

VILLAGE OF ALSIP  
COOK COUNTY, ILLINOIS  
NOTICE TO CONTRACTORS

The Village of Alsip will receive sealed proposals at the Clerk's office, 4500 W. 123<sup>rd</sup> Street, Alsip, Illinois, until 3:00 PM, August 15, 2025

**HVAC Full Service maintenance contracts at Alsip Fire Stations**

Proposals will be publicly read aloud on Monday, 7:35 PM on August 18, 2025. No bid shall be withdrawn after the opening of the proposals without the consent of the President and Board of Trustees for a period of thirty (30) days after the scheduled time of closing bids.

All proposals shall be sealed in an envelope, addressed to the Village of Alsip, attention Village Clerk. The name and address of the bidder and the name of the project shall also appear on the outside of the envelope. Proposals must be submitted on the forms provided by the Engineer.

The Bid Documents, including specifications shall be obtained from the Village Clerk's office or the village website. The bid documents will be issued until 3:00 PM on August 15, 2025.

Site of work to be performed may be visited Monday through Friday from 8am until 3pm by contacting Fire Chief Styczynski's office at 708-292-0461 for an appointment.

The right is reserved to reject any or all proposals, to waive technicalities, to postpone the bid opening, or to advertise for new proposals, if in the judgment of the President and Board of Trustees their best interests will be promoted thereby. The Contractor is advised that no work can begin on the project until the Village obtains all required permits.

The Contractor will be required to pay not less than the prevailing wage rates on this project as established by the Illinois Department of Labor. The Contractor shall also comply with all applicable Federal, State and local regulations.

Bidder qualifications and experience will also be included in the basis for determining the lowest responsible bidder.

President and Board of Trustees  
Village of Alsip  
Cook County, Illinois



## Scope of Work for FRP's

**Scope of Work:** Full service maintenance agreements for HVAC systems at both fire stations.

**Locations-** Fire Station #1- 12600 S. Pulaski Rd, Alsip  
Fire Station #2- 11946 S. Laramie Av, Alsip

### **Work to be performed:**

- Furnish all labor and materials necessary to inspect, maintain, and repair the listed equipment to keep in good operating condition. All replacement parts and materials are included.
- Provide four (4) periodic inspections of the equipment annually so as to anticipate future problems. All necessary adjustments and repairs will be made during these inspections.
- Air filters will be supplied and changed at each inspection. Belts will be supplied and replaced one time annually.
- Provide Emergency Repair Service as needed, between inspections, during normal working hours at no additional charge.
- Provide 24-hour emergency repair service including Saturdays, Sundays, and Holidays. Premium overtime will be billed for emergency service calls after 4pm until 7am Monday through Friday and all Saturdays, Sundays and holidays.
- Must give preferential treatment as a service agreement customer and guarantee you same day service for emergency service calls.
- Maintain records of service inspections, indicating types of service, repairs, or adjustments made on the equipment by our technicians.

### **Conditions**

- The contractor is the servicing contractor to all entitled credits due to warranties that are still in effect.
- The contractor is not responsible for any equipment installed by others during the warranty period for any mechanical issues.
- The contractor is not responsible for system design or its performance in maintaining design conditions except through failure of the equipment covered herein.
- Upgrading of equipment due to obsolescence or deterioration shall be the responsibility of the owner or purchaser of this agreement following guidance of ASHRAE life expectancy.

### **Limitations**

- Major components such as compressors, heat exchangers, frequency drive motor starters, evaporator coils, ECM motors, Eco blue motors and condenser coils will be replaced at no cost when the components are covered by the Manufacturer's warranty. When such components are out of warranty, we will charge for major

component only. Labor and associated parts and supplies are covered by this agreement and are included at no additional charge.

### **Exclusions of the agreement**

- All hoisting, rigging and crane costs. Transportation costs for shipping in-warranty components to and from the manufacturer. Repairing, replacing or cleaning of ductwork, registers, cabinets, panels, or any non-operating portions of the equipment.
- Replacement or repair of electrical service to the units (control wiring excepted).
- Replacement of refrigeration lines, condensate lines, blower wheels or housing, dampers, roof supports or louvers.
- Refrigerant is not covered by this agreement. All labor associated with refrigerant service (calls, quotes, leaks, leak checks) including adding refrigerant will not be covered by this agreement and will be billed separately.
- Deliming of equipment will not be covered by this agreement.
- Building automation and control devices will not be covered by this agreement. Repairs occasioned by the abuses of the equipment, storm, snow, ice or lightning damage, fire damage, vandalism or damage done by another service company or maintenance people other than the contractor shall not be covered by this agreement.
- Nuisance calls due to tripped breakers, blown fuses, low gas pressure, turned off fuel supplies, electric utility failure, worn or defective condenser shall not be covered by the agreement.
- Moving or relocating equipment (temporary or permanent), demolition, restoring or patching of the structure to effect equipment repairs shall not be covered by this agreement.

### **Short term cancellation provisions**

If the purchaser cancels this agreement short of the full term without providing thirty (30) days written notice, the return premium shall be based upon 90% of the unearned pro-rated premium less any service calls that have been performed under the agreement.

### **Terms of the agreement**

This agreement shall be in effect for a period of one (1) year beginning on the date it was signed by the village of Alsip.

This agreement will be automatically renewed on its anniversary date unless either the contractor or the village gives thirty (30) notice prior to the anniversary date.

It is understood that this agreement would expect a price increase each year. The contractor shall provide the projected price increase no later than sixty (60) days prior to the anniversary date of the agreement.

The contractor shall also provide a certificate of insurance upon request.

### **End of RFP**