



**ROCKFORD BOARD OF EDUCATION  
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES  
FOR SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

IFB No.       **16-01 Energy Management Services**

DATE:         **Wednesday, October 14, 2015**

RE:            **ADDENDUM NO. 1**

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To All Bidders:

Attached are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

**A performance bond will be required for this project, please see revised required checklist that is attached to this addendum.**

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Purchasing Process Manager by email at [tamara.pugh@rps205.com](mailto:tamara.pugh@rps205.com).

**Rockford Public Schools**

**ADDENDUM ONE**

**DATE: October 14, 2015**

**RE: IFB No. 16-01 Energy Management Services**

**Pre-Bid Meeting minutes**

Bid Opening 10:30 AM

Read Opening Statement

**Question 1:** How do we price for the 1<sup>st</sup> year since the beginning of the year has already passed.

**Response 1:** Please use the following revised formula for Year 1 **only**. This formula accounts for the days already passed from July 1, 2015 through October 31, 2015. Please see revised Lump Sum Pricing Sheet that includes Year 1 and Year 2 annual pricing.

Hourly Rate (from unit pricing) x 1,008 Hrs. = Year 1 Annual.

**Question 2:** Is the Scope of Work introductory paragraph in reference to HVAC controls or HVAC mechanical equipment and controls?

**Response 2:** The Scope of Work is in reference to HVAC controls unless otherwise noted.

**Question 3:** Is the testing and balancing, referenced in Scope of Work - #3, to be done by a NEBB certified technician?

**Response 3:** Yes, testing is to be completed by a National Environmental Balancing Bureau Certified technician.

**Change:** Scope of Work - #3, please remove letters:

“R. Connect Cable Pro (PC) to controller, upload database.” (‘R’ no longer applies to District equipment)

“Y. Complete any required maintenance checklist, report observations to appropriate customer representative.”

“S. Check communication status of all points.”

“U. Check for any overrides.”

“X. Clean area around equipment.”

“V. Check for alarms.”

(These are duplicates of previous letters.)

**Change:** Scope of Work - #3, revise GG to read: Must be capable of remote monitoring. This does not require the system to be monitored 24/7, it simply requires the 24/7 remote monitoring associability.

**Change:** Scope of Work - #3, revise II to read: Save network configuration to external backup.

**Question 4:** Please clarify Scope of Work - #4.

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**Response 4: Change:** Scope of Work - #4, revise to read: The successful bidder will provide all necessary services to maintain operations by upgrading software and hardware as determined necessary by the district. The building control systems will be continually evaluated for upgrade and quality improvement requirements. Panels, subpanels, controllers, network systems, software and hardware should be upgraded and adapted so that the District systems are a standardized LON and N-Light compliant system capable of centralized control and monitored from a web based network application.

A. Include field verification of existing conditions and systems in.

B. Evaluate existing Energy Management as required to troubleshoot HVAC, Lighting and Energy Management problems.

**Question 5:** As referenced in Scope of Work - #8 – P – A, should the successful bidder be attending Johnson Controls Training?

**Response 5:** No. **Change:** Scope of Work - #8 – P, remove A.

**Question 6:** As referenced in Requirements & Deliverables - #1, should the successful bidder have knowledge and experience writing software control strategies for BACnet, N2 Open, DSC, C500, Metasys when in all likelihood that equipment within the District will likely be replaced once it fails.

**Response 6:** Yes, until these systems are no longer in the District, the successful bidder should be able to interact with them as we require energy management services at all buildings and the successful bidder may have to interact with them. Please add Distech and Vykon to the list.

**Change:** Requirements & Deliverables - #2, revise to read: One (1) full-time on-site Energy Management Systems Technician capable of troubleshooting, servicing, replacing and installing new systems, and all related sensors, devices, wiring, controllers, software and hardware. Must be able to effectively and efficiently operate and monitor front-end systems and software applications.

**Change:** Requirements & Deliverables - #20, revise to read: Provide a uniform District-wide open source, Lon compliant temperature control system integrated into Tridium Niagara.

**Change:** Requirements & Deliverables - #21, revise to read: Develop existing lighting management controls system, Lon compliant, integrated into Tridium Niagara.

**Change:** Requirements & Deliverables - #23, revise to read: Improved comfort levels.

**Change:** Requirements & Deliverables - #31, add “c. COO”

**Change:** Bid Submittal Requirements - #7, Remove “B. Work on JCI Controls.” Revise D to read, “D. Tridium Niagara AX Server Experience.”

**Change:** Question - Do you have 8 years’ experience with BACnet. DSC, ADX server, NCU, NAE, S2 Migration, N2 open etc. **to read** do you have 8 years’ experience with BACnet. DSC, Tridium Niagara, NCU, NAE, S2 Migration, N2 open etc.

**Question 7:** Please clarify what costs should be accounted for on the unit pricing sheet.

**Response 7:** The hourly rate shall include full compensation for labor, tools, equipment, travel time and any other cost including overhead and profit to the Contractor/s. The hourly rate shall not include material.

**Change:** Attachment 2, West View and Whitehead have changed from Local controls to Vykon Jace.

**Performance Bond**

The successful Offeror shall, at the time of entering into a contract, furnish a performance bond in the amount equal to one-year contract cost. This will be done annually. This bond is security for the faithful performance of the contract and for the payment of all persons performing labor and furnishing materials and equipment in connection therewith. This bond shall be provided by a company currently authorized to transact business in the State of Illinois. No offshore bonding companies will be accepted.

Completed Reading Bid 16-01

Pre Bid Closed @ 11:41 PM

## Attachment 2 Supervisory Controls

<b>Buildings</b>	<b>Quantity of Supervisory Controls</b>	<b>JACE</b>	<b>NAE</b>	<b>NCE</b>	<b>NCM</b>	<b>DSC</b>	<b>IBEX</b>	<b>256M</b>
<b>Administration</b>	Vykon JACE - Andover 256M	4						1
<b>Auburn</b>	Vykon JACE - TAC JACE – Johnson Controls DSC	3				1		
<b>Barbour</b>	Vykon JACE - Alerton IBEX	1					1	
<b>Beyer</b>	Vykon JACE	1						
<b>Bloom</b>	Vykon JACE	1						
<b>Brookview</b>	Vykon JACE	1						
<b>Carlson</b>	Johnson Controls FX JACE	1						
<b>Cherry Valley</b>	Local							
<b>Conklin</b>	Distech JACE	1						
<b>Dennis</b>	Johnson Controls DSC					1		
<b>East</b>	Distech JACE - Johnson Controls NAE	1	1					
<b>Eisenhower</b>	Johnson Controls NAE		1					
<b>Ellis</b>	Vykon JACE - Alerton IBEX	1					1	
<b>Fairview</b>	Vykon JACE	1						
<b>Flinn</b>	Distech JACE	1						
<b>Froberg</b>	Distech JACE	1						
<b>Gregory</b>	Vykon JACE	1						
<b>Guilford</b>	Vykon JACEs - Johnson Controls DSCs	3				2		
<b>Haskell</b>	Johnson Controls NAE		1					
<b>Hillman</b>	Vykon JACE	1						

<b>Jefferson</b>	Vykon JACE - Johnson Controls NAE - Johnson Controls DSCs	1	1			5		
<b>Johnson</b>	Distech JACE	1						
<b>Kennedy</b>	Vykon JACE - Johnson Controls NAE - Johnson Controls DSC	1	1			3		
<b>King</b>	Vykon JACE	1						
<b>Kishwaukee</b>	Johnson Controls NAE		1					
<b>Lathrop</b>	Distech JACE	1						
<b>Lewis Lemon</b>	Vykon JACE	1						
<b>Lincoln</b>	Vykon JACE	1						
<b>Marsh</b>	Vykon JACE - Johnson Controls NAE	1	1					
<b>Marshall</b>	Vykon JACE	1						
<b>McIntosh</b>	Distech JACE	1						
<b>Montessori</b>	Vykon JACE - Johnson Controls NCE	1		1				
<b>Muhl Center</b>	Johnson Controls NAE		1					
<b>Nashold</b>	Johnson Controls NAE		1					
<b>Nelson</b>	Johnson Controls NAE		1					
<b>New Milford</b>	Vykon JACE	1						
<b>Page Park</b>	Vykon JACE - Johnson Controls NCE	1		1				
<b>RESA</b>	Vykon JACEs	2						
<b>Riverdahl</b>	Johnson Controls FX JACE	1						
<b>Rolling Green</b>	Vykon JACE	1						
<b>Roosevelt</b>	Johnson Controls NAE		1					
<b>Spring Creek</b>	Distech JACE	1						
<b>Summerdale</b>	Johnson Controls NAE		1					
<b>Thompson</b>	Vykon JACE	1						
<b>Transportation</b>	Distech JACE - Johnson Controls NAE	1	1					
<b>Walker</b>	Vykon JACE	1						

<b>Washington</b>	Vykon JACE	1						
<b>Welsh</b>	Johnson Controls NAE		1					
<b>West</b>	Vykon JACE - Johnson Controls NCM	1			1			
<b>West View</b>	Vykon JACE	1						
<b>White Swan</b>	Johnson Controls NAE		1					
<b>Whitehead</b>	Vykon JACE	1						
	TOTALS	48	15	2	1	12	2	1

## 2. Technical Services

- A. Building Automation System (BAS) Mechanical (See Attachments)
- B. Data light and HVAC controller programing

## 3. Energy Management System Composition & Administration

The successful bidder will provide planning, layout, composition, specifications, cost analysis, installation, testing and balancing for: improvements, upgrades, energy efficient programming, new installations of the energy management system in the District buildings as well as grant and rebate programs. Approvals for changes, installs, upgrades need to be pre-approved by the Facilities Maintenance Manager and Director of Facilities.

- A. Program manual points into the software
- B. Provide a comprehensive scope of services for Schematic Creation, Systems Administration & Composition, Installation (HVAC & Lighting controls), Testing and Program Verification.
- C. Prepare all documents using CAD and in an electronic exchange format acceptable to Rockford Public School District.
- D. Write control strategies to improve operations and efficiencies.
- E. Complete layouts, drawings, specifications for any work performed in accordance with, at a minimum:
  - a. Current Rockford Public School District Energy Management System/ASHRE Standards/Low & High Voltage electrical layout standards.
  - b. All applicable Regional Office, State, City, building, life safety, energy codes.
- F. Layout new control sequences for new installations, upgrades, changes.
- G. Draw graphics to improve interface and monitoring functions.
- H. Document software, hardware networks, control strategies, programs
- I. Update and download new software versions
- J. Check with appropriate customer respective for operational deficiencies.
- K. Check communication status of all points
- L. Check for any overrides.
- M. Check for alarms.
- N. Clean area around equipment
- O. Complete any required maintenance checklist, report observations to appropriate customer representative.
- P. Complete Work Requests through district Work Order system.
- Q. Check with appropriate customer representative for operational deficiencies.
- R. Check software offset for AO Points.
- S. Tighten electrical connections.
- T. Check available hard disk space and record.
- V. Delete unnecessary files.
- W. Archive files to diskette and clear from disk.
- X. Update HVAC files in their proper directories.
- Y. Save database.
- Z. Clean computer processing unit, monitor, keyboard, printers, mouse.
- AA. Update job information files on operator work station.
- BB. **Must be capable of remote monitoring 24/7.**
- CC. Maintain each schools day to day schedules
- DD. **Save network configuration to External Backup.**



EE. Session read and save graphic program language.

FF. Back up entire drive.

GG. Provide weekly report of activities to COO, Facilities Maintenance Manager and Director of Facilities.

#### **4. Replacement**

The successful bidder will provide all necessary services to maintain operations by upgrading software and hardware as determined necessary by the district. The building control systems will be continually evaluated for upgrade and quality improvement requirements. Panels, subpanels, controllers, network systems, software and hardware should be upgraded and adapted so that the District systems are a standardized LON and N-Light compliant system capable of centralized control and monitored from a web based network application.

A. Include field verification of existing conditions and systems in.

B. Evaluate existing Energy Management as required to troubleshoot HVAC, Lighting and Energy Management problems.

#### **5. Preventative Maintenance**

The successful bidder will provide all necessary labor, supervision, and subcontracted services that will allow the successful bidder to perform regular, scheduled preventive and predictive maintenance tasks, utilizing equipment history, operating hours, and OEM requirements and procedures on a day to day basis. Minimum guidelines are provided in this document.

#### **6. Service**

The successful bidder will provide comprehensive routine maintenance to protect against most mechanical failures. Any failures that are covered within the scope of this agreement must be repaired without delay. The covered equipment must be returned to operational duty as quickly as good repair maintenance dictates. If so directed, and/or if the equipment is of critical nature, around the clock service must be provided to return a failed piece of equipment to operating condition.

#### **7. Programming**

The successful bidder will utilize software already owned by the district and software acquired from new construction contracts to alter programming of HVAC controllers, both before and after installation, to ensure they operate in a manner that aligns with district standards. Additionally, the successful bidder will be programming/installing gateway and bridge devices facilitating the implementation of new lighting energy management protocols which should ultimately be controlled via a web based application.

A. Program HVAC & Lighting energy management controls

B. Install HVAC & Lighting energy management controls

C. Connect devices back to central web based remote monitoring program

D. Check for any overrides

E. Check for any alarms

F. Clean area around equipment

#### **8. Duties**

A. Provides supervision, assigns work, and reviews performance of contracted staff.

B. Supervises work performed by outside vendors.

C. In conjunction with Rockford Public School District develops an annual operations budget for Energy Management Systems.

D. Reviews equipment operations and makes recommendations for improvements and replacements.

E. Monitors the Rockford Public School District energy consumption and makes recommendations for reduction.

F. Reviews major HVAC & lighting construction projects and make recommendations for changes and improvements.

- G. Coordinates with Facilities Management, RPS staff and contract management company as required to advise on the best equipment for the district as well as any troubleshooting issues.
- H. Enters work orders for Rockford Public School District HVAC/electrical staff to perform.
- I. Provides Maintenance Manager with necessary information to enter requisitions for necessary HVAC supplies.
- J. Reviews with Maintenance Manager the vendors of chemicals, supplies, filters mechanical parts and mechanical vendors.
- K. Works with outside vendors scheduling and supplying equipment for power emergencies and shut downs.
- L. Provides training in operations of web based control system.
- M. Keeps updated on industry trends, equipment, energy and maintenance of equipment.
- N. Annually provides a written report on department equipment and personnel.
- O. Available 24/7 for emergencies.
- P. Attends a minimum of five training sessions each year in the following categories:
  - a. Safety
  - b. Fire alarm and fire safety
  - c. HVAC Equipment
  - d. HVAC Trade Shows
  - e. In house training
  - f. Electrical systems and industry co-generation systems.
  - g. LEED/ Green Buildings
  - h. Data lighting

#### **REQUIREMENTS & DELIVERABLES**

1. One (1) full-time on-site Energy Management Systems Administrator capable of composing control strategies. Must have knowledge and experience writing software control strategies, BACnet, N2 Open, DSC, C500, Metasys, Distech, Vykron, etc. The successful bidder must be able to monitor front end systems, work with District IT staff on network administration, knowledge of TCP/IP, Lonworks, BACnet, routers, switches, etc.
2. One (1) full-time on-site Energy Management Systems Technician capable of troubleshooting, servicing, replacing and installing new systems, and all related sensors, devices, wiring, controllers, software and hardware. Must be able to effectively and efficiently operate and monitor front-end systems and software applications.
3. One (1) full-time on-site Systems Programming Technician capable of utilizing software to program HVAC & lighting controllers, bridges, gateways and associated devices as well as installing said control implements. The successful bidder must have experience loading programs into controllers and providing operational testing of programs. In the event the district requires the programming and installation of individual room controls (as opposed to the more broad intentions of this document) and the district is unable to furnish the required labor commitment to do so, the district reserves the right to have the successful bidder program and install such devices.
4. Replacement parts: Vendor provides labor to trouble shoot and install at no charge. Provide parts to Rockford Public School District through District approved for best discount pricing.
5. Necessary troubleshooting service calls required when equipment problems develop, at no charge.
6. Work is to be performed Monday through Friday 6:00am – 2:30pm (recommended)
7. All work to be documented with Rockford Public School District's CMMS.

18. Upon request the contractor will provide free of charge formal/informal training to the Rockford Public School District in an effort to provide a working understanding of the operation and diagnostic procedures necessary to keep the equipment operating in the most beneficial manner.
19. Reduced energy costs by system run-time modification as well as reducing operating and utilities costs.
20. Provide a uniform District-wide open source, Lon compliant temperature control system Integrated into Tridium Niagara.
21. Develop existing lighting management controls system, Lon compliant, integrated into Tridium Niagara.
22. Consolidation of District building control system by means of networking through Tridium Niagara.
23. Improved comfort levels.
24. Improved flexibility, programming, operations, and monitoring.
25. Improved decision-making by training Rockford Public School District Staff, Operators and Technicians.
26. Coordinate with Facilities Management and other RPS staff as required to troubleshoot HAVC, Lighting and Energy Management problems as well as making recommendations for future construction.
27. Depth of experience and proven track record.
28. Hours of the work - 40 hours per week. Preferred 6:00 AM till 2:30PM.
29. A substitute should be provided for a full day to fill in for vacation, illness time off, and other.
30. Rockford Public School District is closed for Fourteen Holidays. (New Year's Day, Martian Luther King Day, Good Friday, Columbus Day, Casmir Pulaski's Birthday, Presidents' Day, Veteran's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, 1/2Christmas Eve, Christmas Day, 1/2New Year's Eve.)
31. Reports to the following school district representatives:
  - a. Facilities Maintenance Manager
  - b. Director of Facilities
  - c. COO
32. Annual reviews are performed in conjunction with Rockford Public School District and vendor.

**Note: ROCKFORD PUBLIC SCHOOL DISTRICT Niagara system is a web based system. Access to system will be available remotely over the internet.**

#### **ADDITIONAL SERVICES**

Adjustments to the scope described above may be necessary if additional project information and/or specifications related to any new construction projects may occur. No additional services will be provided without approval.

6. How will the company handle 24/7 response? Explain the caliber of staff to meet all the needs.
7. Energy Management Systems Administrator & Technician – What type of Training does you Administration/Technical staff have:
  - A. JCI Software?
  - B. Adding Points/Deleting Points?
  - C. Tridium Niagara AX Server Experience?
  - D. 24/7 Response?
  - E. Programing controllers for boilers, HVAC units and lighting implements.
8. What type of training does your technical staff have on:
  - A. Energy Management Systems
  - B. Chiller: Trane, York, and others
  - C. Boiler: Kewanee, and others
  - D. Lighting Management Systems: Acuity N-Light and others
  - E. Boiler & HVAC Controllers: Johnson, Alpha, Honeywell and others
9. Service Team Overview
  - A. Include resumes & detail Service Team that will be providing services to Rockford Public School District.
  - B. Provide name & resume of Dedicated Service Sales Representative who will oversee the continuity of the contract between Rockford Public School District and service provider.
  - C. Provide copy of the Refrigerant Management Plan/Program.
  - D. Provide copy of Corporate Safety Plan.
  - E. Confirm if software program allows “granting permission” for Rockford Public School District to have Internet access directly into the Service Software Program.
  - F. Submit examples of the Customer Value Reports that will be provided to Rockford Public School District on a quarterly and annual basis. Includes pm services, service calls, resolutions, etc.



**COMPANY NAME:** \_\_\_\_\_

**LUMP SUM PRICING**

Instructions: In each block, insert the rate for the designated position as calculated by the following equation for:  
 Year 1: Hourly rate (from unit pricing) x 1,008 Hrs=Annual. Note: 1,008 Hrs is derived from the remaining days from FY16. (Nov. 1, 15 – June 30, 15)  
 Year 2: Hourly rate (from unit pricing) x 1,968 Hrs=Annual. Note: 1,968 Hrs is derived from a District standard 246 working days.

<b><u>E.M.S Technician Annual Rate</u></b>	<b><u>E.M.S Administrator Annual Rate</u></b>	<b><u>Programming Technician Annual Rate</u></b>
\$ _____ /yr. (Year 1)	\$ _____ /yr. (Year 1)	\$ _____ /yr. (Year 1)
\$ _____ /yr. (Year 2)	\$ _____ /yr. (Year 2)	\$ _____ /yr. (Year 2)

Upcharge Percentage on Parts \_\_\_\_\_ %

Do you have 24 Hour Service? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have minimum 10 years experienced web based energy management control systems? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have minimum 10 years experience managing a staff of HVA mechanics? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have minimum 10 years experience in the operations of: chillers, boilers, and AHU Systems? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have minimum 10 years HVAC construction management? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have minimum 10 years experience in low voltage electrical? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have 8 years experience with energy management software? Yes \_\_\_\_\_ No \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

Do you have 8 years network administration experience and knowledge? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have 8 years experience with BACnet, DSC, Tridium Niagara, NCU, NAE, S2 Migration, N2 open etc. Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have 5 years experience installing devices, loading controller programs? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have 5 years experience with Johnson Controls, Alpha, Honeywell controllers? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have 5 years experience with data lights (preferably N-Lights)? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have 5 years experience with HVAC programming software (Johnson, Alpha, Honeywell, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

MSCA GreenStar Certification or equivalent? Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES:**

Offeror to provide three references of similar type work that would qualify your firm for this project

\_\_\_\_\_  
**Company Name/Address/Phone Number** **Contact Person**

\_\_\_\_\_  
**Company Name/Address/Phone Number** **Contact Person**

\_\_\_\_\_  
**Company Name/Address/Phone Number** **Contact Person**

**ROCKFORD PUBLIC SCHOOLS  
REQUIRED BID FORMS CHECK LIST  
Bid/RFP/RFQ No.: 16-01 Energy Management Services**

**Listed below are the REQUIRED forms all bidders are REQUIRED to submit with sealed bids on or before the bid due date and time. Failure to submit ALL required forms may result in bidder being deemed non-responsive.**

Required Forms	Yes	Comments
Bid Offer Form	<input type="checkbox"/>	
Bid Rigging Certification	<input type="checkbox"/>	
Minority and Women Owned Business Concern Representation	<input type="checkbox"/>	
Certificate Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion	<input type="checkbox"/>	
Certificate Regarding Lobbying	<input type="checkbox"/>	
OFAC Compliance	<input type="checkbox"/>	
Vendor Conflict of Interest Disclosure Form	<input type="checkbox"/>	
Certified Cleared Employee List	<input type="checkbox"/>	Complete, sign, and notarize the form. If you are uncertain of which employees will be working on the project, note this information on the form that the employee information will be forthcoming BEFORE you start on the project, if awarded the contract.
Provide the history of the firm that includes years in business, size, number of specialized staff, knowledge of fire alarm and fire suppression systems, and scope of services customarily provided to clients	<input type="checkbox"/>	
Overall organization chart graphically depicting the key staff and their duties and/or areas of expertise including training and experience levels	<input type="checkbox"/>	
Resumes of service team and sales representatives that will be providing services to the District	<input type="checkbox"/>	
Provide copy of corporate safety plan	<input type="checkbox"/>	
Provide Refrigerant Management Plan/Program	<input type="checkbox"/>	
Provide example of customer service value report	<input type="checkbox"/>	



Form W-9 Department of the Treasury Internal Revenue Service	<input type="checkbox"/>	
Certificate of Liability Insurance	<input type="checkbox"/>	Document must be submitted prior to starting work, if awarded the contract. Failure to submit forms below may result in project start delay.
Performance Bond (100% of contract)	<input type="checkbox"/>	

**COMPANY NAME:** \_\_\_\_\_

**BID OFFER FORM**  
**IFB No. 16-01 Energy Management Services**

Offeror agrees to provide the following products for the Rockford Public School District. The prices submitted on the solicitation for the base contract year will remain firm through June 30, 2016. Bidders may request an annual price adjustment, in writing no less than 60 days prior to the renewal date. Price adjustments will be made in accordance with lesser of three percent or the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items.

**PRICING**

Additional hours, either regular or overtime, must be approved in writing by the Facilities Maintenance Manager or the Director of Facilities. Hours may be added or reduced at the sole discretion of the Rockford Public School District. The District reserves the right to alter staffing levels after each year based on the needs of the District.

**BASE BID: LUMP SUM PRICING**

Instructions: In each block, insert the rate for the designated position as calculated by the following equation: Year 1: Hourly rate (from unit pricing) x 1,008 Hrs = Annual. Note: 1,008 Hrs is derived from the remaining days from FY16. (Nov. 1, 2015 - June 30, 2016.) Year 2: Hourly rate (from unit pricing) x 1,968 Hrs. = Annual. Note: 1,968 Hrs. os derived from a District standard 246 working days.

<b><u>E.M.S Technician Annual Rate</u></b>	<b><u>E.M.S Administrator Annual Rate</u></b>	<b><u>Programming Technician Annual Rate</u></b>
\$_____/yr.	\$_____/yr.	\$_____/yr.

**COMPANY NAME:** \_\_\_\_\_

**UNIT PRICING**

Instructions: In each block, insert the hourly rate for the designated position and type of time (standard or overtime).

<u>E.M.S Technician Hourly Rate</u>	<u>Overtime E.M.S Technician</u>	<u>E.M.S Administrator Hourly Rate</u>	<u>Overtime E.M.S Adminstrator</u>	<u>Programming Technician Hourly Rate</u>	<u>Overtime Programming Technician</u>
\$ _____/hr.	\$ _____/hr.	\$ _____/hr.	\$ _____/hr.	\$ _____/hr.	\$ _____/hr.

Upcharge Percentage on Parts \_\_\_\_\_%

Do you have 24 Hour Service? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have minimum 10 years experienced web based energy management control systems? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have minimum 10 years experience managing a staff of HVA mechanics? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have minimum 10 years experience in the operations of: chillers, boilers, and AHU Systems? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have minimum 10 years HVAC construction management? Yes \_\_\_\_\_ No \_\_\_\_\_

**COMPANY NAME:**

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Do you have minimum 10 years experience in low voltage electrical? Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have 8 years experience with energy management software? Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have 8 years network administration experience and knowledge? Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have 8 years experience with BACnet, DSC, Tridium Niagara, NCU, NAE, S2 Migration, N2 open etc. Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have 5 years experience installing devices, loading controller programs? Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have 5 years experience with Johnson Controls, Alpha, Honeywell controllers? Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have 5 years experience with data lights (preferably N-Lights)? Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have 5 years experience with HVAC programming software (Johnson, Alpha, Honeywell, etc.)? Yes\_\_\_\_\_ No\_\_\_\_\_

MSCA GreenStar Certification or equivalent? Yes\_\_\_\_\_ No\_\_\_\_\_

**COMPANY NAME:**

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**REFERENCES:**

Offeror to provide three references of similar type work that would qualify your firm for this project

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<b>Company Name/Address/Phone Number</b>	<b>Contact Person</b>
<b>Company Name/Address/Phone Number</b>	<b>Contact Person</b>
<b>Company Name/Address/Phone Number</b>	<b>Contact Person</b>

**BID SUBMITTED BY:**

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<b>Company</b>	<b>Signature of Company Officer (required)</b>
<b>Address</b>	<b>Typed Name &amp; Title</b>
<b>City, State &amp; Zip Code</b>	<b>Date</b>
<b>Phone No.</b>	<b>Fax No.</b>
<b>E-mail</b>	<b>FEIN</b>



PRE-BID MEETING SIGN-IN SHEET

IFB # 16-01 Energy Management Services

Thursday, October 08, 2015 10:30 am (CDST)

Printed Name	Company Name	Company Address	Telephone	E-mail
1 Jim Olson	Johnson Controls Inc	7316 Angus Dr. Rockford, IL	815-742-8478	James.Olson@jci.com
2 D LOOFBOURNE	MECH INC		815-238-5272	DLOOFBOURNE@MECHINC.COM
3 Jeff McCoy	MECH INC.	2279 Route 20 East Freeport, IL	815-238-3960	jmcroy@mechinc.com
4 Tom Burke	Mech Inc		815-990-0064	TBurke@mechinc.com
5 Beate Kruppendorf	Mech Inc		815-990-1454	bkruppendorf@mechinc.com
6				
7 Wilson (S) Jones	RPS		815-298-4587	
8		FAD		