

**Request for Quotes**  
**for HVAC Update at Hello Galena Artist Annex / Public Restrooms**  
121 North Commerce Street, Galena

Quote Due By: **10:00 AM, Wednesday, October 17, 2017**

### **Instructions & General Information**

The City of Galena is requesting quotes for HVAC work at the Hello Galena Artist Annex, 121 North Commerce Street, Galena, IL 61036 as detailed below and also available at city website: [www.cityofgalena.org](http://www.cityofgalena.org) under Departments/Engineering/Bid Documents.

### **Scope of Project**

The City of Galena is requesting quotes to complete the work detailed below. All work to be in accordance with the latest versions of the International Building Code, Standard General Conditions of the Construction Contract and City Specifications

### **Conditions**

1. All Work performed under this contract shall be subject to compliance with the Illinois Prevailing Wage Act, including the 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 loss incurred by unsuccessful bidders in preparation for this proposal.
3. The City shall receive sealed quotes to complete the proposed work until:  
**10:00 AM, Wednesday, October 17, 2017.**
4. The City of Galena will make payment within thirty (30) days after acceptance of the work. The City of Galena reserves the right to reject any or all quotes.
5. Contractors must comply with Drug Free Workplace Act (Source: P.A. 86-1459).
6. Questions concerning the project or arranging a site visit with City Staff should be directed to: Janelle Keeffer at 815-777-1050 or [jkeeffe@cityofgalena.org](mailto:jkeeffe@cityofgalena.org)
7. **Work to be completed by December 1, 2018.**

### **Specifications**

1. Remove and replace existing furnace and air-conditioning unit.
2. Recommended or equal:
  - York 100,000 BTU 95% Single Stage furnace, ECM blower motor
  - York 5 ton 13.25 seer AC and coil
3. All required duct work.
4. New refrigeration piping.
5. Required electrical, gas, and drain connections.
6. New programmable thermostat with a lock box in vestibule area.
7. Permits to be provided by City.
8. Installation labor at prevailing wage rates.
9. OPTION: Aprilaire model series 600 humidifier or equal.
10. Installation and start up procedure.

**General**

1. Contractor is responsible for providing access to all work areas in accordance with recognized health and safety requirements.
2. Contractor is responsible for all clean-up at the end of the project and will ensure that all excess materials are removed from the site.

**Contractor to complete specified work at following prices and return quote to Janelle Keeffer, Facilities Manager, City of Galena, 101 Green Street, Galena IL 61036:**

TABLE OF QUANTITIES					
#	ITEM	UNIT	QUANTITY	UNIT COST \$	AMOUNT \$
1	Remove and replace HVAC unit as detailed.	Sum	1		
2	Install humidifier as detailed. OPTIONAL.	Sum	1		
	<b>TOTAL</b>				

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

**The contractor is advised to visit the site to view the proposed work to determine the extent and nature of the listed work items. To view the building interior contact Janelle Keeffer at 815-777-1050 or [jkeffer@cityofgalena.org](mailto:jkeffer@cityofgalena.org)**

Respectfully submitted:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address  
APPROVED BY CITY OF GALENA

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date