

Request for Quotes

Install Two (2) Ceiling Fans in Fly Loft at Turner Hall, 115 South Bench Street

CONTACT: Janelle Keeffer, Facilities Manager, City of Galena
815-777-1050, jkeeffe@cityofgalena.org

Introduction and General Information

The City of Galena is requesting quotes to install two (2) ceiling fans at Turner Hall to be installed in the stage / fly loft area, 115 South Bench Street.

Scope of Project

The City of Galena is requesting quotes to install two (2) ceiling fans in the stage / fly loft area at Turner Hall:

1. City of Galena to purchase and provide two 48" ceiling fans, Emerson HF948W. These ceiling fans match three existing fans in the hall.
2. Contractor to install two ceiling fans.
3. Fans will attach to the cat walk / gantry using an "L" bracket. Conduit may be needed.
4. Confirm clearance for fan between existing hanging chains that support the curtains.
5. Confirm installation of fans are in compliance with fire code for smoke and fire draw and won't interfere with sprinkler deployment. Install relay for fire safety.
6. Coordinate electrical work and installation with current Alarm Company: Heartland Fire & Safety, Luke McDermott, contact. Project to be inspected by Galena Fire Inspector Brett Temperly.
7. Manual fan controls with a locked box should be on the stage area. No humidistat.
8. Fans will be used to help control air flow and humidity on backwall / stage area.

Completion

Work to be completed and invoiced by April 1, 2019. Project must be scheduled and completed when not obtrusive to renters or activities at the hall. Confirm work dates with Facilities Manager so hall will not be rented during chosen time period.

Current 2019 reservations:

January 24-27 February 14-17 February 28-March 3 March 9 March 14-17
March 20-April 14

Alternates

None defined.

Conditions

1. All work performed under this contract shall be subject to compliance with the Illinois Prevailing Wage Act, including latest revisions and the Illinois Preference Act. Contractors are required to submit certified copies of their payroll.
2. The City of Galena shall be exempt from any liability for costs incurred by unsuccessful bidders in preparation for this proposal.
3. **The City of Galena will receive sealed quotes to complete the proposed work until 10:00 AM on January 15.**
4. The City of Galena will make payment within thirty (30) days after acceptance of the work.
5. Contractors must comply with Drug Free Workplace Act (Source: P.A. 86-1459).
6. The City of Galena reserves the right to reject any or all quotes.
7. Questions concerning the project or arranging a site visit with city staff should be directed to: Janelle Keeffer, Facilities Manager at 815-777-1050 or jkeeffe@cityofgalena.org.

RETURN THIS PAGE TO THE CITY OF GALENA

TABLE OF QUANTITIES					
#	ITEM	UNIT	QUANTITY	UNIT COST \$	AMOUNT \$
1	Install two (2) 48" ceiling fans in Fly Loft area using an "L" bracket to suspend from catwalk / gantry. A relay must be installed for fans to shut off automatically in the event of the fire or sprinkler system being activated. Fan units to be purchased by The City of Galena.	Sum	1		
	TOTAL COST				

All work to be completed in accordance with specifications described in this request for quotes.

The contractor is advised to visit Turner Hall to view the proposed work in order to determine the extent of the listed work items.

Respectfully submitted:

Company

Date

Title

Signature

Address

APPROVED BY CITY OF GALENA

Signature

Date