Air Cooled Condensing Unit**

#### **(2x annually)**

CONTRACTOR will inspect the air-cooled condensing units on a bi-annual basis and perform the following:

1. Open all compressor wiring compartments and starters.
2. Check wiring and electrical equipment.
3. Check starter contactors.
4. Check all compressor screws and bolts for tightness.
5. Check the compressor crankcase heater (if applicable).
6. Test and adjust all safety controls, including high, low and oil.
7. Check compressor and motor alignment.
8. Check compressor current and voltage.
9. Check compressor suction and discharge pressure.
10. Check condenser for blade and housing clearance.
11. Lubricate condenser fan bearings.
12. Check and adjust belt tension (if applicable).
13. Check operation of pressure controls.
14. Check operation.

## **MECHANICAL SERVICES**

### **Exhaust Fans**

#### **(1x annually)**

CONTRACTOR will inspect the exhaust fans on an annual basis and perform the following:

1. Check and adjust belts and replace them annually.
2. Check voltage and amp draw of motor.
3. Check the pulleys and tighten all setscrews.
4. Check motor bearings. Oil or grease as required.
5. Check fan bearings and grease as required.
6. Check all mounting bolts and tighten if necessary.
7. Inspect motor and bearing mounts.
8. Inspect the exhaust wheel.
9. Check for vibration.
10. Check electrical connections.

## **MECHANICAL SERVICES**

### **Make-Up Air Units**

#### **(2x annually)**

CONTRACTOR will inspect the make-up air units on a bi-annual basis and perform the following:

1. Inspect and grease blower motor bearings
2. Lubricate blower motor and fan bearings.
3. Check and clean the blower wheel as required.
4. Clean and adjust all linkages.
5. Clean and adjust dampers
6. Check the blower motor fan amperage.
7. Check the thermostat - calibration & operation.
8. Test operating sequence to confirm proper operation.
9. Inspect burners and recommend cleaning if necessary.
10. Inspect heat exchanger for cracks and rust.
11. Clean pilot assembly.
12. Check operation of gas train components.
13. Check burner sequence.
14. Check the gas pressure.
15. Check safety and operating controls.
16. Check all electrical connections.

## **MECHANICAL SERVICES**

### **Pumps**

#### **(1x annually)**

CONTRACTOR will inspect the pumps on an annual basis and perform the following:

1. Lubricate pump bearings per manufacturer's recommendation.
2. Lubricate Motor bearings per manufacturer's recommendation.
3. Tighten all nuts and bolts.
4. Check the motor mounts and vibration pads.
5. Check the motor operating conditions.
6. Visually check pump alignment and coupling.
7. Inspect electrical connections and contactors.
8. Check and clean strainers and check hand valves.
9. Inspect mechanical seals, adjust as required.
10. Check motor voltage and amperage.
11. Verify gauges for accuracy.

## **MAINTENANCE SERVICES**

### **Packaged Rooftop Unit Maintenance (4x annually)**

### **Air Conditioning and Blower Sections**

CONTRACTOR will inspect the air conditioning and blower sections of the units with gas or electric heat on a quarterly basis and perform the following:

1. Start system and observe operation.
2. Check suction pressure, discharge pressure, sub-cooling, superheat, and refrigerant charge.
3. Check compressor amperage.
4. Check condenser fan motor amperage.
5. Check electrical connections.
6. Lubricate condenser fan motor.
7. Check the crankcase heater.
8. Check economizer operation.
9. Replace air filters quarterly, using pleated filters.
10. Check blower – vibration, cleanliness and bearing wear.
11. Lubricate indoor blower motor and fan bearings.
12. Check belts, replace annually.
13. Check the blower motor fan amperage.
14. Check the condensate drain line.
15. Check thermostat – calibration and operation.
16. Visually inspect for possible refrigerant leaks.

**MECHANICALSERVICES**  
**Packaged Rooftop Unit Maintenance (4x annually)**  
**Heating Section**

CONTRACTOR will inspect the unit heaters on a quarterly basis and perform the following:

1. Remove burners and clean.
2. Clean heat exchanger.
3. Inspect heat exchanger for cracks & rust through access panels.
4. Clean pilot assembly.
5. Check operation of gas train components.
6. Check burner sequence.
7. Check combustion blower – lubricate.
8. Check the gas pressure.
9. Check safety and operating controls.
10. Check and tighten electrical connections.



## **MECHANICAL SERVICES**

### **Desert Aire Pool Unit Maintenance**

#### **(2x annually)**

CONTRACTOR will inspect the dehumidification unit on a bi-annual basis and perform the following:

1. Start system and observe operation,
2. Check the coils in the dehumidifier and the remote condenser for debris.
3. Verify airflow around indoor unit and remote condenser.
4. Check the blower belts for wear or glazing. Tighten or replace them if necessary. Annual belt replacement included.
5. Check and tighten all field and factory electrical connections.
6. Check and clean the drain pans and blow out the condensate drain line.
7. Check and adjust the air flow per specifications.
8. Check the operating pressures of the refrigeration circuits.
9. Check the current draw of each blower motor.
10. Check the current draw of each compressor.
11. Lubricate the blower motor(s), if applicable.
12. Lubricate the blower bearings, if applicable.

**LAN-OAK PARK DISTRICT  
REQUEST FOR PROPOSAL  
FOR**

**MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT**

**PROPOSER'S PROPOSAL**

Full Company Name \_\_\_\_\_  
Principal Office Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact Person/Telephone \_\_\_\_\_  
Contact Person/Email \_\_\_\_\_

TO: Superintendent of Parks & Maintenance  
Lan-Oak Park District  
Eisenhower Fitness & Community Center  
2550 – 178<sup>th</sup> Street  
Lansing, Illinois 60438

(Representative for the "Park District")

Proposer warrants and represents that Proposer has carefully examined, reviewed and understood all documents included, referred to, or mentioned in this Request for Proposals, and Addenda, if any, which are securely stapled to the end of this Proposer's Proposal.

1. Work Proposal. If this Proposer's Proposal is accepted, Proposer proposes and agrees that it will, at its sole cost and expense, (a) provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Proposal, the Request for Proposals pursuant to which the Park District solicited this Proposer's Proposal and the Purchase Order to be issued, all necessary work, labor, services, transportation, materials, equipment, apparatus, machinery, tools, fuels, information, data, environmental fees, fuel adjustments, and other means and items necessary for the **MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT** during the term of the Work/Contract as stated within the RFP and/or Purchase Order; (b) procure and furnish all permits, licenses, and other governmental authorizations necessary in connection therewith and comply with all applicable federal, state, county and local rules, regulations, ordinances and laws, and ordinances and regulations of the Park District in connection therewith; (c) procure and furnish all certificates and policies of insurance specified in the Contract; (d) pay all applicable federal, state, and local taxes, if necessary;

(e) indemnify the Park District against any loss resulting from any breach or failure of performance by the Proposer under the RFP; (f) do all other things required of the successful Proposer or the CONTRACTOR by the Work/Contract; and (g) provide, perform, and complete all of the foregoing in a proper and workmanlike manner and in full accordance and compliance with, and as required.

2. Price Proposal. If this Proposer's Proposal is accepted, Proposer's proposes and agrees that Proposer shall bill the compensation set forth in the following "Schedule of Prices" unless otherwise provided in the Request for Proposals:

### **SCHEDULE OF PRICES**

**You are required to submit Prices for Each Option Outlined Below. The price submitted as requested must be all- encompassing of the services being provided over the term as listed in this RFP.**

#### **MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT**

- 1) **Eisenhower Fitness & Community Center:** Located at 2550 – 178<sup>th</sup> Street, Lansing, Illinois. Four (4) quarterly inspections as per the Equipment List for the Eisenhower Fitness & Community Center listing each individual HVAC equipment and the expectations of service/work tasks as listed within.

**Price per Inspection (Quarterly): \$ \_\_\_\_\_**

- 2) **Administration Office/Maintenance Center:** Located at 17551 Chicago Avenue, Lansing, Illinois. Four (4) quarterly inspections as per the Equipment List for the Administration Office/Maintenance Center listing each individual HVAC equipment and the expectations of service/work tasks as listed within.

**Price per Inspection (Quarterly): \$ \_\_\_\_\_**

**TOTAL ANNUAL PROPOSAL FOR BOTH LOCATIONS \$ \_\_\_\_\_**

3. Labor Rates

During the complete term of this RFP the labor rates for service outside of the RFP will be charged at:

\$\_\_\_\_\_ (rate will not change during the term of this RFP)

4. Discount Rate

During the complete term of this RFP the Park District will the Park District receive a discount on all service-related parts and materials. Yes\_\_\_\_\_ No\_\_\_\_. If "yes" what will the discount be?

Discount:\_\_\_\_\_

5. Bidder's Representations and Warranties

In order to induce the Park District to accept this Bidder's Proposal, Bidder hereby represents, warrants, and certifies as follows:

- A. Proposer is of lawful age and the only persons interested in this Proposer's Proposal are:\_\_\_\_\_. This Proposal is made without collusion with any other person and is in all respects, fair and without coercion or fraud.
- B. Proposer is not barred by law from contracting with the Park District or with any other unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate Revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.
- C. No commissioner, officer, employee, or person who receives salary in whole or part from the Park District is directly or indirectly interested in this Proposer's Proposal or in the services to which it relates or in any portion of the profits thereof.
- D. Proposer has examined the Request for Proposals, including all of its Attachments, and will, if this Proposer's Proposal is accepted, enter into an Agreement in the form of a Purchase Order as issued by the Lan-Oak Park District.

- E. Proposer does not and will not discriminate in any of its employment practices against persons because of their race, color, religion, sex or place of national origin, or ancestry and Bidder will take all necessary affirmative action as may be required by all applicable Federal, State and local laws, ordinances, rules, regulations and orders to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin or ancestry.
- F. Proposer understands and agrees that the Park District reserves the right to reject any and all proposals, reserves the right to reject the low-price proposal, and reserves such other rights as are set forth in the Request for Proposals.
- G. Proposer understands and agrees that, if this Proposer's Proposal is accepted, Proposer shall be bound by each and every term, condition, or provision contained in this Proposer's Proposal and in the Request for Proposals and the Work/Contract to be entered into in the form of a Purchase Order from the Lan-Oak Park District.
- H. The persons signing this Proposer's Proposal possess full authority to submit this Proposer's Proposal on behalf of the Proposer and Proposer understands and agrees that, by submitting this Proposer's Proposal, Proposer shall be conclusively deemed to have evidenced an intention to be bound hereby whether or not the requirements for signing Proposer's Proposals found in the Request for Proposals are satisfied.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest/Witness:

Proposer:

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

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

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

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

## **ATTACHMENT A**

### **LAN-OAK PARK DISTRICT REQUEST FOR PROPOSAL**

#### **MAINTENANCE AGREEMENT FOR HVAC AND MECHANICAL EQUIPMENT**

### **INSURANCE REQUIREMENTS**

Contractor shall obtain insurance of the types and in the amounts listed below.

#### **A. Commercial General and Umbrella Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. Any insurance or self-insurance maintained by Owner shall be excess of the Contractor's insurance and shall not contribute with it.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

#### **B. Continuing Completed Operations Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following substantial completion of the work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least

two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

### **C. Business Auto and Umbrella Liability Insurance**

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### **D. Workers Compensation Insurance**

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

### **E. General Insurance Provisions**

#### **1. Evidence of Insurance**

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to

maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this Contract at Owner's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owners written request for said copies.

## **2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

## **3. Cross-Liability Coverage**

If Contractor's liability policies do not contain the standard ISO separation of insureds' provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

## **4. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

## **5. Subcontractors**

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.



## **F. Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Architect and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.