



January 10, 2022

Dear Potential Bidder:

The Champaign Park District is requesting bids for the HVAC upgarde at the Douglass Community Center, located at 512 E. Grove St., Champaign, IL. Enclosed is a copy of the bid information.

Sealed bids shall be delivered or mailed to Bret Johnson, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821 by 1:00 p.m. prevailing time on Thursday, January 27, 2022. **A pre-bid meeting will be held on January 13, 2022 at 9:00 a.m. at the Dougalss Community Center.** Sealed bid packets shall be clearly marked with the words: "Sealed Bid: HVAC Upgrade", along with the bidder's name and address, on the outside of the envelope.

When submitting your sealed bid, please make sure to enclose the following:

1. Bidders Reponse Form (page 9)
2. Commitment to Engage in Affirmative Action Practices forms (pages 10-12)

If you have any questions regarding the information enclosed, please contact me at 217-819-3850, 7:30 a.m. to 4:00 p.m., weekdays. bret.johnson@champaignparks.org

Sincerely,

Bret Johnson
Assistant Director of Operations

Enc.

Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821-4112
217.398.2550 Phone
217.355.8421 Fax
www.champaignparks.org

Park Commissioners
Craig W. Hays
Barbara J. Kuhl
Timothy P. McMahon
Kevin J. Miller
Jane L. Solon

Officers
Jarrod Scheunemann, *Secretary*
Guy C. Hall, *Attorney*
Brenda Timmons, *Treasurer*
Joseph C. DeLuce, *Executive Director*

Champaign Park District: Request for Bids for Douglass Community Center HVAC Upgrade

SECTION I. INSTRUCTIONS TO BIDDERS

- 1.01 Invitation to Bid: The Champaign Park District is soliciting bids to replace an existing air handling unit, compressor, and completely eliminate all pneumatic controls at the Douglass Community Center. This work generally includes mechanical and electrical work required for the complete removal and installation. The Contractor shall provide all equipment, labor, materials and supervision necessary to accomplish the preparation, protection, removal, replacement and cleanup as specified.
- 1.02 Due Date: Sealed bids shall be delivered or mailed to **Bret Johnson, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821, by 1:00 p.m. prevailing time on January 27, 2022** at which time bids will be opened and publicly read. Late bids and facsimile copies will not be accepted.
- 1.03 Pre-Bid Meeting: **A Pre-Bid meeting will be held on Thursday, January 13, 2022 @ 9:00 a.m. Bidders will meet at Douglass Community Center, 512 E. Grove Street, Champaign, IL.** This meeting will provide bidding contractors with an opportunity to ask questions, review the bidding documents and to view each unit and controls prior to the bid opening. The contractor should have any subcontractors present at the pre-bid meeting who may wish to view the site. If the weather is unfavorable, each bidder on the bidder's list will be contacted during the morning by telephone, otherwise the contractor may assume that the meeting will proceed as scheduled. Each bidder shall visit the site of the proposed work and fully acquaint him or herself with the conditions as they exist so that they may fully understand the facility, difficulties and restrictions attending the execution under the contract.

Bid documents can be obtained online at: <https://champaignparks.com/bids-rfps/> or by contacting Bret Johnson, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821 @ 217.819.3850

- 1.04 Bid Understanding: By submitting a bid, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions, specifications and requirements of work to be completed. Failure to do so will be at the bidder's risk and they cannot secure relief on the plea of error.
- 1.05 Submission of Bid: All bids shall be submitted on the Bidder's Response Form (Page 9) and accompanied by requested information (Pages 10-12) including the Champaign Park District Commitment to Engage in Affirmative Action Practices form. All blank spaces shall be properly filled in, in ink or typewritten, in both words and figures, and with no other conditions, changes, erasures or interlineations. Bids shall be signed and executed by a principal duly authorized to make contracts.

Bids shall be enclosed in an envelope sealed and clearly marked with the words: **"SEALED BID: HVAC Upgrade"** The bidder shall put their name and address on the outside of the envelope.

The Champaign Park District shall not be responsible for the premature opening of bid envelopes, which are not properly filled out in accordance with the instructions.

- 1.06 Awards Criteria: Award will be to the low responsible bidder, if all other requirements are satisfactorily met. The Champaign Park District reserves the right to reject any and all bids, waive technicalities and irregularities and/or to award the contract only to a bidder who is equipped, competent and experienced in the class of work and whose bid is deemed to be advantageous to the interests of the Champaign Park District. Where there are tie bids, there shall be a preference for "local bidders".
- 1.07 Rejection of Bids: The Park District reserves the right to reject any bids, all bids, or any part of a bid. The Park District reserves the right to reject the bid of any bidder who previously failed to perform adequately for the Park District or any other governmental agency or company.
- 1.08 Waiver of Informalities: The Park District reserves the right to waive informalities or technicalities in bids.

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- 1.09 Withdrawal: Bidder may make a written request to modify or withdraw the offer at any time prior to the opening. Bids may not be modified after submittal or withdrawn or modified after bid opening. Withdrawal of bids will be allowed if award of contract has been delayed more than 60 days, after date of actual bid opening.
- 1.10 Inquiries: Questions and comments regarding this solicitation should be directed to **Bret Johnson, 706 Kenwood Road, Champaign, Illinois 61821 or by calling 217-819-3850**. Written answers to questions of a general nature or which would affect the solicitation will be provided to all eligible bidders. Only written answers to the questions shall be binding.

SECTION II. TERMS AND CONDITIONS

- 2.01 Definitions: *Owner* shall mean the Champaign Park District. *Contractor* shall mean party of the second part to this contract, acting directly or through his or its legal representative(s) or agent(s). *Subcontractor* shall mean persons, firms or corporations having a direct contract with the contractor, and those who contract to furnish labor or labor and materials at the site of the project.
- 2.02 Contract Documents: If a separate contract is not written, the contract entered into by the parties shall consist of the Request for Bid, the signed bid submitted by the Contractor, the specifications including all modifications thereof, and a purchase order requiring signatures of the Champaign Park District and the Contractor, all of which shall be referred to collectively as the Contract Documents.
- 2.03 Payments: Contractor shall submit invoice to the District (ATTN: Bret Johnson) by the 1st Friday of the month. Payment will be monthly after Board approval of the bills, which is the 2nd Wednesday of each month. Invoice must include district issued purchase order number.
- 2.04 Taxes: The Champaign Park District is exempt from any taxes imposed by State and/or Federal Government. Exemption certificates will be provided upon request.
- 2.05 Cancellation/Termination: The Park District may cancel this contract without cause at any time by giving thirty (30) days written notice to the contractor. The Park District may cancel this contract with cause at any time by giving one week's written notice to the contractor. Cancellation for cause shall be at the discretion of the Park District and shall be, but is not limited to, failure to supply services specified within the time allowed within the terms, conditions or provisions of this contract. The successful bidder may not cancel without prior written consent of the Executive Director.
- 2.06 Compliance or Deviation to Specifications: Bidder hereby agrees that the products offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Bidder's response. Bidder may submit an attachment entitled "Exceptions for Specification", which must be signed by Bidder's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Bids failing to comply with this requirement will be considered non-responsive.
- 2.07 Compliance with Ordinances and Statutes and Notice of Special Conditions: Every bidder shall comply with the requirements of the Affirmative Action Regulations of the Champaign Park District, Illinois Fair Employment Act, Equal Opportunity regulations and other Federal and State of Illinois regulations and guidelines applicable to the contract.
- 2.08 Assignment and Subcontracts: The Contractor shall not assign this contract or any part thereof without written consent of the Park District, nor shall the Contractor award any work under this contract to any subcontractor without prior written approval from the Director of Operations & Planning or the Executive Director. Nothing contained in the contract documents shall create a contractual relation between any subcontractor and the Owner.
- 2.09 Independent Contractor: The contractor acknowledges and agrees that the Contractor is not an employee of the Park District, is not entitled to any benefits or protections afforded employees of the

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Park District, nor bound by any obligations of employees of the Park District. Nevertheless, the Contractor will not act contrary to the policies of the Park District. The Contractor understands and fully agrees that the Contractor will not be insured under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District, and that any injury or property damage in connection with the work performed will be the Contractor's sole responsibility and not that of the Park District. It is also understood that the Contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and, therefore, the Contractor will be solely responsible for the Contractor's own acts or omissions, and those of the Contractor's employees and agents, if any. The Park District will not in any manner whatsoever be obligated to defend, indemnify or hold harmless the Contractor, or the Contractor's employees and agents, if any, in matters of liability.

- 2.10 Indemnification: Contractor shall indemnify and hold harmless District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs) arising out of or resulting from the performance of 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, including the loss of use therefrom, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of 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 it is 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 indemnification which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless District, 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 Agreement.
- 2.11 Insurance: The Contractor shall purchase and maintain such insurance as will protect him/her from claims under worker's compensation acts and from claims or damages because of bodily injury, including death, and all property damage, including without limitation, which might arise during operations under this contract, whether such operations be by himself/herself or by any subcontractor or anyone directly or indirectly employed by either of them. After award of bids by the Park Board of Commissioners, **Contractor shall provide a Certificate of Insurance**. Failure to do so will result in loss of the contract, which will be awarded to the next lowest responsible bidder. Contractor shall maintain minimum limits of insurance no less than:
- (a) Workman's Compensation as required by statute and Employers Liability Insurance:
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.
 - (b) General Liability: a limit of not less than \$1,000,000 each occurrence
 - (c) Automobile Liability: limit of not less than \$500,000 each accident

Failure to maintain the required insurance may result in termination of this Contract.

- 2.12 Bid Security: Each bid must be accompanied by a certified cashier's check, certified check, or a bid bond duly executed by the bidder as principal and having as surety thereon a surety company approved by the Owner, in the amount of 10% of the total bid. Such cash, checks, or bid bonds will be returned to all except the three lowest bidders within three (3) days after the opening of bids, and the remaining cash, checks, or bid bonds will be returned promptly after the Owner and the accepted bidder have executed the contract, or, if no award has been made within thirty (30) days after the date for the opening of bids, upon demand of the bidder at any time thereafter, so long as he has not been notified of the acceptance of his/her bid.
- 2.13 Liquidated Damages for Failure to Enter into Contract: The successful bidder, upon his/her failure to execute and deliver the contract and bond required within ten (10) days after he/she has received notice for the acceptance of his/her bid, shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with his/her bid and in addition thereto, shall be liable for such damages as the Owner may sustain by reason of such refusal.

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- 2.14 Security of Faithful Performance: Simultaneously with delivery of the executed contract, the Contractor shall furnish a surety bond or bonds in the amount of the contract as security for faithful performance of this contract and for the payment of all persons performing labor on the project under this contract, furnishing materials in connection with this contract, as specified in the General Conditions, specifications included herein. The surety on such bond or bonds shall be a duly authorized surety company satisfactory to the Owner.
- 2.15 Power of Attorney: Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of the power of attorney.
- 2.16 Bid Rigging or Bid Rotating: The bidder by affixing his or her signature to the bid, certifies that he/she has not been barred from being awarded a contract with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (bid rigging or bid rotating).
- 2.17 Sexual Harassment Policy: Vendor certifies that is has a written sexual harassment policy that includes the following information:
- a. The illegality of sexual harassment.
 - b. The definition of sexual harassment under State Law.
 - c. A description of sexual harassment utilizing examples.
 - d. The Vendors internal complaint process including penalties.
 - e. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and Equal Employment Opportunity Commission.
 - f. Protection against retaliation against a person because he or she has opposed that which he or she reasonably and in good faith believes to be sexual harassment or because he or she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceedings or hearing under the Illinois Human Rights Act or any other civil rights statute.
- A copy of the policies shall be provided to the District upon request.
- 2.18 Protest: If bidder objects to any provision of the bid, believes the Champaign Park District improperly rejected your offer, or believes the selected offer is not in the Champaign Park District's best interests, bidder may submit a written protest within five (5) days after the opening. Owner will consider only written protests that are properly and timely filed with the District. Owner will issue a written decision and that decision is final.
- 2.19 Existing Hazardous Materials: It will be the contractor's responsibility to take all necessary steps to remove the materials and to protect all persons involved with the project and all persons in the building and in the vicinity of the site from asbestos. Further, the contractor assumes all liability from asbestos exposure and removals and shall hold the Owner(s), Consultant(s), and Manufacturer(s) harmless.
- A. Asbestos removal shall be governed by all regulatory agencies. This includes but is not necessarily limited to EPA, OSHA, NIOSH, NESHAP, and any other applicable codes and regulations. Contractor shall submit all copies of current guidelines. The Contractor shall remove known ACBM's in accordance with all regulations.
 - B. Asbestos found in flashings only shall be left in place. New flashings will be applied to existing and/or to encapsulate same.
- 2.20 OSHA Standards: All current OSHA Standards, as of now the and through the project, shall be strictly adhered to. Contractor is responsible for acquiring copies of new regulations and submitting them to the Owner, upon request.

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SECTION III: SPECIFICATIONS

3.01 General Requirements:

- A. **General Project Description:** Work shall include all mechanical work for the removal of the existing units and all controls associated with those units, all mechanical accessories, all electrical work and all general construction needed to install an air handler, compressor, heating coil, heating unit, electronic valves, thermostats, and thermostatic actuators.
- B. **Occupancy of Building:** Staff and/or students will occupy the building and parking lots during construction. Contractor must coordinate with the Park District in scheduling work.
- C. **Material and Equipment Location Restrictions:** On-site material or equipment may be stored at this building as arranged and coordinated with the Park District. All on site storage shall be properly secured and protected.
- D. **Disruption of Utilities:** Existing utilities shall be maintained throughout the project. Coordinate periods of utility disruptions, which may be necessary to allow installation of new work as specified, with the Park District representative.
- E. **Contractor's Duties:**
 - 1. Provide and pay for, unless specifically noted:
 - a. Labor, materials, and equipment for all work
 - b. Permits, fees, license, or inspections required for this work
 - c. Freight and transportation
 - d. Tools, construction equipment and machinery
 - e. Acceptance of products and product handling at the job site
 - f. Protection of materials and equipment from physical damage and to the weather until the work is complete.
 - g. Other facilities and services necessary for proper execution and completion of the work.
 - h. Insurance in accordance with Instructions to Bidders.
 - i. Complete all necessary startup checks including certified testing and balancing.

3.02 Contracts:

- A. Construct all work under one prime contract. **Bid shall be a turn key number for ALL work.**

3.03 Access to Site:

- A. All access shall be from the east side of the building. Street parking is available.

3.04 Execution:

- A. **Demolition:** Remove and haul away existing units (Air handler, Compressor, stage radiators, 1 heater in boiler room, all pneumatic thermostats, any exposed tubing, controllers, instruments, operators, devices, hangers, and related appurtenances that will no longer be used. All removed equipment and materials become the property of the Contractor, unless otherwise noted. Demolition should be done in an orderly and careful manner.
- B. **Installation:** New units shall be installed and connected per the manufacturer's printed recommendations. All units shall be connected to the existing building duct work.
- C. **Electrical Work:** All labor, materials, equipment, tools and services required to perform all work and services for execution, installation and completion of all electrical work including all parts lists, operating instructions, wiring and control diagrams as specified by manufacturer/s.

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Subcontractor shall consult with Contractor before ordering or installing any wiring or equipment to coordinate and insure that the equipment installed is of proper size, type, and voltage in accord with the following:

1. Voltage
2. Phases
3. Amperage
4. Control voltage
5. Interlocks
6. Required fusing (fused or non-fused disconnect switch)

Any low voltage wiring shall be in conduit and shall be in separate conduits from line voltage wiring.

During construction, if wiring from the subpanel to the disconnects is determined to be in good condition, new wire will not be required. If new wire is needed, a change order to the contract will take place.

- D. **Gas Piping and Service:** Contractor shall connect to the gas service at the meter outlet and furnish and install new pipe and fittings to each RTU. Contractor shall verify proper gas line sizing. Install all gas piping in accordance with the latest edition of NFPA Codes 54,58, and 90A, including amendments thereto. Test all new gas piping and repair any leakage as needed. See drawing for gas line route and approximate linear footage.
- E. **Startup and Check-out:** After final completion of all work and before substantial completion, all Contractors shall run and test for a sufficient period of time (not less than five days) to prove the capacity and proper performance of all systems, equipment and apparatus. If any equipment or system does not operate in a satisfactory manner, the responsible Contractor shall remove or remedy and make good same until it does operate to the satisfaction of the Owner.
A factory trained individual shall perform start-up, check-out, and calibration of the units. A written report shall be submitted stating that equipment is properly installed and warranty applies.
Contractor shall be present at fire alarm certification meeting to ensure that all interlocks and interfaces are in proper working order.
- F. **Test and Balance:** Testing and balancing shall be performed by an independent firm specializing in such work. Only qualified personnel shall perform testing and balancing work. Perform all corrective measures caused by faulty installation. Reset, readjust and rebalance system until satisfactory results are achieved.
Submit a report containing all test data and other related information recorded during testing and balancing.

3.05 Products & Quantities: **See attached diagram for general locations in each space**

- A. 1- Daikin North America Air Handler
- 7.5 T 208-230/60/3 power
 - Factory installed TXV's
 - 2 speed blower motor
 - Condensate pans
 - Basic thermostat – located in the upper level classroom. Surface mounted raceway
 - Mixing box
 - OA & RA dampers
 - Economizer controller w/ actuators
- B. 1 - Daikin North America Compressor
- 7.5 T 208-230/60/3 power
 - 2 stage engineer-efficient compressor
 - Galvanized steel cabinet
 - High/low pressure switches

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- Factory installed filter drier
- C. 1 - RAE Coil Heating Coil
- 1 row, 15"H x 50"L
 - 5/8" O.D. tube diameter water coil
 - Galvanized casing
 - 0.020" thick copper tubes w/ 0.008" thick AL fins
 - 3-way hot water valve w/ on/off 24vac actuator
- D. 7 - Electronic Control Valves
- See diagram for locations
 - Replaces existing pneumatic valves on each unit
- E. 7 - Emerson Mechanical Thermostats
- Model number 1C20-101 or equal
 - Locate where existing pneumatic controls are
 - Heat only
- F. 9 - Thermostatic Actuators
- Wall mounted operator w/ sensor included
 - Surface mounted raceways may be used
- G. 1 - Low Profile Hot Water Unit Heater
- Modine Hot Dawg or equal
 - Model #HHD 30
 - Replaces existing unit in NE storage room
 - Surface mounted raceways may be used

3.06 Quality Assurance:

- A. Use only new material and apparatus of the specified design and manufacturer. Furnish all materials in accordance with the latest ANSI, AWWA, ASTM, NFPA, AGA, ASME, IBR, UL standards and other applicable standards or codes.
- B. Contractor shall be responsible for installing all equipment systems and components in strict accordance with manufacturer written installation instructions.
- C. Installations shall be by qualified personnel thoroughly trained and experienced in the skills required and completely familiar with the manufacturer's current recommended methods of installation as well as the requirements of the work.

3.07 Hazardous Materials:

- A. No asbestos-containing materials may be used anywhere on this project.
- B. No lead-based materials may be used anywhere on this project.

3.08 Project Closeout:

- A. After the project is 100% complete as determined by the Contractor, notify the Park District and request a site visit for the preparation of a punch list of items needing corrected and/or completed. After the completion of the punch list, the Park District shall be notified and a final walk through will occur.
- B. Prior to final payment, Contractor shall arrange for all technical instructions of Owner's maintenance personnel, either by his own or the equipment manufacturer's personnel.

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- C. Provide the Park District with two (2) sets of Operations and Maintenance manuals. Operation instructions shall cover all phases of controls and shall also include the following:
 - 1. Maintenance/service schedule: indicating type and frequency of lubrication and maintenance required.
 - 2. List of spare parts: Recommended for normal service requirements. Instruction books may be standard booklets but should be clearly marked to indicate applicable equipment and paragraphs.

3.09 Cleaning:

- A. Contractor shall provide cleaning of work and remove all waste, debris, rubbish, tools, equipment, machinery and surplus materials.

3.10 Warranties and Guarantees:

- A. Prior to final payment, Contractor shall furnish owner with a full written warranty for equipment and a general one (1) year guarantee letter signed by an authorized agent.

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BIDDER’S RESPONSE FORM

Bidder shall provide all labor, materials, and equipment in accordance with the specifications listed previously regarding the HVAC upgrade at the Douglass Community Center. The bidder States that he/she has visited the site and familiarized their self with the conditions that affect cost of work.

Insurance Statement: By signing the bid documents, bidder hereby certifies that the bidder had reviewed and understands the insurance coverage requirements specified in the Bid specification. Should the bidder be awarded the contract for work, bidder further certifies that the bidder can meet the specified requirements, agrees to name the Park District as an additional insured for the work specified, and submit the Certificates of Insurance providing coverage as specified within ten (10) calendar days of award of contract.

Bid Security: By signing the bid documents, bidder hereby certifies that the bidder has reviewed the bid security, Liquidated Damages for Failure to Enter into Contract, Time of Completion and Liquidated Damages, Security of Faithful Performance and Power-of-Attorney provisions and understands the requirements in the specifications and agrees to meet the specified requirements.

BID AMOUNT: Douglass Community Center – HVAC Upgrade

\$ _____

I hereby certify that I am duly authorized to sign as a representative for the contractor submitting the attached bid to the Champaign Park District, and that they have read, fully understand, and accept the items detailed in this bid.

Signed this _____ day of _____, 20____.

SUBMITTED BY:

Company

Address

Phone Fax

Email Address

Authorized Agent (print or type)

Signature of Authorized Agent

FIN or SS #

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COMMITMENT TO ENGAGE IN AFFIRMATIVE ACTION PRACTICES

A. The undersigned bidder/contractor/supplier/vendor understands and agrees:

It is the policy of _____ *(name of company)* that all applicants for employment and all employees be recruited, hired and assigned on the basis of merit without discrimination because of race, creed, color, national origin, sex, age or disability. The employment practices of this company have been and will continue to be such as to insure that all employees are treated equally and that no distinctions are made in rates of pay, benefits or opportunities for advancement.

Therefore employment of individuals, their assignment to jobs, their transfers and their promotions shall be determined by matching the requirements of an open position with the candidate's skills and qualifications without regard to race, creed, color, national origin, sex, age or disability.

All management and supervisory personnel shall continue to take positive action to insure that all principles and objectives of the affirmative action program are complied with to carry out the provisions of the laws governing non-discrimination in employment.

B. The undersigned bidder/contractor/supplier/vendor understands and agrees: to submit to the park district upon request written evidence of the effectiveness of the above-required practices, policies and goals.

C. The undersigned bidder/contractor/supplier/vendor understands and agrees: to submit to the park district upon request statistical data concerning employee composition or membership composition by race, color, sex, age, disability and job description.

D. The undersigned bidder/contractor/supplier/vendor understands and agrees: to distribute copies of the above commitment (A) to all persons who participate in recruitment, screening, referral and selection of job applicants and prospective job applicants or members.

E. The undersigned bidder/contractor/supplier/vendor understands and agrees: to require any subcontractor to submit to the District a written commitment with who he/she contracts with in the amount of \$5,000.00/Sub-Contract or \$1,000.00/Supplier/Vendor (per purchase or in accumulated amount in any fiscal year of the District) or more to engage in Affirmative Action practices.

I certify that I have answered all the foregoing questions and provided all the foregoing information correctly and truthfully to the best of my knowledge and ability.

Signature of Authorized Agent

Date

Title

Telephone Number

All information provided the Champaign Park District will be held in strictest confidence.

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AFFIRMATIVE ACTION CONTRACTOR'S COMPLIANCE REPORT

Part I: Identification

1. Company's main office address: _____

Telephone: _____ Fax: _____

Federal employer's identification number: _____

2. In what capacity would the company do business with the park district?
 Contractor Sub-contractor Vendor Supplier Other _____

3. Major activity of company (principle product or service). _____

4. Is the company presently pre-qualified to do business with the park district or other local and/or state government?
 Yes No *If yes with what agency(ies)?* _____

During the last 12 months has the company performed business with any governmental agency federal, state, county, municipal, school districts, etc.)?

Yes No *If yes with what agency(ies)?* _____

Part II: Policies and Practices

A. Is the company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, religion, sex, national origin or ancestry, age or disability? Yes No

B. Has the company developed a written affirmative action policy?
 Yes No *If yes, a copy of the policy shall be provided to the District upon request.*

C. Does the company have an affirmative action officer or person responsible for affirmative action?
 Yes *If yes please complete.* No

Name: _____

Title: _____

Telephone: _____

C. Does the company have bargaining agreements with employee organizations?
 Yes No

If yes, have such organizations been notified of the company's responsibility to comply with the Champaign Park District's affirmative action program? Yes No

Comments: _____

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AFFIRMATIVE ACTION CONTRACTOR'S COMPLIANCE REPORT (CONTINUED)

E. Has the company notified all of its sub-contractors of their obligations to comply with the Champaign Park District's affirmative action program? Yes No

Comments: _____

Part III: Personnel Inventory

Occupations	White		Black		Hispanic		Other	
	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers								
Professionals								
Technical								
Sales Workers								
Office & Clerical								
Crafts (skilled)								
Operatives (semi-skilled)								
Laborers (unskilled)								
Service Workers								
Apprentices (blue collar)								
On the job trainees (blue collar)								
On the job trainees (white collar)								
Totals								

The undersigned bidder/contractor/vendor/supplier has analyzed the workforce and submits the following workforce figures. The Champaign Park District will hold all information in the strictest confidence.

Above employee figures were obtained from: Visual check Employment records

Signature of Authorized Agent

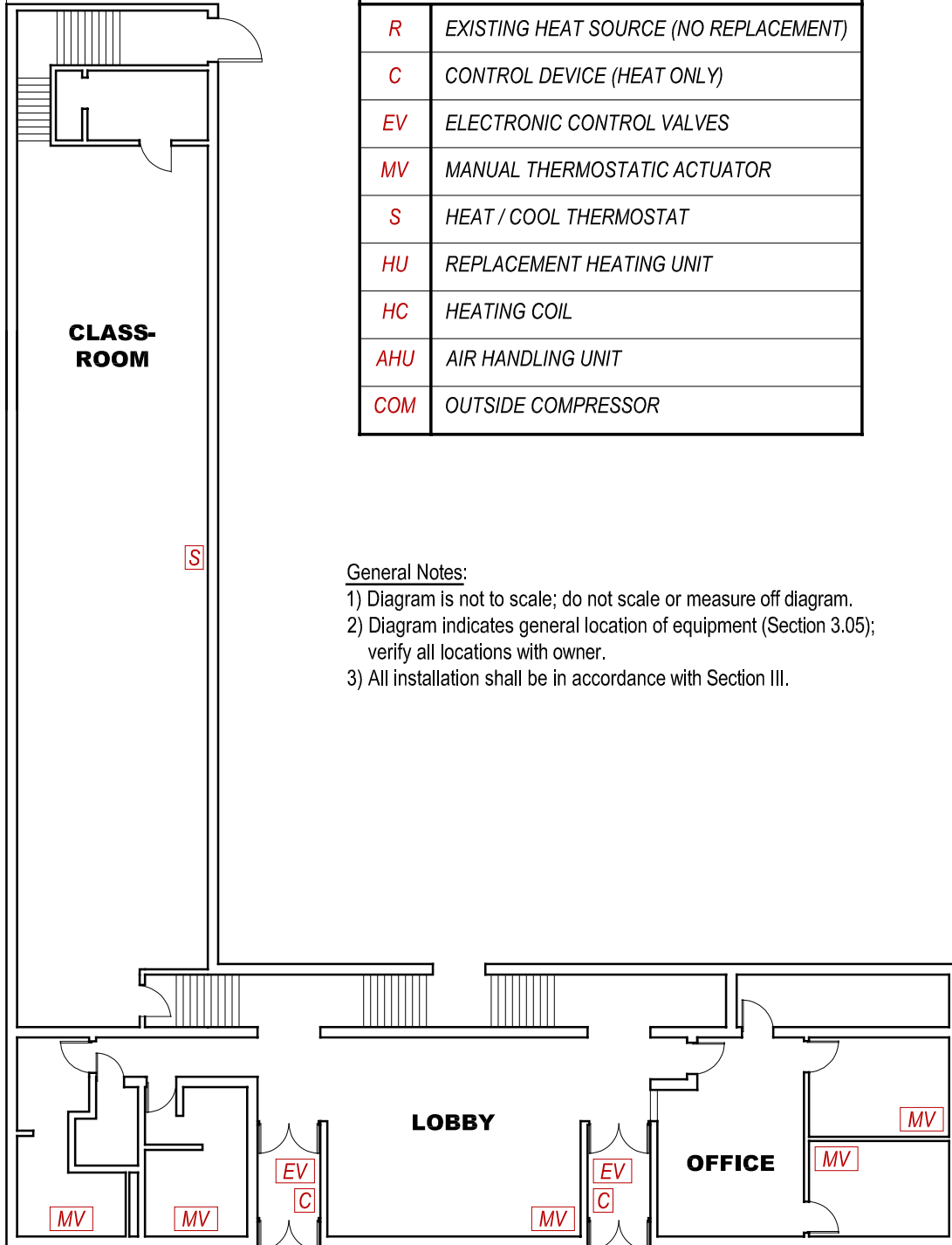
Date

Title

Telephone Number

← BUILDING
FOOTPRINT
OUTLINE
(TYPICAL).

PRODUCT KEY	
<i>R</i>	EXISTING HEAT SOURCE (NO REPLACEMENT)
<i>C</i>	CONTROL DEVICE (HEAT ONLY)
<i>EV</i>	ELECTRONIC CONTROL VALVES
<i>MV</i>	MANUAL THERMOSTATIC ACTUATOR
<i>S</i>	HEAT / COOL THERMOSTAT
<i>HU</i>	REPLACEMENT HEATING UNIT
<i>HC</i>	HEATING COIL
<i>AHU</i>	AIR HANDLING UNIT
<i>COM</i>	OUTSIDE COMPRESSOR

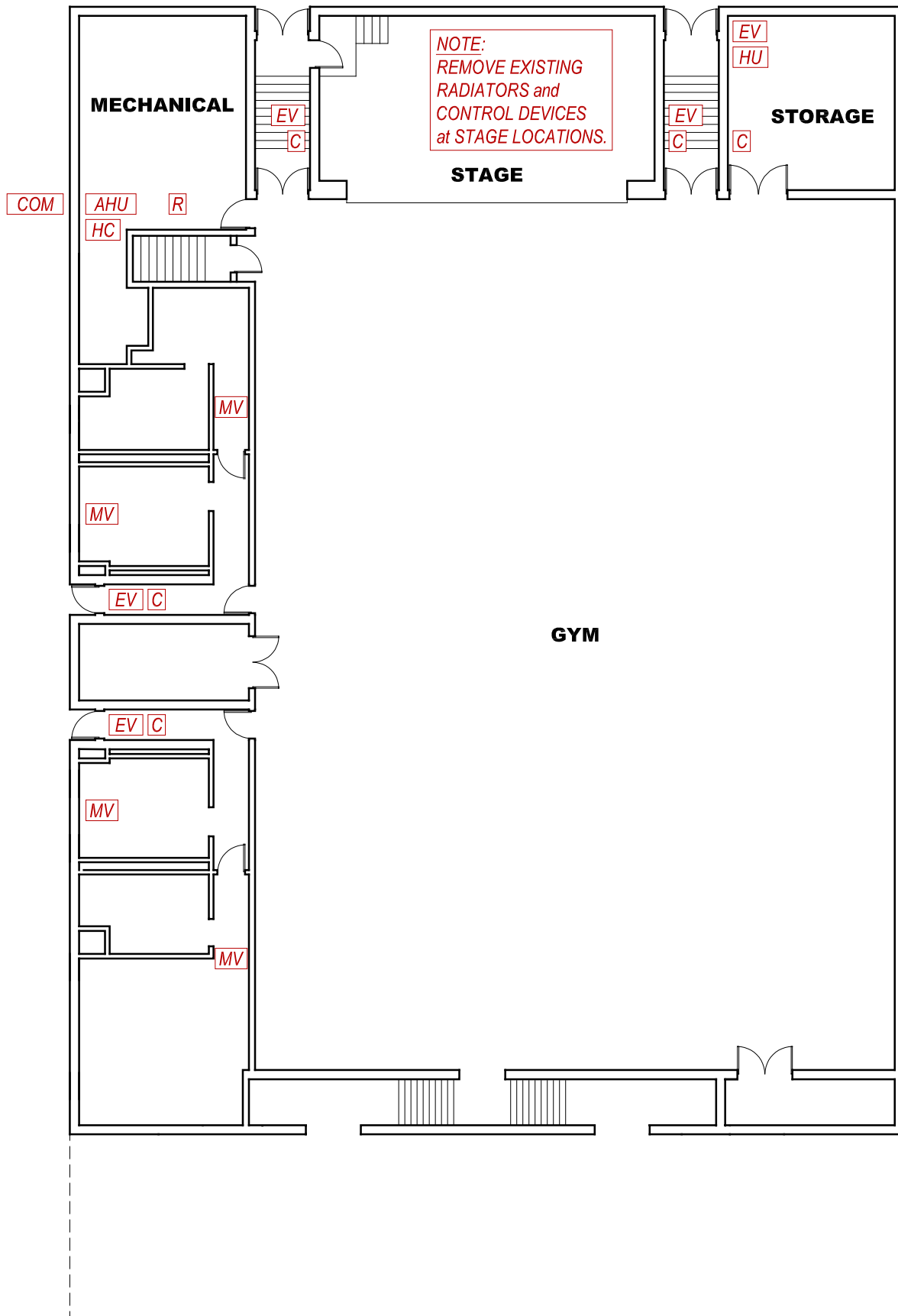


General Notes:

- 1) Diagram is not to scale; do not scale or measure off diagram.
- 2) Diagram indicates general location of equipment (Section 3.05); verify all locations with owner.
- 3) All installation shall be in accordance with Section III.

**Douglass Community Center
UPPER LEVEL**





**Douglass Community Center
LOWER LEVEL**

