



Invitation for Sealed Bids

Issue Date: August 3, 2026

Marion County Housing Authority (MCHA) is requesting Bids for the following project:

Project # 26-71

Location

1 Glenwood Acres
Salem, IL 62881

All contractors submitting a quote for **MCHA Project #26-71** must comply with the following bid requirements. MCHA also encourages all MWBE and Section 3 contractors to apply.

Project Overview

The contractor shall provide all labor, materials, equipment, disposal, and incidentals necessary to complete HVAC replacement work: Two pricing options are required:

Half Replacement – Replace complete HVAC system (furnace, A-coil, condenser) for 14 one-bedroom units.

Full Replacement – Replace complete HVAC system (furnace, A-coil, condenser) for all 27 units and 2 hallway systems.

Contractor shall verify and properly size the AC unit, evaporator coil, and furnace to ensure all HVAC components are correctly matched and appropriate for the building load.

Base Scope of Work

- Remove and dispose of the existing furnace, A-coil, condenser, and all associated hardware, mounting components, and debris.
- Install new furnace, A-coil, and condenser, ensuring proper fit, alignment, and secure mounting to existing ductwork and structural supports.
- Install new refrigerant line set, including insulation, fittings, and proper sealing of all wall or floor penetrations.
- Install all new Pro1 IAQ T701 Digital Non-Programmable Single-Stage Thermostats (MCHA will supply thermostats).
- Reconnect to existing electrical service and verify correct voltage, grounding, and compliance with all applicable safety requirements prior to startup.
- Contractor shall verify duct connections for compatibility with new equipment.
- Perform full system startup and commissioning, including refrigerant charging, airflow verification, and temperature split testing to confirm proper operation.

Terms and Deadline

The Contractor must complete all required work no later than September 30, 2026, which shall serve as the established completion date.

Sealed bids must be received no later than 2:00 PM on August 31, 2026, and will be publicly opened and read the same day at 2:30 PM.

A Pre-Bid Conference will be held at 10:00 AM on August 13, 2026, at 1 Glenwood Acres, Salem, IL. Contractors arriving after 10:10 AM will not be admitted.

Contractor Responsibilities & Damage Liability

- Provide manufacturer equipment warranties and contractor labor warranty documentation at project completion
- Ensure all work complies with applicable mechanical, electrical, and building codes, as well as manufacturer specifications
- Perform daily cleanup, remove all debris, and maintain safe, orderly work areas throughout the project
- Coordinate unit access, scheduling, and resident notifications with Housing Authority staff to minimize disruption
- Contractor must obtain approval from the Procurement Specialist before submitting any invoice.
- If unforeseen conditions arise during construction that require additional work to achieve satisfactory completion, the contractor must notify MCHA immediately.
- The contractor is fully responsible for repairing any damages to buildings, driveways, fences, landscaping, or other property caused by their personnel or subcontractors. All repairs must meet the satisfaction of MCHA. If not, liquidated damages equal to the cost of restoration will be deducted from the contract amount.

General Requirements and Information

The awarded Contractor shall furnish a **Performance Bond** in the amount of **one hundred percent (100%) of the total contract price**, issued by a surety company licensed to do business in the State of Illinois and acceptable to the Marion County Housing Authority (MCHA). The Performance Bond shall guarantee the faithful performance of all terms, conditions, and obligations set forth in the contract. The bond must be submitted prior to the commencement of any work and shall remain in effect until final acceptance of the project by **MCHA**. The Performance Bond shall be made payable to the **Marion County Housing Authority** and shall include language ensuring coverage for any modifications or extensions to the original contract. Failure to provide the required Performance Bond may result in termination of the contract and forfeiture of any payments due.

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- The awarded Contractor shall furnish a **Payment Bond** in the amount of **one hundred percent (100%) of the contract price** to ensure payment to all laborers, subcontractors, and suppliers furnishing materials or services in connection with the project. The bond must be issued by a surety company licensed to operate in the State of Illinois and acceptable to the **Marion County Housing Authority (MCHA)**. The Payment Bond shall remain in effect until all obligations for payment under the contract are fully satisfied. The bond must be submitted prior to the issuance of the Notice to Proceed. Failure to provide the required Payment Bond may result in disqualification or termination of the contract award.
- All bidders shall submit a **Bid Bond or a Cashier's Check** equal to **five percent (5%) of the highest total bid amount submitted**, along with their quote for **MCHA Project #26-71**. If a Bid Bond is provided, it must be issued by a surety company licensed to operate in the State of Illinois and must be made payable to the **Marion County Housing Authority (MCHA)**. The Bid Guarantee ensures that the bidder, if selected, will enter into a contract and furnish the required Performance and Payment Bonds. Failure to provide a valid Bid Guarantee may result in disqualification of the bid.
- **HUD Form 5370** will be incorporated into the **final contract** as the required federal construction conditions.
- All contractors must adhere to the Davis-Bacon and Related Acts. For information, please visit their website at <https://www.dol.gov/whd/govcontracts/dbra.htm>. Contractors will be required to submit certified payroll reports before issuance of payment. Payroll reports must be submitted weekly.
- All bids should be accompanied by a current Certificate of Insurance (general liability and workers compensation). Should your company be awarded a contract, MCHA must be listed as an additional insured and an updated Certificate of Insurance must be sent to MCHA directly from the insurance broker.
- All bids should be accompanied by a copy of any applicable license(s) pertaining to the Scope of Work listed above.
- All bids must be received by the date/time mentioned above in order to be considered. Sealed bids must be hand delivered/drop boxed or mailed to MCHA at 719 E Howard St, Centralia, IL.
- Please reference the Project #26-71 when submitting a Sealed Bid.
- For questions regarding the Scope of Work, please contact Kaden Mollet at modernization@mchahomes.org

(MAP PROVIDED ON NEXT PAGE)

KEY:

1-Bedroom Unit (1B):Estimated at approximately **433.93 sq. ft.****Yellow** — Units requiring replacement.**Green** — Units already replaced / do not require replacement.**2-Bedroom Unit (2B):**Estimated at approximately **513.23 sq. ft.****Purple** — Hallway units requiring replacement. — Approx. location of outdoor hallway units.