HVAC ROOFTOP UNITS
REQUEST FOR PROPOSAL

The Arapahoe Library District (Library District) is seeking competitive proposals from qualified, reliable vendors to replace two (2) rooftop ventilation/air-conditioning/warm-up rooftop units (RTUs) at the Koelbel Library, 5955 S. Holly Street, Centennial, Colorado, 80121. The successful vendor will be responsible for removing and disposing of the existing RTUs, providing the new RTUs, and all labor, supervision, materials, equipment, transportation, and services necessary to perform high quality work as further described in the Scope of Work.

Background:

The Koelbel Library opened in May 1992 and is currently operational seven days a week, excluding holidays. The two-level building is approximately 45,491 square feet. The present RTUs were manufactured by Mammoth with the following basic specifications for each unit:

Model # CDSHBEFP-602-G510-78-VAV

Nominal cooling tons: 60

Refrigerant type: R22

Supply fan: 23,000 CFM at 5300' (approximate elevation of the library)

Indirect Fired Gas Burner heating capacity: 510 MBH

The RTUs are controlled by a Tridium based Niagara browser. All RTU points under the present Building Automation System (BAS) control must be controllable in the new units.

The Library District is looking for mid-level replacement RTUs with non-proprietary maintenance capabilities from reputable manufacturers, Library District defined examples being Mammoth, Nesbitt, and McQuay. The Library District encourages energy efficient, materials efficient, and reduced toxic level products where availability, quality, and budget constraints allow.

OFFERS:

Vendors are required to submit their sealed Offers in accordance with the following expressed conditions:

1. A pre-proposal conference will be held to thoroughly inform vendors of the conditions of this Solicitation. No plea of ignorance by the vendor of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract will be accepted as the basis for varying the requirements of the Library District or the compensation to the vendor.

2. Vendors' technical proposals must respond to every section for the RFP set forth herein. Failure to respond to every section in a clear and concise manner may make the proposal non-responsive and result in rejection of the proposal.

3. Vendors that qualify their offers by requiring alternate contractual terms and conditions as a stipulation for contract award must include such alternate terms and conditions in their offers. The Arapahoe Library District reserves the right to declare vendors' offers as non-responsive if any of these alternate terms and conditions are in conflict with the Library District's terms and conditions, or if they are not in the best interests of the Library District.

4. Vendors are required to state exactly what they intend to furnish to the Library District via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in the vendor's offer, it shall be construed that the vendor's offer fully complies with all conditions identified in this Solicitation.

5. The Arapahoe Library District intends and expects that the contracting processes of the Library District and its vendors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its vendors make available equal opportunities to the extent third parties are engaged to provide goods and services to the Library District as subcontractors, vendors, or otherwise. Accordingly, the vendor shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract.

6. The successful vendor, pursuant to Colorado House Bill 06-1343, must certify that they do not employ or contract with any illegal alien(s) (see form attached).

7. All prior and existing relationships with the Library District or its employees must be identified and disclosed.

8. During the Agreement and for such additional time as may be required, Vendor shall provide, pay for, and maintain in full force and effect, the insurance coverages listed in this document. Insurance shall cover the Vendor's activities, those of any and all subcontractors, and those activities of anyone directly or indirectly employed by the Vendor or subcontractor(s).

INSURANCE

In part to assure the Library District that the Contractor is always capable of fulfilling the specified indemnification obligations, the Contractor must purchase and maintain insurance of the kind and in the minimum amounts specified below. Contractor agrees to procure and maintain, at its own expense, for all work covered by this Agreement, the following policies of insurance:

Worker's Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement:

Worker's Compensation

Each accident – Statutory
Each employee for disease – Statutory

Contractor shall comply with the requirements of the Worker's Compensation Act of Colorado and shall provide Worker's Compensation Insurance to protect the Contractor from and against any and all Worker's Compensation claims arising from performance of work under the Agreement. The requirements of this provision shall apply to the Contractor and to all subcontractors.

Commercial General Liability Insurance with minimum combined single limits of one million dollars ($1,000,000) each occurrence and one million dollars ($1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision. Coverage must be on an "occurrence" basis as opposed to a "claims made" basis. This insurance must pay on behalf of the Contractor all sums which the Contractor shall become legally obligated to pay as damages because of bodily injury or property damage caused by an occurrence up to the specified limits of liability for each occurrence.

Commercial Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars ($1,000,000) each occurrence with respect to each of Contractor's owned, hired and non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision. Commercial Automobile Liability insurance must cover the Contractor for all sums which the Contractor shall become legally obligated to pay as damages because of bodily injury or property damage caused by an occurrence up to the specified limits of liability for each occurrence. This insurance coverage must extend to all levels of subcontractors. Such coverage must include all automotive equipment used in the performance of the Agreement, both on and off the work site, and must include non-ownership and hired cars coverage.

The above-mentioned insurance shall be procured and maintained with insurers with an A- or better rating, as determined by Best's Key Rating Guide. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Contractor.

The policies required above shall be primary insurance, and any insurance carried by the Arapahoe Library District, its Directors, or its employees shall be excess and not contributory

insurance to that provided by Contractor. No additional insured endorsement to the policy required above shall contain any exclusion for bodily injury or property damage arising from completed operations. The Contractor shall be solely responsible for any deductible losses under any policy required above.

The Commercial General Liability and Commercial Automobile Liability policies shall be endorsed to name the Arapahoe Library District, and its Trustees, Directors, employees and agents as additional insured. When Worker's Compensation and Professional Liability are required a certificate should be provided as evidence of such coverage. The policies shall provide that the Library District will receive notice no less than 30 days prior to cancellation, termination or a material change to the policies.

The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types.

Failure on the part of the Contractor to procure or maintain policies providing the required coverage, conditions and minimum limits shall constitute a material breach of contract upon which the Library District may immediately terminate this Agreement, or at its discretion, the Library District may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the Library District shall be repaid by the Contractor to the Arapahoe Library District upon demand, or the Library District may offset the cost of the premiums against any monies due to the Contractor from the Library District.

INSURANCE CERTIFICATES

Prior to commencing services, the Contractor shall deliver to the Library District Certificates of Insurance as evidence that policies providing any and all required coverage and limits are in full force and effect. These certificates will serve as an indication to the Library District that the Contractor has acquired all necessary insurance; however, the Library District may require that certified copies of the insurance policies be submitted and may withhold payment for services until the applicable insurance policies are received and found to be in accordance with the Agreement.

Insurance limits must be on each Certificate of Insurance. Each Certificate of Insurance shall be reviewed and approved by the Library District prior to commencement of services under the Agreement. The certificates shall identify this Agreement and shall state the project number where applicable.

Worker's Compensation Insurance: Each contractor and subcontractor shall maintain at its own expense until completion of its work and acceptance thereof by the Library District, Worker's Compensation Insurance, including occupational disease provisions, covering the obligations of the contractor or subcontractor in accordance with the provisions of the laws of the State of Colorado. The contractor shall furnish the Library District with a certificate giving evidence that it is covered by the Worker's Compensation Insurance herein required, each certificate specifically

stating that such insurance includes occupational disease provisions and provisions preventing cancellation without thirty (30) days' prior written notice to the Library District.

INDEMNITY

The successful Vendor shall indemnify and hold the Arapahoe Library District harmless from any and all claims, liabilities, losses and causes of action which may arise out of the fulfillment of the Vendor's contractual obligations as outlined in this Solicitation. The Vendor shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the Arapahoe Library District when applicable, and shall pay all costs and judgments which may issue thereon.

Submission of Offers:

The original offer must be sent in a sealed envelope and received before the due date and time as specified in this RFP. The vendor is responsible for addressing the envelope as indicated below. If the bid arrives late, it will be returned unopened. Please address the envelope as follows:

Ms. Betty Gower, Purchasing Specialist
Arapahoe Library District
12855 E Adam Aircraft Circle
Englewood, CO 80112

SCHEDULE OF ACTIVITIES:

The following activities and dates are an outline of the process to be used to solicit vendor responses and to evaluate each vendor proposal:

January 12, 2011: ***Issue Request for Proposal***

January 25, 2011, 10:00 a.m. MST: ***Mandatory Pre-proposal Conference***
The conference will be held at the Koelbel Library, 5955 S. Holly Street, Centennial, CO 80121. This will be an opportunity for each vendor to examine the property, discuss the Library District's requirements and specifications, and to ask questions that pertain to this RFP. Proposals will not be accepted from vendors not attending this conference.

January 25, 2011, 3:00 p.m. MST: ***Deadline for Questions***
Any further questions may be submitted in writing to Betty Gower at bgower@ald.lib.co.us until 3:00 p.m. MST on this date.

January 26, 2011, 3:00 p.m. MST: ***Answers Posted***
Answers to all inquiries will be posted on the Rocky Mountain E-Procurement System at www.govbids.com.

February 9, 2011, 3:00 p.m. MST: ***Proposal submittal deadline***
All proposals must be RECEIVED no later than 3:00 p.m. MST. It is the responsibility of the vendors to ensure that their proposals are received prior to the deadline. Proposals received after the above date and time will not be considered.

March 9, 2011: ***Award contract***

The Library District shall issue a written addendum if substantial changes which impact the technical submission of Offers are required. A copy of such addenda will be posted on the Rocky Mountain E-Procurement website (www.govbids.com). The vendor shall certify its acknowledgment of the addendum by signing the addendum and returning it with their offer. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified.

Each proposal shall consist of <u>an original hard copy (marked as such) and three (3) copies</u>. Along with the response, please include a contact that we may use if we have questions about any of the information received.

All proposals become the property of the Arapahoe Library District and become subject to the Colorado Open Records Act. Proprietary or confidential material must be clearly identified and easily separable from the rest of the proposal.

A proposal submitted in response to the RFP shall constitute a binding offer, and the contents of the proposal of the successful bidder will become contractual obligations. Pricing must be firm for 90 days from the date of the proposal. Cost is an issue, but not at the expense of quality of work and timeliness of service. If the successful proposer fails to accept all the terms and conditions set forth in the RFP in a contract, the award may be cancelled.

<u>CHANGES TO SUBMITTED OFFERS:</u>

Offers may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the offers to be opened. Each modification submitted to ALD must have the vendor's name and return address and the applicable Solicitation title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the Library District will be considered the valid modification.

Offers may be withdrawn prior to the time and date set for the opening. Such requests must be made in writing on company letterhead. In accordance with the Uniform Commercial Code, offers may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If an offer is withdrawn by the vendor during this ninety-day period, the Library District may, at its option, suspend the vendor from the bid list and may not accept any offer from the vendor for a six-month period following the withdrawal.

The Library District may make such investigations as deemed necessary to determine the ability of the vendor to perform work, and the vendor shall furnish all information and data for this purpose

as the Library District requests. The Arapahoe Library District reserves the right to reject any bid if the evidence submitted by, or investigation of, such vendor fails to satisfy the Library District that such vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

The award will be made to that offeror whose proposal is determined to be most advantageous to the Arapahoe Library District, price and other factors considered, subject to negotiation and execution of an acceptable contract. Other evaluation criteria shall include, but not be limited to: compliance with the RFP, reliability and experience of the vendor, qualifications of the project manager(s), and timeline.

The Arapahoe Library District reserves the right to cancel this RFP at any time, without penalty. The Library District is not liable for any cost incurred by the vendor during the planning and preparation of the reply to this RFP.

The proposal must be complete, understandable, and address all the points included in this RFP. Any work performed by subcontractors must be identified. If the bidder is a subsidiary of another company, the parent company, its contact information, and tax ID number must be included.

The Arapahoe Library District, operating as a government entity, is exempt from all federal and state taxes. The laws of the State of Colorado shall govern any contract executed between the successful contractor and the Library District.

CONTENT OF THE PROPOSAL:

Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to perform the requirements of this RFP to include the following aspects:

Knowledge, Qualifications, and Expertise of the Vendor: Please provide a brief history and overview of your company and its organizational structure, with special emphasis on your understanding of the services required and how your company proposes to fulfill the needs of ALD, including the following information:

1) Name, mailing address, e-mail address, telephone, and fax number of the firm.

2) Type of organization (individual, partnership, corporation, or other). If a vendor is owned or controlled by a parent company, the name, main office address, and parent company's tax identification number shall be provided in the proposal.

3) State why your firm is well qualified to provide the requested services to the Library District, including the size of the firm, size of the team assigned to the Library District, years in commercial HVAC business (minimum of five years required), and the location of the office(s) from which this work will be performed.

4) Provide copies of all state, county, and local licenses and/or certificates to verify your firm's qualifications in HVAC maintenance, repair, and installation.

5) Provide a brief resume or summary of the designated project manager's qualifications, certifications and experience specific to the installation of RTUs submitted in the proposal. Also state the number of projects that will be concurrently overseen by the manager in the stated timeframe. Affirm that the project manager(s) is/are able to fluently speak, read, and write English, as clear communication with library staff is vital.

6) To ensure that routine maintenance and repair on the RTU you recommend is non-proprietary, please list three local HVAC vendors that could also work on the said unit.

7) Confirm your adherence to the Scope of Work and provide details of how you plan to meet the Library District's needs. Describe the tools, strategies, equipment, and resources you would use to complete our project and service our account both on a routine and on an emergency basis.

8) Provide specific descriptions of your experience in installing and maintaining similar RTUs for other government entities or companies with buildings similar to the size of Koelbel Library; include at least three (3) references with contact information.

Timeline

9) Provide a timeline of milestones from the beginning to the end of this project. We would like to have this project completed by May 2011.

Pricing

The Arapahoe Library District, operating as a government entity, is exempt from all federal and state taxes.

1) Contractor should submit one total price for the entire project. Contractor should make sure that the total price includes all materials, equipment, labor, permits, and all other goods and/or services necessary to successfully complete the project per the Scope of Work.

2) List any discounts that may be offered on materials, labor, or other goods and services.

Scope of Work

The Arapahoe Library District is seeking bids for the design, purchase, delivery, and installation of two new rooftop ventilation/air-conditioning/warm-up systems. The Contractor will also be responsible for the removal and disposal of the existing RTUs.

1. Contractors will conduct a pre-bid site visit and gather information for the development of a Work Plan. As part of the Work Plan and construction activities the Contractor will identify

and comply with all applicable federal, state and local statutes. The Contractor will also comply with applicable terms and conditions of the contract.

2. The finalized Work Plan and interval construction schedule will be submitted to the Facilities & Safety (F&S) Manager for review and approval prior to the start of construction. The F&S Manager will provide to the Contractor any existing drawings/specifications relating to the project.

3. The Contractor will mobilize construction forces necessary to begin the project within 10 business days after approval of the Work Plan and construction schedule by the Arapahoe Library District.

4. The Contractor will arrange for the following as needed:
   a. A secure staging area for storing equipment, materials, tools, and supplies, as the Contractor shall have sole liability for said items, and
   b. Access to and provision of utilities as needed for design and construction.

5. The following documents, plans, and reports will be provided to the F&S Manager:
   a. Work Schedule, and short interval schedule to include daily and weekly activities,
   b. As-built drawings at the end of the project,
   c. Hazardous Waste Disposal Certificates as requested or required, and
   d. Inspection Reports as completed.

6. The Contractor will immediately notify the F&S Manager of any and all issues that may result in a project delay and/or impact work quality or safety.

7. The F&S Manager must be informed of and approve all work done by subcontractors; however, the Library District will deal only with the Contractor regarding work done and costs incurred by subcontractors.

8. The Contractor will provide all labor, materials, equipment, accessories, etc., required for the design, purchase, delivery, and installation of two new rooftop ventilation/air-conditioning/warm-up systems. All materials and equipment furnished for this job shall be in current production and shall be of quality material. Used, shopworn, demonstrator, prototype, reconditioned, or discontinued equipment or materials are not acceptable.

9. All work will be performed in accordance with current applicable building, plumbing, electrical, and HVAC codes. The Contractor will be responsible for obtaining all necessary permits.

10. The new rooftop units (RTUs) shall be sized to meet or exceed the cooling and ventilation loads of the present RTUs, whichever best meets the facility needs and budget. The RTUs

are controlled by a Tridium based Niagara browser. All RTU points under the present Building Automation System (BAS) control must be controllable in the new units.

11. The Contractor will provide information and assistance with incentives (green initiatives) and/or credits that may be offered by manufacturers, utility companies, state and/or federal agencies.

12. The Contractor is responsible for the removal and disposal of the existing RTUs in accordance with local, state and federal regulations, and the Contractor will provide all the necessary equipment, labor, and materials to safely accomplish said removal and disposal. The contractor will recover and dispose of the refrigerant from the existing rooftop units per EPA guidelines.

13. All goods and/or services shall comply with applicable OSHA regulations in effect at the time goods are shipped and/or the service is performed. Material Safety Data Sheets (MSDS) are required in accordance with applicable regulations. MSDS must be left on site immediately after goods and/or services have been provided.

14. The Contractor will verify the existing electrical and gas connections to the existing RTUs prior to ordering the new units and shall provide a new fused disconnect switch, fused to provide maximum over-current protection required by the new unit and make additional modifications to the circuit breaker and/or electrical feeders serving the unit if a larger breaker and/or feeders are required.

15. Any electrical wiring from the source to the newly installed units is the Contractor's responsibility.

16. The Contractor will disconnect the electrical power to the existing rooftop units.

17. The Contractor will provide curb adapters and all associated roofing required to install new units on existing roof curbs and provide a weather-tight installation of new units.

18. All installations will be in accordance with manufacturer's recommendations.

19. The Contractor is responsible for removing all construction and packing debris from the work site and keeping a clean, safe work area at all times. Clean up of the work area shall be at no additional cost to the Library District. If hazardous materials are encountered during execution of the contract, the Contractor will be responsible for removing and disposing said materials in accordance with federal, state and local statutes and codes. The Contractor will provide the F&S Manager with appropriate documentation regarding the disposal of said hazardous materials as requested or required.

20. Safety signs, barricades, and/or other materials will be erected by the Contractor to warn patrons and staff away from work areas. Safety of patrons, library staff, and contractor's employees shall be a priority and shall be the responsibility of the Contractor.

21. The Contractor must notify the Facilities and Security (F&S) Manager in advance of work that may be disruptive to the normal library operations and parking lot traffic flow. Any shutdown of service and/or utilities must be approved and scheduled with the F&S Manager.

22. The Contractor is responsible for providing written documentation to the F&S Manager for any work that may affect the Library District's warranties or existing equipment (for example: roof penetrations). The written documentation must be provided and approved prior to the commencement of work.

23. The Contractor will be held liable for the cost of repair or replacement of structures, utility systems and any other parts of the facility damaged by the Contractor's acts of negligence or lack of full adherence to the requirements of the Scope contained herein. The Contractor will be held liable for the cost of repair or replacement of building components and/or vehicle(s) damaged by falling/flying equipment and/or debris.

24. The Contractor is responsible for the start-up and commissioning of the RTUs. All systems must be fully functional and operational after installation. If follow-up work is required to correct installation, the Library District shall not be charged.

25. Warranties for materials, labor, and equipment will be issued in accordance with industry practice. Extended warranties may be requested by the F&S Manager as cost and budget allow.

26. The Contractor will train key Library District staff on operation and general maintenance of the units. Prior to leaving the job site, the Contractor shall provide the F&S Manager with all manufacturers' warranty documents upon completion of installation and training.

27. The Contractor will respond to inquiries within twenty-four (24) hours and will service any non-working units on the day of the call during the warranty period. The Library District will not be responsible for any additional costs to repair or replace new equipment or parts that are still under warranty; the Contractor is responsible for all liability.

28. Unless otherwise specified, the Contractor shall unconditionally guarantee the labor and the materials used in performance of this contract within the specified guidelines and recommendations of the manufacturer's warranty. If any defects or signs of deterioration are noted which in the Library District's opinion are due to faulty workmanship or materials, the Contractor shall be notified and shall make the necessary repairs to correct any deficiency in the system at the Contractor's expense.

Attachment #1

HB 01-1343: Illegal Aliens Performing Under Public Contracts for Services

Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and shall not enter into a contract with a subcontractor unless the subcontractor certifies in writing to the Contractor that the subcontractor does not knowingly employ or contract with illegal aliens to perform work under this Agreement. A copy of the subcontractor's certification must be provided to the Arapahoe Library District (ALD).

Contractor certifies that it has verified or attempted to verify, through participation in the Basic Pilot Program as defined under Colorado Revised Statute 8-17.5-101(1) that the Contractor does not employ any illegal aliens. If the Contractor has not been accepted into the Basic Pilot Program prior to entering into this Agreement, the Contractor shall apply to participate in the Basic Pilot Program every three months until the Contractor is accepted into the Basic Pilot Program or this Agreement has been terminated, whichever is earlier. This provision shall not apply if the Basic Pilot Program is discontinued.

Contractor is prohibited from using the Basic Pilot Program procedures to undertake pre-employment screening of job applicants while the Agreement is being performed.

If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall:

> Notify the subcontractor and ALD within three days of when the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
>
> Terminate the subcontract if within three days of receiving the notice required above, the subcontractor does not discontinue employing or contracting with the illegal alien(s); except that the Contractor shall not terminate the subcontract if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted an illegal alien.

Contractor shall comply with all reasonable requests by the Department of Labor and Employment (the "Department") made in the course of an investigation that the Department is undertaking pursuant to the authority established in 8-17.5-102 (5) C.R.S.

If the Contractor violates any of the requirements under this contract section, ALD may terminate the Agreement for breach of contract. The Contractor shall be liable for actual and consequential damages to ALD.

The above provision will be made a part of the Agreement or Contract between the Arapahoe Library

District and _____.

Accepted by: _____ Date: _____

Print name: _____ Title: _____

ARAPAHOE LIBRARY DISTRICT
PROPOSAL COVER SHEET
Please attach this form to the top of your original proposal.

PROJECT: **Installation, Maintenance and Repair of HVAC RTUs**
Contact: Betty Gower, bgower@ald.lib.co.us or 303 792-8956

Mandatory Pre-Proposal Conference: January 25, 2011, 10:00 a.m. MST

Proposal due date: February 9, 2011, 3:00 p.m. MST

Company _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

Authorized signature _____

Printed name, title _____

Signature acknowledges that the Proposer:

- Has reviewed all instructions, specifications, terms and conditions in the RFP to ensure that this proposal complies.
- Is able to and will meet all insurance requirements set forth in the RFP.
- Is able to and will fulfill the obligations in accordance with the Scope of Work and other specifications, terms and conditions.
- Has included the following in the proposal:

1. _____ All state, county, and local licenses and/or certificates to prove the vendor's qualifications in HVAC installation, maintenance, and repair.

2. _____ At least three (3) references for which your firm provided installation of HVAC RTUs.

3. _____ **Completed and signed** proposal (one original and three copies) and this cover sheet.

4. _____ A detailed list of the project managers and/or key personnel that will be responsible for the contract with the Library District. The list must include the following information:
   A. Employee's name and job title
   B. Employee's years of experience and details of experience regarding the installation of RTUs
   C. Special training, licensing, and certifications for each key employee

5. _____ Signed Illegal Alien Clause