

4/1/2025

To Whom It May Concern:

You are invited to submit your sealed bid for the 40 Ton A/C Unit at THE DUPAGE TOWNSHIP LEVY CENTER, 251 Canterbury Ln, Bolingbrook IL 60440.

Specifications are attached hereto and are considered part of the SEALED BID package.

Sealed bids will be received in the Purchasing Department, 241 Canterbury, Ln, Bolingbrook IL, 60440, **NOT LATER THAN 4:30PM Wednesday April 30th, 2025.**

Bids will be publicly opened and read by the Township Deputy Supervisor or Representative at **9:00 AM, Thursday May 1st, 2025** at the DuPage Township Office 241 Canterbury Ln Bolingbrook, IL 60440

The Township of DuPage reserves the right to accept or reject any or all bids received.

Should you have any questions regarding this bid, please submit them in writing to Jackie Traynere, Township Administrator, at dtadministrator@dupagetownship.com

We welcome your bid.

Sincerely,

Jackie Traynere

**ADVERTISEMENT OF BID
FOR THE PURCHASE OF
40 Ton A/C Unit Removal and Replacement with high efficiency**

SEALED BIDS FOR THE PURCHASE OF 40 Ton, high efficiency A/C Unit at the Levy Center, WILL BE RECEIVED AT THE DuPage Township Office 241 Canterbury Ln, Bolingbrook, IL 60440 until **Wednesday, April 30, 2025**

BIDS WILL BE PUBLICLY OPENED ON **Thursday May 1st at 9:00 AM** AND READ ALOUD BY THE DuPage Township Deputy Supervisor or representative, located at 241 Canterbury Ln, Bolingbrook IL 60440.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.dupagetownship.com

THE TENDERING OF A BID TO THE TOWNSHIP SHALL ACT AS ACCEPTANCE OF THE SPECIFICATIONS. THE TOWNSHIP OF DUPAGE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED IN WHOLE OR IN PART.

BY ORDER OF THE TOWNSHIP DEPUTY SUPERVISOR, TERRI RANSOM

**Instructions to Bidders
for the Purchase of and Installation of
a 40 Ton A/C UNIT, high efficiency**

GENERAL SPECIFICATIONS:

Sealed bids are invited for the purchase of 40 Ton A/C UNIT FOR THE LEVY CENTER, DUPAGE TOWNSHIP, 251 CANTERBURY LN BOLINGBROOK, IL 60440.

SEALED BIDS:

Sealed bids will be received at the Township Office, 241 Canterbury, Bolingbrook, IL 60440 4:30PM Wednesday April 30th.2025.

BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.

Sealed bids will be publicly opened and read aloud by the Township Deputy Supervisor or representative at **9:00 A.M., Thursday, May 1st, 2025**, at the DuPage Township Office, 241 Canterbury Ln, Bolingbrook, IL 60440.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED.** All Bid Forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Bids shall be submitted on the forms furnished by the Township of DuPage in a sealed package, **plainly marked** with the bidder's name and address and the notation:

Sealed bid: A/C Unit Levy Center

Bids due: Wednesday, April 30th, 4:30 P.M.

Bids shall be addressed to the DuPage Township Office, 241 Canterbury Ln, Bolingbrook, IL 60440.

Specifications:

Specifications are attached hereto and incorporated herein.

Tax Exemption:

The Township of DuPage is exempt from federal, state and municipal taxes.

Signature of Bids:

The **signature on bid documents shall** be that of an authorized representative of bidder. An officer of or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal.

Each bidder, by making his bid, represents that he has read and understands the bidding documents.

Any bid not containing said signed documents shall be non-conforming and shall be rejected.

Bidding Procedures:

1. All bids must be prepared on the forms provided by the Township of DuPage and submitted in **triplicate, one original and two complete copies, including literature** in accordance with the instructions to bidders. Please put your bid deposit, bid form and prime certification paperwork at the front of your bids.
2. Unless otherwise provided in any supplement to the instructions to bidders, no bidder shall modify, withdraw, or cancel his bid or any part thereof for ninety (90) days after the time designated for the receipt of bids in the advertisement for bids.
3. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases, a written addendum describing the change or correction will be issued by the Township of DuPage to all bidders recorded by the Township of DuPage as having received the bidding documents and will be available for inspection whenever issued. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids
4. Each bidder shall carefully examine all bid documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the Township of DuPage, who will, if necessary, send written addendum to all bidders. The Township of DuPage will not be responsible for any oral instructions. All inquiries shall be directed to dtadministrator@dupagetownship.com, in writing at dtadministrator@dupagetownship.com. After bids are received, the vendor will make no allowance for oversight.

Substitutions:

1. Each bidder represents that their bid is based upon the materials and equipment described in the bidding documents.
2. If any bidder deviates from the contract specifications or provides an alternate product, they must specify brand name, model number, supply literature and specifications **in triplicate** of the product they are bidding on in a letter attached to the bid, as well as the bid form. The Township Supervisor or representative and a representative from the Township Maintenance Dept. whether an article shall be deemed to be equal.
3. Brand names, which may be mentioned in the contract specifications, are used only as a reference to the type and quality of equipment and/or materials desired. However, any deviation from or substitution in a brand name stated in the contract specifications shall be listed as required under paragraph (2) of this section.
4. Bids will be considered on equipment or material complying substantially with specifications provided. Each deviation is stated, and the substitution is described, including technical data when applicable, in a letter attached to the bid. The Township Supervisor or his representative and a representative from the Maintenance Department reserves the right to determine as to whether such substitutions or deviations are within the intent of the specifications and will reasonably meet the service requirements of the using department.

Non-Discrimination:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1, *et. seq.*

Rejection of Bids:

The bidder acknowledges the right of the Township of DuPage to reject any bids not in compliance with the request for bids and the right to reject all bids and the right to waive any non-material irregularities in any bid received. Bidder may bid on either or both types of vests listed on bid form.

Default:

In case of default by the successful vendor, the Township of DuPage may procure the articles or services from other sources and may deduct from the unpaid balance due the successful bidder any of its costs resulting from the default or may collect against the bond or surety for excess costs so paid, and the prices paid by the Township of DuPage shall be considered the prevailing market price at the time such acquisition is made.

No Bids:

Those who wish not to submit a bid for this project please return your bid plainly marked "**no bid**" or send email of same, so your company's name remains active in our files. If you choose not to reply your name will be removed and no future bids will be sent to your company.

Words and figures:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

Prime Contractor Certification:

Included in this bid package is a Prime Contractor Certification form. This form **must** be filled out and returned with your bid package or it will not be accepted.

Tax Exemption:

The Township of DuPage is exempt from Federal, State and Municipal Taxes.

Prices:

Prices shall remain firm for 90 days once bids have been opened and are being evaluated and awarded.

Delivery:

All prices are to be delivered prices. Additional freight charges will not be accepted at the time of invoicing.

Choice of Law and Venue:

Any cause of action related to this bid, or contract related thereto, shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid, or any contract related thereto, shall be in the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the Township of DuPage become the property of the Township of DuPage and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the Township of DuPage receives a request for a document submitted, the Township of DuPage shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that Township of DuPage's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the Township of DuPage all related records maintained by, provided to, or required to be provided to the Township of DuPage during the contract duration are subject to FOIA. In the event the Township of DuPage receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the Township of DuPage shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that Township of DuPage's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the Township of DuPage has contracted to perform a governmental function on behalf of the Township of DuPage, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the Township of DuPage (or any of its officers, agents, employees or officials), the contractor shall provide to the Township of DuPage at no cost and within the time frames of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

Awarding of Bid:

The bidder acknowledges the following: (a) this advertisement for bids may be canceled for good cause when in the best interests of the Township, (b) the Township Board retains the right to reject any and all bids

in whole or in part for good cause when in the best interests of the Township, and (c) the Township Board retains the right to reject any and all bids in whole or in part not in compliance with the advertisement for bids, to waive any non-material informalities or irregularities for any bid received, to accept the lowest responsible, responsive bid after all bids have been examined and evaluated, and to determine not to proceed to contract on any particular bid.

The bid is expected to be approved at the Tuesday May 20th meeting of the Township of DuPage.

SUBMITTAL REQUIREMENTS:

Each of the following Products shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. **Signed** Prime Contractor Certification Form
2. **Signed** and completed Bid Form
3. **Signed** and completed Receipt of Addenda Form

SECTION A: EXECUTIVE SUMMARY

A.1. Background. The Township of DuPage is requesting a proposal for the installation of a 40 Ton high efficiency A/C Unit for the DuPage Township Levy Center located on the lower level and outside of the Levy Center.

SECTION B: CONTACTS

Jackie Traynere
Township Administrator
DuPage Township
241 Canterbury Ln
Bolingbrook, IL 60440
331-757-5057
jtraynere@dupagetownship.com

Bob Martin
Township Maintenance Director
241 Canterbury Ln
Bolingbrook, IL 60440
630-759-1317 x 207
rmartin@dupagetownship.com

SECTION C: SCOPE OF WORK

C.1 Scope of Work

- 1.1 The contractor shall purchase and install a 40 Ton A/C Unit at the Levy Center Located at 251 Canterbury Ln, Bolingbrook, IL 60440
- 1.2 The contractor shall remove and dispose of the old unit.

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____

Name of Bidder

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Representative Name

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

Date Mailed:
Due: 4/30/2025, 4:30 P.M.
Open: 5/1/2025, 9:00 A.M.

BID FORM
DuPage Township
241 Canterbury Ln
Bolingbrook, IL. 60440

Contract for
40 Ton A/C
UNIT

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

Vendor Name _____

Address _____

City _____ State _____ Zip _____

Contact _____ email _____

Phone _____ Fax _____ F.E.I.N. # _____

This Is Not an Order

Agency name and DuPage Township Levy Center
Delivery address: 241 Canterbury Ln, Bolingbrook, IL 60440
For information: Jackie Traynere, Administrator, dtadministrator@dupagetownship.com

Include the mfg. brand name, product no. and detailed description of the product bid.

Qty	Description	Unit price	Extended
1	40 Ton A/C Unit	\$	\$
	Grand Total		\$
	Grand Total in Written Words: _____		

Signed by: _____

Title: _____

DuPage Township reserves the right to accept or reject any bid.

Date Mailed:
Due: 4/30/2025, 4:30 P.M.
Open: 5/1/2025, 9:00 A.M.

RECEIPT OF ADDENDA
DuPage Township
241 Canterbury Ln
Bolingbrook, IL 60440

Contract for
40 Ton A/C
Unit

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

VENDOR NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
CONTACT _____ EMAIL _____
PHONE _____ FAX _____ FEIN # _____

This Is Not an Order

Agency name and	DuPage Township
Delivery address:	241 Canterbury, Ln Bolingbrook, IL 60440
For information:	Jackie Traynere dtadministrator@dupagetownship.com

ADDENDUM RECEIPT:

Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT:

Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT:

Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT:

Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

LATE BIDS CANNOT BE ACCEPTED!

Vendor Return Address:

SEALED BID DOCUMENT

DUE DATE: 4/30/2025

DUE: 4:30 P.M.

DESCRIPTION: 40 Ton A/C Unit

DATED MATERIAL-DELIVER IMMEDIATELY

**DuPage Township
241 Canterbury Ln
Bolingbrook, IL 60440**

**PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO
HELP ENSURE PROPER DELIVERY!**

LATE BIDS CANNOT BE ACCEPTED!