

INVITATION TO BID

INVITATION TO BID #08-12

BID DESCRIPTION: HVAC Electric/Mechanical Upgrade

ISSUE DATE: Monday, March 16, 2009

BID OPENING DATE: Tuesday, April 14, 2009

BID OPENING TIME: 10:00 AM

BID RESPONSES MUST BE RECEIVED NO LATER THAN THE PUBLIC BID OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME. LATE BIDS WILL NOT BE CONSIDERED.

TO ALL PROSPECTIVE CONTRACTORS/BIDDERS:

You are hereby invited to submit your bid for the item(s) to be furnished and delivered, shipped f.o.b. to the address specified herein.

All bids must be received in **DUPLICATE** in sealed envelopes.

All bids are subject to staff analysis and Board approval. The Greater Rockford Airport Authority (Authority) reserves the right to accept or reject any and all bids received and waive any and all technicalities.

Bids must be delivered prior to the public bid opening date and time to:

**Greater Rockford Airport Authority
60 Airport Drive
Rockford, IL 61109-2902**

Direct any and all inquiries about this bid to Wayne Langy, Operations and Facilities Supervisor, at 815-969-4014 or wlangy@flyrfd.com.

Instructions to Bidders

1.1 Bid Preparation

Bids must be submitted, in duplicate, on the blank Bid Form furnished with these contract documents and shall conform to the terms and conditions set forth in the “Instructions to Bidders,” “General Terms and Conditions” and “Special Terms and Conditions” of the contract. Bids submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strikeouts and corrections initialed in ink by the person signing the bid.

1.2 Bid Execution

If the Bidder is a corporation, the President shall execute the bid. In the event that the bid is executed by other than the President, a certified copy of that section of the corporate by-laws or other authorization by the corporation, which permits the person to execute the bid for the corporation, shall be submitted. If the Bidder is a partnership, all partners shall execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Deputy Director/Finance & Administration shall be submitted. If the Bidder is a sole proprietor, the owner shall execute the bid. A “Partnership” or “Sole Proprietor” operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1.

1.3 Bid Submission

The Greater Rockford Airport Authority must receive all bids by the specified opening time of the bid. Bids arriving after the specified time will not be accepted and will be returned unopened. All bids shall be submitted in sealed envelopes with the following information explicitly shown (centered both vertically and horizontally on the envelope): name and address of bidder and bid number. Further, the sealed envelope must be clearly marked “SEALED BID.” The Bidder shall be responsible for the delivery of the bid before the date and hour set forth for the opening of bids.

1.4 Error in Bid

Bidders are cautioned to verify their bids before submission. Negligence on the part of the Bidder in preparing the bid confers no right for withdrawal or modifications of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit price will prevail.

1.5 Variances and Deviations

Variances and deviations shall be described fully on the Bid Form. In the absence of such statement, the bid shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; the Contractor shall be held liable. Contractors are cautioned to avoid making variances and deviations to the specifications, which may result in rejection of their bid.

1.6 Reserved Rights

Greater Rockford Airport Authority reserves the right at any time and for any reason to cancel this Invitation to Bid, accept or reject any or all bids or any portion thereof, or to accept an alternate bid. The Authority reserves the right to waive any immaterial defects or irregularities in any bid. The Authority may seek clarification from any Bidder at any time and failure to respond promptly is cause for rejection. The Authority has sixty (60) days to accept the bid.

1.7 Interpretation or Correction of Bidding Documents

Bidders shall promptly notify the Authority no later than one (1) week before bid opening of any ambiguity, inconsistency or error, which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by written addendum. Each bidder shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid. Oral explanations will not be binding.

1.8 Incurred Costs

The Authority will not be liable for any costs incurred by Bidders in replying to this Invitation to Bid.

1.9 No Bid Response

If your firm declines to bid on this invitation, but desires to remain on the Authority's Bidders' List for future invitations, please submit in a letter stating why you are declining to bid.

1.10 Basis of Award

It is the intent of the Authority to award a contract to the lowest responsible bidder meeting specifications. Further, the Authority reserves the right to determine the lowest responsible bidder in any way determined to be in the best interests of the Authority. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

1.11 Pre-Bid Conference

If a Pre-Bid Conference is a requirement of this contract, it will be shown on the Title Page.

End of Instructions to Bidders

General Terms and Conditions

2.1 Non-Discrimination

Contractor shall comply with the Illinois Human Rights Act, 775, ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

During the performance of this Contract, the Contractor agrees that it shall not discriminate against any worker, employee or applicant, or any member of the public, on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, or sexual orientation. Upon request of the Authority, the Contractor also agrees to submit in writing an affirmative action plan demonstrating compliance with equal employment opportunity laws and policies. Contractor further agrees that this clause will be incorporated by the Contractor in all contracts entered into with suppliers or materials or services, sub-contractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or any other person or organization performing services in connection with this Contract.

2.2 Drug-Free Workplace

The Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580/1, et seq.

2.3 Tax Exemption

The Greater Rockford Airport Authority is not subject to Federal Excise Tax. Per Illinois Compiled Statutes, 35 ILCS 120/2-5, the Greater Rockford Airport Authority is exempt from state and local taxes. Our exempt number is E9992-3521-05.

2.4 Warranties

Contractor warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Contractor warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The Authority may return any nonconforming or defective items to the Contractor or require correction or replacement of the item at the time the defect is discovered, all at the Contractor's risk and expense. Acceptance shall not relieve the Contractor of its responsibility.

The Contractor further agrees, upon written notice from the Authority, to promptly and without charge, make changes, corrections and/or replacement, to the satisfaction of the Authority, which may be required to make good all defects in design and material under its intended use, for a period of thirty-six (36) months, with the thirty-six (36) month period commencing on the date of acceptance by the Authority. The Contractor shall receive no compensation for cost in replacement of goods or workmanship. The Contractor shall provide alternate add pricing to extend the warranty to 48 months and 60 months.

2.5 Indemnification

Contractor agrees to indemnify, save harmless and defend the Greater Rockford Airport Authority, its agents, servants, Commissioners, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses or expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen, in whole or in part, out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly and solely by the negligence or other fault of the Greater Rockford Airport Authority, its agents, servants, Commissioners, or employees or any other person indemnified hereunder. This indemnification obligation is not limited by, but is in addition to the insurance obligations, which may be contained in this contract. The provision of this paragraph shall not be waived.

General Terms and Conditions

2.6 Termination and Default

Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the Authority reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Contractor, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Contractor with any or all losses incurred. The Authority shall be entitled to recover its attorney's fees and expenses in any successful action by the Authority to enforce this contract.

2.7 Royalties and Patents

Contractor shall pay all royalties and license fees. Contractor shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the Authority harmless from loss on account thereof.

2.8 Regulatory Compliance

Contractor represents and warrants that the goods or services furnished hereunder (including all labels, packages and containers for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Contractor shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act.

Pursuant to Illinois Municipal Code 65 ILCS 5/11-42.1-1, by signing this bid the Contractor certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue.

All federal contractors and subcontractors, by signing this bid, agree to comply with the provisions of 29 CFR Part 470; the Beck notice requirement.

The Contractor certifies that they are not barred from bidding on this contract as a result of engaging in or being convicted of: (a) bid-rigging in violation of Section 3; or (b) bid-rotating in violation of Section 4, of the Illinois Criminal Code of 1961, as amended [720 ILCS 5/33E-3 and 4].

2.9 Discounts

Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.

2.10 Inspections

The Authority shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Authority. Any items rejected shall be removed from the premises of the Authority and/or replaced at the entire expense of the Contractor.

2.11 References

To allow the Authority to evaluate the experience of the Contractor, as it relates to this purchase, the Contractor must submit a minimum of three (3) references of organizations that have purchased similar items. Failure to include references may result in bid disqualification. References must be submitted on the Bid Form.

General Terms and Conditions

2.12 Law Governing

This contract shall be governed by and construed according to the laws of the State of Illinois.

2.13 Prevailing Rate Wages

The awarded Contractor is required to pay all applicable wage rates as required and stipulated by Federal, State and Local laws. The Authority requires Prevailing Rate Wages to be paid as stipulated by Authority Ordinance No. 06-03, and **Contractor agrees to pay prevailing rate wages for all work completed under this contract.**

2.14 Prevailing Wage Reporting Burdens

HB 188 became PA 94-515 and requires a contractor and subcontractor working on a prevailing wage project to submit on a monthly basis a certified payroll to the public body in charge of the project. Any contractor or subcontractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor. Such payroll records are public records subject to disclosure under the Freedom of Information Act. The new administrative burdens became effective August 10, 2005.

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=094-0515>

End of General Terms and Conditions

Revised 9/05

Special Terms and Conditions

3.1 Pricing

The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

3.2 Specifications (General)

This project involves replacing the starters on AHU-1 & 2 plus Return Fans 1 & 2 with Variable Frequency Drives. The new VFDs will be integrated into the existing DDC control system.

3.2.1 Summary

- A. This section provides specification requirements for solid-state, pulse-width modulated (PWM) Variable Frequency Drives, herein referred to as AC Drives, for use with NEMA[®] design AC motors.
- B. The AC Drives shall be provided and installed by the electrical contractor.
- C. The AC Drive supplier shall furnish start-up and field test all installed AC Drives.
- D. Any exceptions/deviations to this specification shall be indicated in writing and submitted with the bid.
- E. The electrical contractor will perform all wiring of the VFDs in accordance with local and national codes. As a minimum the conduit and wiring installation shall match the existing.
- F. The existing inlet vanes on the fans shall be removed by the owner if desired.
- G. All additional controls shall be compatible with the existing system. Provide all necessary conduit, wire and sensors.
- H. The sequence of operation shall be revised to account for the drive characteristics as opposed to the inlet vane characteristics.
- I. The DDC graphic screens shall be changed to reflect the drives in lieu of the inlet vanes.
- J. The existing control drawings shall be revised to show the new drives and control wiring. They shall be submitted to the authority for approval. Upon completion of the project, as-built drawings shall be provided along with maintenance manuals for the authority's use.
- K. A complete check out of the sequence of operation for the four AHUs shall be done. Any nonfunctional control components shall be noted in writing to the authority.
- L. The motors are as follows (field verify sizes and confirm motors are VFD compatible):
 - AHU-1 SF 25 HP
 - AHU-1 RF 10 HP
 - AHU-2 SF 15 HP
 - AHU-2 RF 10 HP
- M. Change the sequence of operation on the Fan Powered VAV boxes as follows: Rotate running of the fans, during the day cycle, based upon load in the area. As the temperature in an area goes above or below set point the fans shall run to bring primary air to the affected space. The fans shall cycle during the unoccupied period to provide a reduced set point.
- N. Add CO2 sensors to the return air of both air handling units. Reprogram the controls on AHU-1 & 2 to reset the amount of OA to reflect the level of CO2 in the space. Provide Ebtron gold series air flow measuring stations in the OA to monitor and control the amount of OA entering the building.

3.2.2 References

- A. ANSI[®]/NFPA[®] 70 - National Electrical Code[®] (NEC[®])
- B. CSA[®] C22.2 No. 14-M91 - Industrial Control Equipment
- C. IEC 61000 - Electromagnetic Compatibility
- D. NEMA 250 Enclosures for Electrical Equipment
- E. NEMA ICS7 - Industrial Control and Systems Adjustable Speed Drives
- F. NEMA ICS 7.1 - Safety Standards for Construction and Guide for Selection Installation and Operation of Adjustable Speed Drives
- G. UL[®] 50 – Enclosures for Electrical Equipment
- H. UL 98 – Disconnect Switches
- I. UL 507 – Electric Fans
- J. UL 508 – Industrial Control Equipment
- K. UL 508C – Power Conversion Equipment
- L. UL 991 – Safety Tests for Safety Related Controls employing Solid State Devices
- M. OSHA[®] 1910.95 – AC Drive Controller Acoustical Noise

3.2.3 Submittals

- A. A submittal package including drawings shall be furnished for the authority's approval prior to shipment of the AC Drives. These packages shall consist of elementary power and control wiring diagrams and enclosure outline drawings. The enclosure drawings shall include front and side views of the enclosures with overall dimensions, weights and conduit entrance locations shown. Standard catalog specification sheets showing voltage, horsepower and maximum current ratings shall be furnished as part of the submittal package.

3.2.4 Quality Assurance

- A. The manufacturer of the AC Drive shall be a certified ISO 9001 facility.
- B. The AC Drive and all associated optional equipment shall be UL Listed according to UL 508 C - Power Conversion Equipment and coordinated with NEMA ICS 7.1 standards. As verification, a UL label shall be attached on the inside of the combination enclosure. A UL508A panel builders label will not be acceptable.
- C. The AC Drive shall be designed, constructed and tested in accordance with UL, CSA, NEMA, and NEC standards.
- D. Every basic drive module shall be tested with an AC induction motor while loaded and temperature cycled within an environment chamber at 40 °C (104 °F).
- E. To ensure proper integration into the building automation control scheme, the AC Drives shall be provided by the Building Automation System supplier/contractor.

3.3 Specifications (Product)

3.3.1 Manufacturers

- A. The AC Drive shall be manufactured by Square D/Schneider Electric or prior approved equal. Substitutions must be approved in writing prior to original bid date with supporting documentation demonstrating that the alternative manufacturer meets all aspects of the specifications herein. Supporting documentation must include a line-by-line review of this specification indicating if the substitution "meets" or "does not meet" each item in this specification.

3.3.2 General Description

- A. The AC Drive shall convert the input AC mains power to an adjustable frequency and voltage.
- B. The input power section shall utilize a full wave bridge design incorporating diode rectifiers and capacitors. The diode rectifiers shall convert fixed voltage and frequency AC line power to fixed DC voltage.
- C. The output power section shall convert fixed DC voltage to adjustable frequency AC voltage using PWM technology.
- D. The AC drive package shall be NEMA Type 1 rated. The basic drive module and all other components shall be contained inside the NEMA Type 1 ferrous metal enclosure to maximize safety and minimize EMI/RFI emissions. Externally mounted basic drive modules are not acceptable.
- E. The AC drive package shall include a circuit breaker disconnect, basic drive module, two contactor bypass with electrical interlock, 120V fused control transformer, and a control circuit terminal board for digital and analog field wiring.
- F. The AC drive package shall include conduit knock-outs or removable conduit entrance plates to facilitate easy conduit termination.
- G. The AC drive shall have industrial rated operator devices and a keypad/display terminal mounted on the door.
- H. The entire AC drive package, including the bypass starter circuit, shall be UL508C listed and coordinated with NEMA ICS 7.1. A UL 508A panel builders label will be rejected.
- I. The VFDs shall be provided with a LON or BacNet interface.

3.3.3 Environmental Ratings

- A. The AC Drive shall meet IEC 60664-1 Annex A and NEMA ICS 1, UL, and CSA standards.
- B. The AC Drive shall be designed to operate in an ambient temperature from -10 to 40 °C (14 to 104 °F).
- C. AC Drives in Type 3R enclosures (if specified for outdoor use) shall be designed to operate in an ambient temperature from -10 to 50 °C (14 to 122 °F), and in full sunlight.
- D. The storage temperature range shall be -25 to 65 °C (-13 to 149 °F).
- E. The maximum relative humidity tolerance shall be 95%, non-condensing.
- F. The AC Drive shall be rated to operate at altitudes less than or equal to 3300 ft (1000 m). Upsize each VFD to the next higher rating for elevations above 3300 ft (1000 m).
- G. The AC Drive shall meet the IEC 60721-3-3-3M3 operational vibration specification.

3.3.4 Electrical Ratings

- A. The AC Drive shall be designed to operate at the input line voltage indicated on the equipment schedule.
- B. The AC Drive shall operate from an input frequency range of 60 Hz \pm 5%.
- C. The displacement power factor shall not be less than .96 lagging under any speed or load condition.
- D. The efficiency of the AC Drive power converter at 100% speed and load shall not be less than 97%.
- E. The AC Drive shall be sized to operate a variable torque load, and rated over current capacity shall be not less than 110% for 1 minute.
- F. The speed range shall be from a minimum speed of 0.1 Hz to a maximum speed of 72 Hz.

Special Terms and Conditions

- G. The output carrier frequency of the AC Drive shall be programmable and randomly modulated for low noise motor operation. No AC Drive with an operable carrier frequency above 8 kHz shall be allowed.
- H. The AC Drive will be able to develop rated motor torque at 1.0 Hertz (60 Hertz base) in a sensorless flux vector (SVC) mode using a standard induction motor without an encoder feedback signal.

3.3.5 Protection

- A. Upon power-up, the AC Drive shall automatically test for valid operation of memory, loss of analog reference input, loss of communication, DC-to-DC power supply, control power and the pre-charge circuit.
- B. The enclosure shall provide a fully coordinated 100,000 AIC current rating marked on the enclosure nameplate. Short circuit coordination to UL 508C Power Conversion Equipment and coordinated with NEMA ICS 7.1. This rating must be accomplished without the use of AC line fuses.
- C. The AC Drive shall be protected against short circuits, between output phases and to ground.
- D. The AC Drive shall have a minimum AC under voltage power loss ride-through of 200 milliseconds (12 cycles).
- E. For a fault condition other than a ground fault, short circuit or internal fault, a programmable auto restart function will provide at least 10 restart attempts. The time delay between restart attempts shall be variable.
- F. The AC Drive shall have a solid-state UL 508 C listed overload protective device and meet IEC 60947.
- G. The output frequency shall be software enabled to fold back when the motor is overloaded.
- H. There shall be three programmable skip frequency ranges.

3.3.6 Adjustments and Configurations

- A. A keypad display interface shall offer the modification of AC Drive adjustments through a touch keypad. All electrical values, configuration parameters, I/O assignments, application functions, faults, local control, configuration storage, and diagnostics shall be accessible.
- B. The AC Drive will be factory programmed to operate all specified devices.
- C. The acceleration and deceleration ramp times shall be adjustable from 0.1 to 1000 seconds.
- D. The memory shall retain and record run status and fault type of the past 5 or more faults.
- E. The AC Drive shall have an energy economy function that will optimize energy savings on variable torque loads. A constant volts/Hz ratio will be maintained during acceleration. The output voltage will then automatically adjust to meet the torque requirement of the load. Selectable V/Hz patterns are not acceptable; the function must be automatically optimized.
- F. A selectable automatic deceleration ramp adaptation feature shall be available to prevent DC bus over voltage during deceleration.

3.3.7 Operator Interface

- A. The control power for the digital inputs and outputs shall be 24 Vdc or 120 Vac.
- B. The internal power supply shall incorporate automatic current fold-back that protects the internal power supply if incorrectly connected or shorted. The transistor logic outputs will be current limited and shall not be damaged if shorted.

- C. Two voltage-free relay output contacts will be provided. One of the contacts will indicate AC Drive fault status. The other contact shall indicate a drive run status, and be programmable for other functions.
- D. The combination enclosure shall have the following dedicated operator functions:
 - 1. Hand-Auto or Hand-Off-Auto selection
 - 2. Manual Speed Adjustment
 - 3. AFC (Drive)-Off-Bypass switch
 - 4. The combination enclosure shall include terminal point connection for fire/safety interlocks to prevent operation. The interlock must shut down the motor in the AFC (drive) and bypass modes, and in the Hand and Auto modes.

3.3.8 Drive Isolation and Bypass Contactors

- A. The AC Drive shall include a full voltage bypass circuit consisting of isolation and bypass contactors, class 10 or class 20 thermal overload relay, circuit breaker disconnect, control circuit transformer, and industrial rated AFC/OFF/BYPASS switch. A membrane touch pad is not acceptable.
- B. The isolation and bypass contactors must be electrically interlocked, and fully rated for AC3 duty.
- C. The operator shall have full control of the bypass starter by operation of the AFC/OFF/BYPASS selector switch, even if the basic drive module is damaged or removed.
- D. The fire & safety interlocks must function in the drive and bypass modes. Exceptions will not be approved.

3.3.9 Harmonic Mitigation

- A. Each drive package shall include integral harmonic reduction technology to reduce power system harmonics and shall not require an optional AC line or DC bus reactor. Each VFD shall conform to standard IEC EN61000-3-12 which limits the harmonics produced by a specific device.

3.4 Specifications (Execution)

3.4.1 Inspection

- A. Inspect each drive package for shipping damage and store in a dry location.
- B. Verify that the location is ready to receive work and the dimensions are as indicated.

3.4.2 Protection

- A. Before and during the installation, the AC Drive equipment shall be protected from water and site contaminants.
- B. Do not install AC Drive equipment until the building environment can be maintained within the service conditions required by the manufacturer.

3.4.3 Installation and Instructions

- A. Installation shall comply with manufacturer's instructions, drawings and recommendations.
- B. AC line power, motor power, and control cables shall be installed in separate grounded ferrous metal conduits.

Special Terms and Conditions

- C. The AC Drive supplier shall provide a technician to inspect the contractor's installation, test and start-up the AC Drive(s) furnished under this specification.

3.5 Retainer

The Authority will retain 10% of the total bid package until final inspection is deemed full and complete.

3.6 Invoicing and Payment

The goal of the Authority is to pay properly submitted Contractor invoices within thirty (30) days of receipt, providing goods have been delivered and/or services have been performed, approved and accepted by the Greater Rockford Airport Authority. Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing.

3.7 Insurance

The Contractor shall maintain at all times a minimum commercial liability insurance policy in the amount of \$2,000,000.00 and must name the Greater Rockford Airport Authority as additional insured on Contractors policy. Proof of adequate insurance in the form of a Certificate of Insurance must be provided to the Authority upon contract acceptance.

3.8 Training

Provide a minimum of 8 hours of on-site training throughout the contract period for personnel designated by the Authority. Each session shall be a minimum of four hours in length and must be coordinated with the Operations and Facilities Manager. Train the designated staff of the Authority's Representative and Manager to enable them to:

1. Proficiently operate the system
2. Understand control system architecture and configuration
3. Understand DDC system components
4. Understand system operation, including DDC system control and optimizing routines (algorithms)
5. Operate the workstation and peripherals
6. Log on and off the system
7. Access graphics, point reports, and logs
8. Adjust and change system set points, time schedules, and holiday schedules
9. Recognize malfunctions of the system by observation of the printed copy and graphical visual signals
10. Understand system drawings, and Operation and Maintenance manual
11. Understand the job layout and location of control components and VFD's
12. Access data from DDC controllers

3.9 Vendor Qualifications

Electrical contracting company in business for more than five years, and located within 30 miles of the Chicago Rockford International Airport (RFD).

End of Special Terms and Conditions

Full Name of Bidder: _____

Business Address: _____

City, State, Zip: _____

Telephone Number: _____ FAX: _____

Email: _____

Contract Person: _____

FEIN: _____

The undersigned, being duly sworn, certifies that he/she is:

- The Owner/
Sole Proprietor a Member of the
Partnership an Officer of the
Corporation a Member of the
Joint Venture

Further, the Contractor declares that the only person or parties interested in this bid as principals are those named herein.

Further, the undersigned hereby certifies that they have read and understand the contents of this bid and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications, warranties and attachments, including Addenda No. _____ and _____ issued thereto, except only to the extent that the Contractor has taken express written exception in this bid, hereto. Failure to have read all the provisions of this bid shall not be cause to alter any resulting contract or request additional compensations.

Further, by signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Further, by signing this bid document, the Contractor hereby certifies that pursuant to Illinois Compiled Statutes, 65 ILCS 5/11-42-1, the Contractor is not delinquent in the payment of any tax administered by the Department of Revenue.

Our State of Illinois Certification Number under the Fair Employment Practices Law is _____.

- (check if applicable) We do not have a State Pre-Qualification Statement. In lieu thereof, we will make an application at 312.814.2432 within thirty (30) days from the date of this bid opening.

Further, the Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580.1 et seq.

Authorized Signature: _____

Typed/Printed Name: _____

Title: _____

Date: _____

Price \$ _____

Prompt Payment _____

Manufacturer name and model number _____

Manufacturer name and model number _____

Manufacturer name and model number _____

Manufacturer name and model number _____

Delivery or Completion Time _____

Warranty: Thirty-six months from date of acceptance _____

Warranty Add: Forty-eight months \$ _____

Warranty Add: Sixty months \$ _____

Variances and Deviations

Variance 1: _____

Variance 2: _____

Variance 3: _____

Variance 4: _____

References

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: _____

E-mail _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: _____

E-mail _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: _____

E-mail _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: _____

E-mail _____