



**ILLINOIS CENTRAL COLLEGE**  
Purchasing Department Room L120A  
1 College Drive  
East Peoria, Illinois 61635-0001  
(309) 694-5438

## INVITATION TO BID

BIDDER'S QUOTATION REFERENCE: **LA 2<sup>nd</sup> Floor Enrollment HVAC Renovations**

BID OPENING DATE: TUESDAY, MAY 5, 2026 AT 11:30 AM CST in CC102

## INSTRUCTIONS TO BIDDER

### 1. General

The Board of Trustees of Illinois Central College invites you to submit a bid for **LA 2<sup>nd</sup> Floor Enrollment HVAC Renovations**. Bid proposals will be due and read aloud on Tuesday, May 5, 2026 at 11:30 PM CST in CC 102 on the East Peoria Campus. There will be a mandatory pre-bid meeting prior to the bid opening. See section 10.

### 2. Submitting your Bid

Bids can be submitted one of two ways:

1.) **Via e-mailing;** [purchasing@icc.edu](mailto:purchasing@icc.edu). E-mail subject line: "**LA 2<sup>nd</sup> Floor Enrollment HVAC Renovations**" High importance. A receipt confirmation will be returned.

2.) **Via BidNet;** <https://www.bidnetdirect.com/illinois/illinoiscentralcollege>

Unsigned or late bids will not be considered. Compliance with the above conditions will be at the sole discretion of the Purchasing Department, Illinois Central College.

### 3. Specifications

These specifications as prepared by Illinois Central College are attached and complete.

### 4. Public Information

All materials submitted by bidder(s) will be made available for public inspection upon request. This information will be available for public inspection during normal business hours at the Purchasing Department, Illinois Central College, East Peoria, Illinois. Every bidder is hereby warned that no part of his proposal or any other material submitted may be marked as confidential information, and that any material so designated by the bidder will be made public information by its inclusion in this proposal.

## 5. Clarification of Bids

Illinois Central College reserves the right to obtain clarification of any point in a firm's bid or to obtain additional information. Failure of a bidder to respond to such a request for additional information or clarification could result in rejection of the bidder's proposal.

## 6. Errors and Omissions

All documents must be completed as requested by the College. No claim for errors or omissions in the bidding will be considered. Should a bidder find during examination of specifications or other contract documents, discrepancies, omissions, ambiguities or conflict among contract documents or be in doubt as to their meaning, it is the responsibility of the bidder to notify the Purchasing Coordinator who will issue the necessary clarifications to all prospective bidders by means of addenda.

If an error in pricing is found, the bidder will be released from obligation if: 1) such error is realized prior to recommendation for award to the College Board of Trustees and 2) the bidder requests in writing to withdraw his price which resulted in the error, prior to recommendation for award to the College Board of Trustees. Any bidder submitting a request to withdraw a price after recommendations have been made to the College Board of Trustees will be advised that withdrawal at this point would be cause for and result in disqualification of entire bid document. All inquiries concerning the above should be addressed to the Purchasing Coordinator.

## 7. Drug Free Workplace Act

To the extent that the contract is subject to the Illinois Drug Free Workplace Act (30 ILCS 580/1 et seq.), Contractor or Supplier certifies and agrees that Contractor or Supplier will provide a drug free workplace by complying with the terms of said Act, including, but not necessarily limited to, Section 3 of said Act (30 ILCS 580/3).

## 8. Sex Offender Registration Requirement Notification

The successful bidder must comply with Illinois Compiled Statutes (730 ILCS 150/3.) This requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in room 103A, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

## 9. Illinois Human Rights Act

The successful bidder must comply with the Illinois Human Rights Act (775 ILCS 5/2-105.) The Act requires that every party to a public contract and every eligible bidder have written sexual harassment policies as described in this Act. By signing the bid form, the bidder certifies compliance to the conditions of this Act.

## 10. Mandatory Pre-Bid Meeting/Walk-through

**There shall be a mandatory pre-bid meeting to discuss the scope of the work. Please record your visit on the sign-in sheet provided at the meeting. The meeting and walk-through will begin in the Library Administration Building (Room L120) on the East Peoria Campus at 9:30 AM on Wednesday, April 22, 2026.**

#### 11. Firm Prices

All prices are to include freight and/or other expenses. Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of bid opening unless otherwise agreed to by Illinois Central College. All prices will include transportation and shipping to the locations as indicated.

#### 12. Award

The award of the contract, if it's awarded, will be to the lowest responsible bidder who complies with all of the prescribed requirements. The College expects to award this contract to the successful bidder at the monthly Board of Trustees meeting on May 21, 2026. The successful bidder will receive correspondence via e-mail regarding award following the Board of Trustees meeting.

#### 13. Payment

Payment will be made in accordance with the policies and procedures of the Illinois Community College Act and the Board of Trustees of Illinois Central College. Payment will be made in approximately forty-five (45) days following delivery and acceptance of merchandise by the College.

#### 14. Bid Proposal Form

Bid Proposal Form is included in the contract documents. Bid Proposal Forms must be typed to ensure legibility. The bid price of each item on the form must be stated in words and numerals; in case of a conflict, words will take precedence.

Bids by corporations must be executed in the corporate name by the president or a Vice-President (or other corporate officer) accompanied by evidence of authority to sign and the corporate seal shall be affixed and attested by the incorporation shall be shown below the signature.

Bids by partnerships must be executed in the partnership name and signed by a partner, title must appear under the signature and the official address of the partnership must be shown below the signature.

All bids must be signed. Unsigned bids will not be considered. All names must be typed or printed below the signature to ensure legibility.

#### 15. Changes, Alterations and Erasures

All changes, alterations and erasures made by the bidder prior to submission of the bid must be initialed by the bidder in ink alongside such change, alteration or erasure.

#### 16. Disclosure

Bidder must note any and all relationships that might be a conflict of interest and include such information with the bid.

#### 17. Tax Exempt Status

Illinois Central College is exempt from Federal, State, and Municipal taxes. The College's tax exemption identification number is E9993-0293-07.

#### 18. Tie Bids

In the event of a tie bid between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the earliest received stamp.

#### 19. Equal Opportunity and Affirmative Action

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

#### 20. Business Enterprise Program

Illinois Central College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq.

For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

#### 21. Terms and Conditions

The terms and conditions as prepared by Illinois Central College are attached and complete. Bidders are required to adhere to the terms and conditions as set forth in the documents. Any questions regarding these terms and conditions should be directed to the attention of the Purchasing Coordinator.

#### 22. Public Information

All materials submitted by bidder(s) will be made available for public inspection. This information will be available for public inspection during normal business hours at the Purchasing Department, Illinois Central College, East Peoria, Illinois. Every bidder is hereby warned that no part of this proposal or any other material submitted may be marked as confidential information, and that any material so designated by the bidder will be made public information by its inclusion in this proposal.

#### 23. Clarification of Bids

Illinois Central College reserves the right to obtain clarification of any point in a firm's bid or to obtain additional information. Failure of a bidder to respond to such a request for additional information or clarification could result in rejection of the bidder's proposal.

#### 24. Certification of Fair Employment Practice

All bidders certify by submitting their bid that they have not and will not commit an unfair employment practice in this State as defined by the laws of Illinois.

#### 25. Certification Form

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961. The signed Certification must be submitted with your bid. Failure to do so will result in the rejection of your bid.

## 26. Investigation of Bidders

The Purchasing Department will make any necessary investigation to determine the ability of the vendor to fulfill the contract requirements. Illinois Central College reserves the right to reject any or all proposals if it is determined that the vendor is not properly qualified to carry out the obligation of the contract.

## 27. Disclaimers

Any Invitation to Bid issued may or may not result in an award of contract(s). However, Illinois Central College reserves the right to cancel any Invitation to Bid at any time and for any reason and to reject all bids. Receipt of bid materials from Illinois Central College or submission of a bid to Illinois Central College confers no rights upon the vendor nor obligates Illinois Central College in any manner.

The determination of whether any bid by a vendor does or does not conform to the conditions and specifications of this Invitation to Bid is the responsibility of Illinois Central College.

Any contract resulting in an award from this Invitation to Bid is invalid until properly approved and executed by Illinois Central College.

The successful bidder must not commence any billable work until a valid contract is executed.

A contract resulting from the Invitation to Bid shall not preclude the College from obtaining equipment from other vendors if the successful vendor for this Invitation to Bid is unable to satisfy the project needs in an acceptable manner.

## 28. Completion of Work Schedule

Project timeline arrangements will be coordinated between the Illinois Central College Facilities Department and the successful provider. This project is expected to be completed by July of 2026.

**BID PROPOSAL FORM for " LA 2<sup>nd</sup> Floor Enrollment HVAC Renovations "**  
\*\*Bid Proposal Forms must be typed, not handwritten, to ensure accurate legibility.\*\*

BID TO: ILLINOIS CENTRAL COLLEGE BID FROM: \_\_\_\_\_

The undersigned:

1. Acknowledges receipt of:
  - a. Bid documents for " **LA 2<sup>nd</sup> Floor Enrollment HVAC Renovations** "
    - b. Addenda No. \_\_\_\_\_ through No. \_\_\_\_\_ (If applicable)
2. Has received and examined bid documents and submits the following costs based on the specifications as written by Illinois Central College.
3. Agrees:
  - a. To hold this bid open until 60 calendar days after the bid opening date.
  - b. To accept provisions of "Instructions to Bidders"

BASE BID: \$ \_\_\_\_\_ AMOUNT: \_\_\_\_\_

Having examined all drawings and Specifications for **LA 2<sup>nd</sup> Floor Enrollment HVAC Renovations**, the undersigned proposes to furnish all labor and materials called for by said documents for work indicated. If the undersigned receives written notification of acceptance of this Proposal within 60 days of May 5, 2026, he/she agrees to execute a contract for the work and to guarantee substantial completion of all the work before July 31, 2026.

ADDITIONAL NOTES FOR THE COLLEGE:

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\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Name of Company Official

\_\_\_\_\_  
Email Address of Company Official

\_\_\_\_\_  
Title of Company Official

\_\_\_\_\_  
Date

CERTIFICATION FORM

By signing this required form, the undersigned agrees that said bidder is responsible as defined below. Minority-owned, female-owned, and person with disability-owned businesses are encouraged to apply. NOTE: THIS INFORMATION WILL BE USED AS A CRITERIA IN THE EVALUATION OF VENDORS. FAILURE TO COMPLY WITH ANY OF THE BELOW MAY RESULT IN DISQUALIFICATION OF YOUR BID.

-Successful Bidder will submit a certificate of insurance indicating the coverage required by bid specifications.

Yes \_\_\_\_\_ No \_\_\_\_\_

-Bidder and all subcontractors will comply with all provisions of the Illinois Prevailing Wages Act.

Yes \_\_\_\_\_ No \_\_\_\_\_

-The contractor/bidder certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

Yes \_\_\_\_\_ No \_\_\_\_\_

-Bidder is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person-with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, what Agency? E.G. Illinois Department of Central Management Services (CMS)...

Yes \_\_\_\_\_ No \_\_\_\_\_ Certifying Agency \_\_\_\_\_

-Bidding company, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

The Undersigned states that the signature of the person on the signature page is the signature of a person who is authorized to sign the bid proposal. Such proposal is genuine and bidder has not directly, or indirectly, conspired, combined or agreed with any other person, officers, agents or committee of any entity to prevent free competition in the letting of the contract for the work covered by aforesaid proposal, or to fix the bid price or any item or factor thereof, or to induce any person not to enter into such competition.

THIS FORM **MUST** BE RETURNED WITH YOUR BID

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Title of Company Official

\_\_\_\_\_  
Date

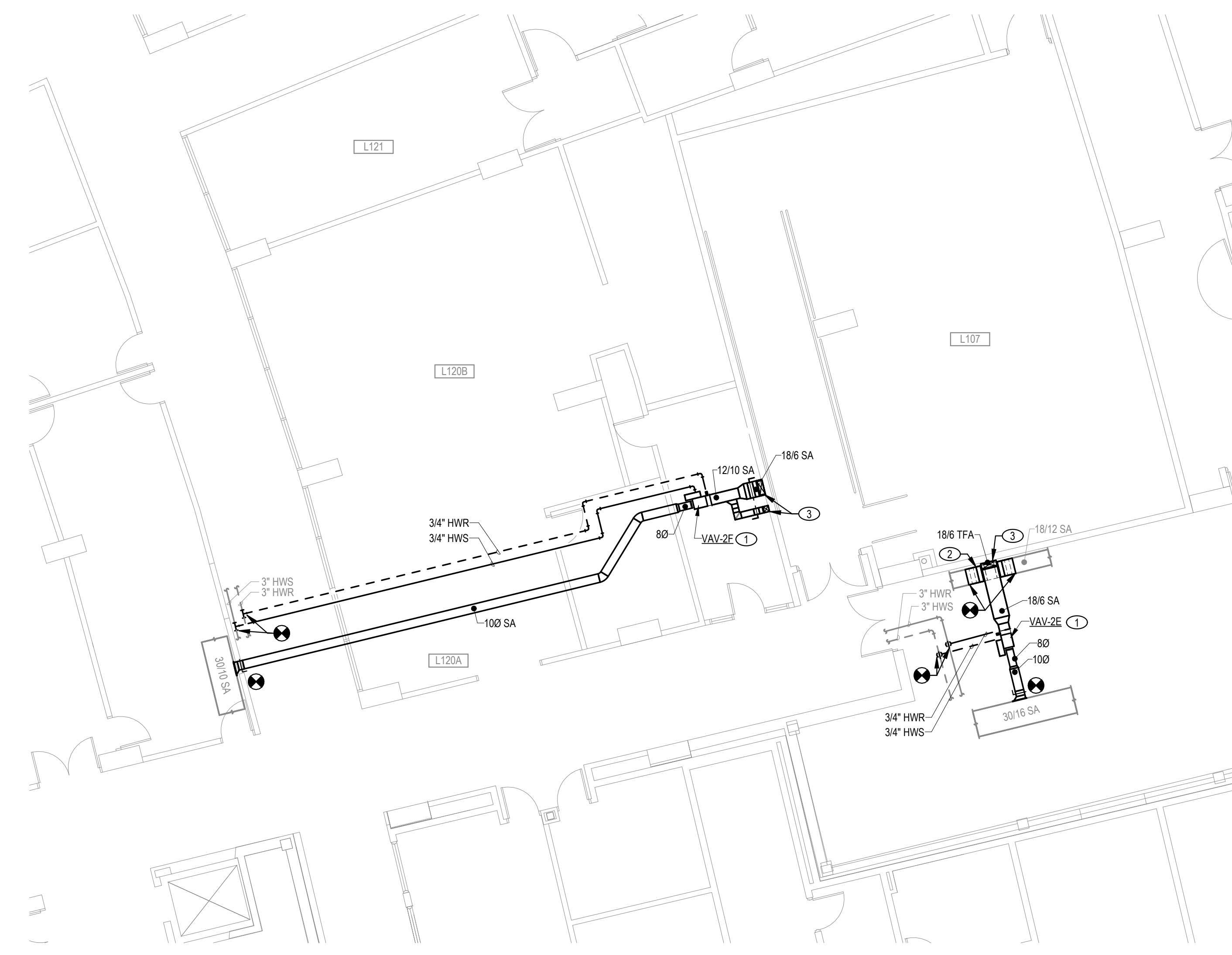


- GENERAL MECHANICAL NOTES:
1. ALL TOP OF DUCT (T.O.D.) ELEVATIONS ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY ALL.
  2. PROVIDE SMACNA-APPROVED TRANSITIONS FROM ALL EXISTING TO NEW DUCTWORK CONNECTIONS. CLOSELY EXAMINE ORIGINAL CONSTRUCTION DRAWINGS FOR REFERENCE.
  3. ALL SIZES AND LOCATIONS ARE APPROXIMATE AND SHALL BE FIELD VERIFIED BY CONTRACTOR AND COORDINATED CLOSELY DURING FIELD LAYOUT WITH ENGINEER.
  4. ALL NEW DUCT DIMENSIONS ARE INTERIOR CLEAR. OVERSEE SHEET METAL TO ACCOMMODATE.
  5. ALL INTERIOR DUCTWORK DOWNSTREAM OF VAVS SHALL HAVE 1/2" LINER.
  6. ALL INTERIOR DUCTWORK UPSTREAM OF VAVS SHALL HAVE 1/2" WRAP WITH ALUMINUM SCRIM-FOIL JACKET.
  7. ALL PIPING SHALL BE INSULATED WITH 1" PREFORMED MINERAL WOOL WITH SCRIM-CRAFT JACKET.



**KEDbluestone**  
707 NE Jefferson Ave.  
Peoria, IL 61603  
(309) 938-4005  
www.KEDbluestone.com

ILLINOIS CENTRAL COLLEGE LIBRARY ADMIN 2ND FLOOR ENROLLMENT HVAC RENOVATIONS  
ILLINOIS CENTRAL COLLEGE  
1 COLLEGE DR. EAST PEORIA, IL 61635



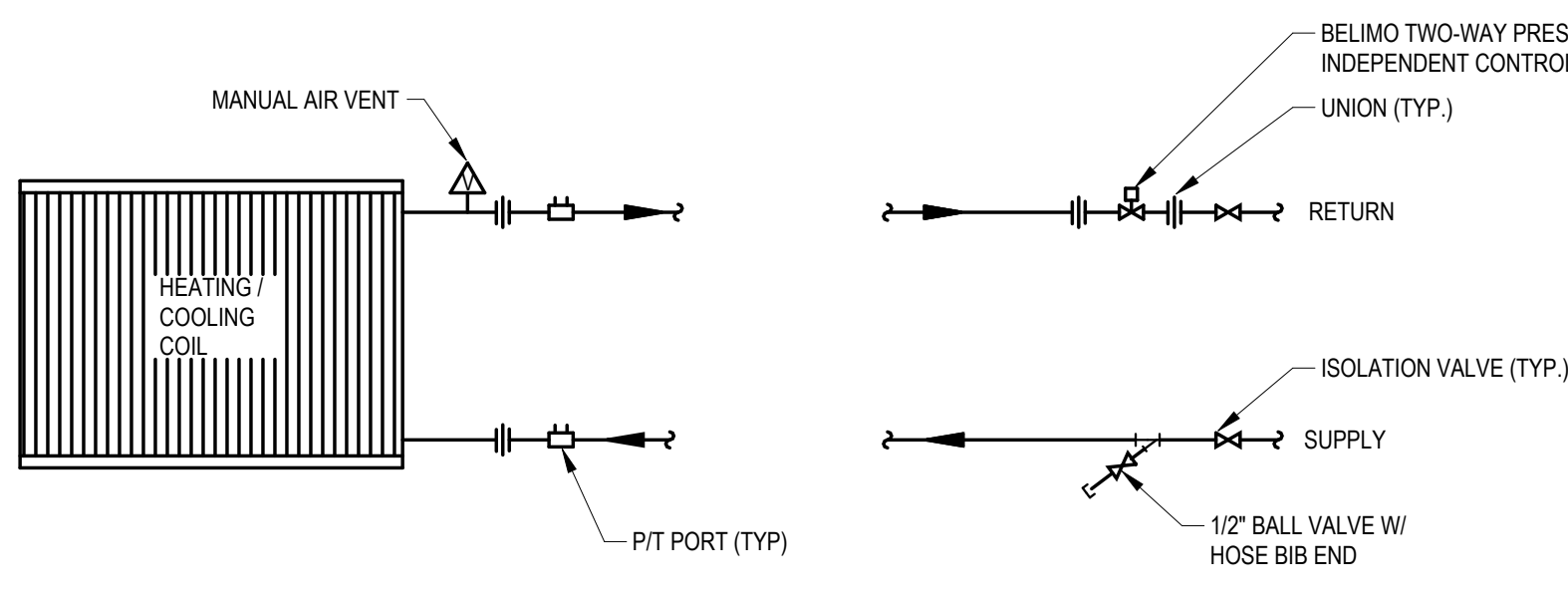
**1 FIRST FLOOR - MECHANICAL PLAN**  
1/8" = 1'-0"



**2 SECOND FLOOR - MECHANICAL PLAN**  
1/8" = 1'-0"

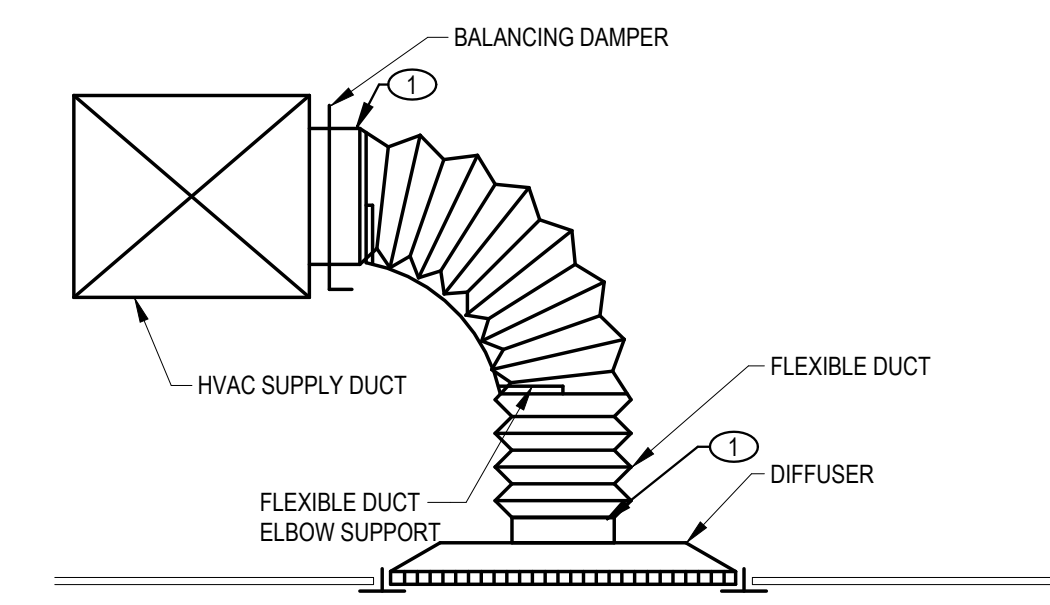
- FIRST FLOOR KEYED NOTES:**
1. PROVIDE NEW VAV WITH HOT WATER REHEAT. FIELD VERIFY EXACT LOCATION. COORDINATE CLOSELY WITH OWNER AND WITH ALL EXISTING UTILITIES.
  2. REROUTE EXISTING SUPPLY AIR DUCTWORK UNDERNEATH NEW 18/6 SUPPLY AIR DUCTWORK.
  3. PROVIDE GREENHECK CQD SERIES 1.5 HOUR OUT-OF-WALL FIRE DAMPER BELOW THE FLOOR PENETRATION. INSTALL PER MANUFACTURER'S INSTRUCTIONS TO MAINTAIN UL LISTING. SEE GREENHECK DOCUMENT #181393 FOR DAMPER INSTALLED IN CONCRETE FLOOR. EQUIVALENT DAMPER FROM RUSKIN IS ALLOWED.

- SECOND FLOOR KEYED NOTES:**
1. PROVIDE ALL DUCTWORK TIGHT TO STRUCTURE. OWNER SHALL FRAME SOFFITS WHERE REQUIRED. SOFFIT MUST BE ABOVE DOOR FRAMES. COORDINATE CLOSELY WITH OWNER PRIOR TO FABRICATING DUCTWORK.
  2. CAP EXISTING SUPPLY AIR OPENING. PACK OPENING WITH MINERAL WOOL AND SEAL AIRTIGHT (TYP.).
  3. PROVIDE NEW DDC WALL MOUNTED THERMOSTAT AND ALL ASSOCIATED WIRING. INTEGRATE INTO EXISTING BUILDING AUTOMATION SYSTEM. COORDINATE FINAL LOCATION WITH OWNER PRIOR TO INSTALLATION.
  4. PROVIDE SUPPLY AIR GRILLE. LOCATE TOP OF GRILLE 7'-6" AFF.
  5. PROVIDE SUPPLY AIR DIFFUSER. COORDINATE EXACT LOCATION WITH WAFFLE STRUCTURE ABOVE.
  6. OWNER PROVIDED CHASE TO CONCEAL NEW SUPPLY AIR DUCTWORK.



- GENERAL NOTES:**
1. COILS SHALL BE PIPED FOR COUNTER FLOW OF WATER AND AIR.
  2. PROVIDE PIPING REDUCERS AS REQUIRED.
  3. ROUTE PIPING AND INSTALL UNIONS TO ALLOW FOR REMOVAL OF COIL FOR REPLACEMENT.
  4. PROVIDE DUCTWRAP INSULATION ON COIL SECTION OF VAV BOX.

**3 HYD COILS - TERMINAL DEVICES**  
N.T.S.



- GENERAL NOTES:**
1. INSTALL FLEXIBLE DUCT ELBOW SUPPORTS AT ALL FLEXIBLE DUCT 90 DEGREE BENDS.
  2. 5'-0" MAX FLEXIBLE DUCT LENGTH ALLOWED.
- KEYED NOTES:**
1. M.C TO USE ZIP TIES TO ATTACH FLEX DUCT TO DUCT TAP AND DIFFUSER

**4 FLEX DUCT INSTALL**  
N.T.S.

GRILLES, REGISTERS, & DIFFUSERS SCHEDULE						
DESIGN BASIS			DESCRIPTION	MATERIAL	MODULE SIZE	NOTES
MARK	MAKE	MODEL				
GD-1	TITUS	OMNI	SQUARE PLAQUE DIFFUSER	ALUMINUM	24x24	
RG-1	TITUS	350	FIXED LOUVERED RETURN GRILLE, 3/4" BLADE SPACING, 35° DEFLECTION	STEEL	SEE PLANS	1
SG-1	TITUS	300	DOUBLE DEFLECTION LOUVERED SUPPLY GRILLE, 3/4" BLADE SPACING, 0° DEFLECTION	ALUMINUM	SEE PLANS	2

**GENERAL NOTES (ALL ITEMS):**

1. FRONT BLADES ON ALL GRILLES AND REGISTERS SHALL BE HORIZONTAL UNLESS NOTED OTHERWISE.
2. COORDINATE WITH CEILING PLANS FOR INSTALLATION TYPE AND ACCESSORIES. CONTRACTOR SHALL DETERMINE PROPER BORDER TO MATCH CEILING TYPE, UNLESS NOTED OTHERWISE.
3. BRANCH DUCTWORK TO DIFFUSER SHALL MATCH NECK SIZE UNLESS NOTED OTHERWISE.

**NOTES:**

1. PAINT ALL BUILDING SURFACES VISIBLE THROUGH THE GRILLE FLAT BLACK.
2. PROVIDE WITH FRONT LOUVER HORIZONTAL. COORDINATE FINAL LOUVER ADJUSTMENT WITH OWNER TO DIRECT AIRFLOW.

VAV TERMINAL UNIT SCHEDULE																
MARK	UNIT DESIGNATION	PRIMARY INLET	OVERSIZED HOUSING	DESIGN COOLING AIRFLOW (CFM)	MINIMUM COOLING AIRFLOW (CFM)	APD @ COOLING AIRFLOW (IN W.C.)	HEATING AIRFLOW (CFM)	LEAVING AIR TEMP (DEG F)	COIL HEATING CAPACITY (MBH)	COIL ROWS	HTG COIL LEAVING WATER TEMP (LWT)	COIL FLOW RATE (GPM)	COIL PD (FT. HD.)	DISCHARGE VALVE (NC)	REMARKS	
																MAKE
VAV-2E	PRICE	SDV	8	N	525	160	0.13	525	80	14.3	1	160.9	1.54	2.04	-	
VAV-2F	PRICE	SDV	8	N	480	145	0.12	480	80	13.1	1	157.7	1.21	1.32	-	

**GENERAL NOTES:**

1. HEATING COILS BASED UPON 180 DEG. F. EWT AND 55 DEG. F. EAT.
2. MAXIMUM HEATING COIL WATER PRESSURE DROP: 3 FT WG. MAXIMUM HEATING COIL AIR PRESSURE DROP: 030 IN. WG.
3. ALL RADIATED NOISE COEFFICIENTS SHALL BE LESS THAN 20.
4. NC VALUES ARE CALCULATED BASED ON AHRI STANDARD 885-2008.

**REVISIONS:**

NO.	DESCRIPTION	DATE

DESIGNED BY: QKW CHECKED BY: LRK  
PROJECT NO: 226-024  
ISSUE DATE: 03/25/2026  
ISSUANCE: 100% CD  
SHEET NAME: FIRST FLOOR PLAN - MECHANICAL

SHEET (00X42):  
**M110**