

VILLAGE OF OAK PARK
REQUEST FOR BIDS

BID NO: 22-136
PROJECT NAME: 2023 Air Filter Supply
DATE ISSUED: 11/23/2022

The Village of Oak Park will receive bids for air filter products listed on the Bid Form on the following page of this Request for Bids. If your company is interested in providing air filters to the Village of Oak Park in 2023 and subsequent years, please complete the Bid Form and return it to the Village of Oak Park Public Works Department via e-mail: vics@oak-park.us; or via US Mail to the Public Works Center located at 201 South Blvd., Oak Park, IL 60302. All prices listed shall be valid from 1/1/2023 through 12/31/2023. **Bids will be accepted until 2:00 p.m. local time, Friday, December 16th, 2022.**

Bidders must submit their bid on the form included in this Request for Bids.

Upon formal award to the successful Bidder, a Purchase Order will be issued to secure purchases throughout 2023 and the Bidder will enter into a Purchase Price Agreement with the Village of Oak Park. Supplier must be registered with the Illinois Secretary of State and be licensed to do business in the State of Illinois.

Agreement Renewal and Price Adjustment

The Village shall have the right to renew the Agreement for two (2) additional one (1) year terms with all terms and conditions, other than price, remaining the same. The Village will allow the Bidder to increase or decrease the contract price for each annual renewal.

Upon written request from the Bidder, on or before October 20 of each year of the Agreement, the cost of the services provided under the Agreement may be adjusted as follows:

The contractor shall submit a request for adjustment to the Village based upon the average of the published monthly Index (as defined below) for the period October through September for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Chicago Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago-Naperville-Elgin, IL-IN-WI (all items, 1982-84 = 100).

Notwithstanding anything contained in this Request for Bids to the contrary, an annual adjustment shall not be greater than five percent (5.0%) of the previous year's cost for services provided under this Agreement in any year.

Any applicable adjustment shall take effect on January 1st.

The Village of Oak Park as a municipality pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore these taxes should be excluded from quotations.

The bid will be awarded in whole or in part to the responsible Bidder or Bidders whose bids, conforming to the request for bids, will be most advantageous to the Village; price and other factors considered.

The Board of Trustees reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any bid. Additional information is available at the Public Works Service Center 2nd floor office, Village of Oak Park, Illinois 60302, telephone (708) 358-5700, attention Vic Sabaliauskas, Building Maintenance Superintendent.

BID FORM

Village of Oak Park Public Works Dept. Air Filter Supply Request for Bid

Bid Issue Date: 11/23/2022. Bid Due Date: Friday, December 16th, 2022 2:00 p.m.

The Village of Oak Park is seeking 2023 prices for the air filters listed below. If your company is interested in providing these supplies to the Village of Oak Park in 2023 please complete this Bid Form and return to the Village of Oak Park Public Works Department via e-mail: vics@oak-park.us; or via US Mail to the Public Works Center located at 201 South Blvd., Oak Park, IL 60302. All prices listed shall be valid from 1/1/2023 through 12/31/2023. Bids are due by 2:00 p.m., Friday, December 16th, 2022.

Please provide the following information:

Company Name:

Company Address (city, state, zip):

Company Contact Name (print):

Contact's E-mail address:

Company Contact Name (signature):

Company Phone #:

M/W/DBE Status (Circle One): MBE WBE DBE

Filter Description	Price per Case	Vendor's Quantity per Case	# of Filters per AHU
Village Hall - 123 Madison St.			
S-1 AHU			
24 x 24 x 2 pleated MERV 8	\$ -		25
24 x 24 x 4 pleated MERV 8	\$ -		25
S-2 AHU			
24 x 24 x 2 pleated MERV 8	\$ -		6
24 x 24 x 4 pleated MERV 8	\$ -		6
16 X 24 X 2 pleated MERV 8	\$ -		3
16 X 24 X 4 pleated MERV 8	\$ -		3
S-4 AHU			
16 X 20 X 2 pleated MERV 8	\$ -		2

Village of Oak Park BID FORM Continued			
Public Works Center - 201 South Blvd.			
AHU-1			
24 x 24 x 2 pleated MERV 8	\$ -		6
12 X 24 X 2 pleated MERV 8	\$ -		2
ERU-1			
24 x 24 x 2 pleated MERV 8	\$ -		66
AHU-2			
24 x 24 x 2 pleated MERV 8	\$ -		2
12 X 24 X 2 pleated MERV 8	\$ -		1
ERU-2			
24 x 24 x 2 pleated MERV 8	\$ -		66
Wall-mounted Units			
9 x 21 x 1	\$ -		4
9 x 44 x 1	\$ -		2
Fire Station #1			
20 X 22 X 1 pleated MERV 8	\$ -		3
20 X 25 X 2 pleated MERV 8	\$ -		4
Fire Station #2			
20 X 20 X 1 pleated MERV 8	\$ -		1
Fire Station #3			
16 X 25 X 2 pleated MERV 8	\$ -		2
20 X 30 X 1 pleated MERV 8	\$ -		3
TOTAL COST (not including delivery):	\$ -		
Total delivery charge for each order:	\$ -		
Additional Information:			
All filters shall be at least MERV 8 (specify if MERV 13)			
All filters shall be delivered to the Village of Oak Park Public Works Center located at 201 South Blvd., Oak Park, IL 60302.			
List any/all other charges, fees, costs, etc. for each delivery (if applicable).			
Quantities listed represent # of filters needed for one full change out for each air handling unit by building. The Village plans for one full change out six times annually.			