INVITATION FOR BIDS
#2026-42-M

HVAC Parts and Supplies

Group 4: Hot Water & Steam
Group 5: Insulation
Group 6: Energy Metering Devices

McCORMICK™
SQUARE • PLACE • MPEA

METROPOLITAN PIER AND EXPOSITION AUTHORITY (MPEA)

October 9, 2026

NOTE:

Bidders agree that it is their responsibility to obtain any addenda that may be subsequently issued. Failure to do so may result in rejection of the Bid. Bidders must acknowledge addenda issued in its Bid; if none are issued, indicate N/A in the submittal.
The Authority will not be liable for Bidder's failure to obtain or download any addenda issued for a Bid.
The MPEA requests that all Bidders that choose to download and print bid documents from the MPEA website contact the MPEA Procurement Department by email at mpeaprocurement@mpea.com to register Bidder's company as a document holder, referencing the above IFB number and description.

The forms and affidavits included in an INVITATION FOR BIDS must not be altered or retyped in any manner. Some forms are provided as Word documents for your convenience, altering the text as issued by the MPEA may render a Bid non-responsive.

IMPORTANT DATES

DOCUMENT ISSUED: Friday, October 9, 2026

QUESTIONS DUE: Tuesday, October 20, 2026, by Noon (12:00 pm CST)
to:mpeaprocurement@mpea.com

BIDS DUE: Noon (12:00 pm CST), Wednesday, November 3, 2026, to:
mpeaprocurement@mpea.com

NO HARD COPY BIDS WILL BE ACCEPTED/REQUIRED AT THIS TIME

Hard copy Bids will not be accepted at this time.
All Bids must be submitted electronically to:
mpeaprocurement@mpea.com

METROPOLITAN PIER AND EXPOSITION AUTHORITY
INVITATION FOR BIDS FOR
IFB # 2026-42-M

TABLE OF CONTENTS

ARTICLES:

1. GENERAL INFORMATION

2. DEFINITIONS

3. INSTRUCTIONS TO AND REQUIREMENTS OF BIDDERS

REQUIRED FORMS:

A. BID FORM

B. STATEMENT OF BIDDER'S BUSINESS ORGANIZATION

C. STATEMENT OF QUALIFICATIONS and W-9

D. BIDDER CERTIFICATIONS

E. FORM OF TRANSMITTAL LETTER

F. DISCLOSURE OF LOBBYIST

G. NOTIFICATION OF EXCEPTIONS

H. CERTIFICATION OF INSURANCE LIABILITY

I. MINORITY AND WOMEN-OWNED BUSINESS PROFILE

EXHIBITS:

1. **SCOPE OF SERVICES**
2. **BID PRICING FORM (POSTED AS SEPARATE EXCEL DOCUMENT)**

ATTACHMENTS:

FORM OF CONTRACT (POSTED AS SEPARATE WORD DOCUMENT)

I. GENERAL INFORMATION

1.1 General Information

The Metropolitan Pier and Exposition Authority ("Authority") is a political subdivision, unit of local government, body politic and Municipal Corporation existing under the laws of the State of Illinois pursuant to the Metropolitan Pier and Exposition Authority Act, as amended, 70 ILCS 210/1 et seq. (the "Act"). The Authority was established to promote, operate and maintain fairs, expositions, meetings and conventions in Cook County, Illinois. The Authority owns and maintains McCormick Place®, an exhibition and convention center located at 23rd Street and Martin Luther King Drive in the City of Chicago.

II. DEFINITIONS

2.2 Definitions

The following terms in this Solicitation shall be defined as follows:

"Authority" means the Metropolitan Pier and Exposition Authority

"Bid" means the submitted responses to the Bid Document, including samples

"Bidder" or "Bidder/Proposer" means the firm(s), sole proprietor, corporation(s), partnership(s), and joint venture(s) that submit Bids

"Contract" means the contract that is entered into between the Authority and the Successful Bidder pursuant to the Bid Document(s)

"Contractor" refers to the firm(s), sole proprietor, corporation(s), partnership(s), and joint venture(s) that submit Bids, and to the Successful Bidder that enters into the Contract with the MPEA.

"Include" whenever the term "includes" (in any of its forms) is used, it means "include, without limitation

"Laws" shall mean City, State and Federal statutes, ordinances, codes, rules and regulations

"MBE" means Minority Owned Business Enterprise

"WBE" means Women Owned Business Enterprise

"Responsive" Responsiveness in determined by the Authority and relates to compliance with the provisions of the solicitation, including specifications, and contractual terms and conditions.

"Responsible" Responsibility is determined by the Authority and relates primarily to the ability of a Proposer to successfully carry out a proposed contract, and whether it has the character, reputation, and integrity to receive an award. A Proposer, otherwise able to perform, who has been convicted of felony, or violation of the public procurement

requirements of any Federal or State governmental entity, may be found not responsible. Other considerations bearing on a determination of responsibility can include experience, past performance, business and financial capabilities, skills, technical organization and reliability. Some of the mechanisms available to measure a Bidder's responsibility are the utilization of reference checks, vendor performance on previous contracts and availability of financial credit information.

"Services" shall mean the goods and/or services for which the Authority engages the Selected Contractor as set forth herein and, in the Contract, including all tasks reasonably necessary to complete them.

"Successful Bidder" means the individual, partnership, corporation, or joint venture that the Authority selects for award of a Contract.

"Trade Reference" means a reference concerning the creditworthiness of the Bidder given by another business that extends credit to the Bidder, such as a supplier.

III. INSTRUCTIONS TO AND REQUIREMENTS OF BIDDERS

3.1 DESCRIPTION OF REQUIREMENTS

The Metropolitan Pier and Exposition Authority ("Authority") is seeking bids from qualified companies to provide the goods and/or services described herein to the Authority.

3.2 OBTAINING BID DOCUMENTS

The Bid Documents are available on-line at:
Doing Business – MPEA

Click on the "+" by "Current Bids/Proposal Opportunities"

Bidders acknowledge and agree that it is their responsibility to obtain any addenda that may be subsequently issued. Failure to conform to the requirements of any addenda may result in rejection of the Bid. The Authority will not be liable for Bidder's failure to obtain or download any addenda issued for a Bid.

3.3 NO BID DEPOSIT

The MPEA does not require a bid deposit, however if a bidder fails to honor the terms and conditions that attach to submitting a bid, including but not limited to holding its bid for a period of 90 days from bid opening, the MPEA reserves the right to declare Bidder non-responsible and Bidder will not be eligible to bid on or be awarded contracts with the MPEA for a period of up to one year.

3.4 SUBMITTAL OF BID

A. At this time MPEA is requesting that an electronic copy (converted or scanned to PDF) of the bid be submitted to mpeaprocurement@mpea.com or via a secure file sharing platform if the file is too large to email.

All Bids must be received no later than **Wednesday, November 3, 2026,** by Noon Bids received after this time may be deemed non-responsive and ineligible for consideration for a Contract for **IFB #2026-42-M**. No Bid may modify or substitute the items to be furnished or the work to be done. Bids that do not conform to the specifications of this request for bids may be deemed non-responsive.

The Bid Package must include the following:
(Failure to include any of the Required Document may render bids non-responsive)

1. Required Form A - Bid Form

2. Required Form B - Statement of Bidder's Business Organization

3. Required Form C - Statement of Bidder's Qualifications and W-9. The Bidder shall submit copies of all certifications, licenses and financials, which are required as part of the Bid qualification process, in addition to any additional requirements and documentation attesting to Bidder's abilities as required by the Statement of Bidder's Business Organization including but limited to all statements detailing experience in the required fields of work.

4. Required Form D - Bidder/Proposer Certifications. Bidders must be authorized distributors for each manufacturer of the parts or services provided.

5. Required Form E - Form of Transmittal Letter

6. Required Form F - Disclosure of Lobbyists

7. Required Form G - Notification of Exceptions

8. Required Form H - Insurance Requirements

9. Required Form I – Minority and Women-Owned Business Profile

B. The Bidder shall be in compliance with the Illinois State Officials and Employees Ethics Act (5 ILCS 430/) and remain in compliance for the duration of the Contract. Non-compliance constitutes grounds for immediate unilateral termination of the Contract.

The Bidder shall not offer any gratuities, favors, or anything of monetary value to any Board Member, official, or employee of the Authority for the purpose of influencing consideration of the Bid. The Bidder shall not collude in any manner or engage in any practice with any other party. Violation of this instruction will cause the Bidder's response to this Bid to be rejected by the Authority. Notwithstanding the foregoing, this prohibition is not intended to preclude joint ventures or subcontracts.

The Authority is prohibited by law from contracting with certain persons and entities. Accordingly, ownership interests must be disclosed in Required Form B, STATEMENT OF BUSINESS ORGANIZATION. Bidders must also comply with the prohibitions on political contributions that are set forth in the MPEA Act, as amended.

Bidders who have done business or are seeking to do business with MPEA should review the prohibitions on political contributions to candidates and elected officials, set forth in the City of Chicago Municipal Code on Governmental Ethics, Section 2-156-455.

C. Bids must be signed as follows:

(1) If the Bidder is a corporation or limited liability company, the Bid must be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and attested properly. The Bid must show the state in which the corporation is chartered. If the business organization is not chartered in the State of Illinois, the Bid must show whether it is licensed to transact business in the State of Illinois.

(2) If the Bidder is a firm or partnership, the Bid must be signed in the name or style under which the organization is doing business, by the partner, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization must be shown on the Bid.

(3) If the Bidder is an individual, he/she must sign the Bid in person or by representative, stating the name or style, if any, under which he/she is doing business. If the signing is by representative, his/her Power of Attorney or other authorization shall be stated and shall be proved if requested.

(4) If the Bidder is a joint venture, the Bid must be signed by each of the persons or firms which is a party to the Joint Venture Agreement. A certified copy of the Joint Venture Agreement must be attached to the Bid Form sheet. A joint venture will not be accepted unless the Joint Venture Agreement or some other signed and legally binding instrument is certified and attached to the Bid Form sheet containing provisions for one of the parties to the joint venture to be in full direction of the project and to exercise this direction through a single individual to be appointed Manager of Operations with the consent of all parties to the Joint Venture Agreement.

(5) In every case, the Bid must show the present business address of the Bidder at which communications shall be received and service of notices accepted.

D. WHERE BID IS SIGNED BY AN AGENT OF THE BIDDER, EVIDENCE OF THE AGENT'S AUTHORITY TO SIGN MUST ACCOMPANY THE BID. If Bidder is a corporation, such evidence shall be a certified copy of that section of corporate by-laws or other authorization such as a Resolution by the Board of Directors, which permits the person to sign the offer for the corporation. The name of each person signing the Bid shall be typed or printed below its signature.

E. ANY NON-CONFORMING BID OR BID TIME STAMPED AFTER THE DUE DATE AND TIME SHALL BE DEEMED NON-RESPONSIVE AND INELIGIBLE FOR CONSIDERATION.

F. Written modifications (via email – mpeaprocurement@mpea.com) of Bids shall be considered only if received prior to the time stated for receipt of Bids. The email must be labeled "MODIFICATIONS TO SEALED BID" NO TELEPHONIC OR ORAL MODIFICATIONS SHALL BE ACCEPTED OR CONSIDERED.

G. Any Bidder may withdraw its Bid by letter, email, or in person with proper identification at any time prior to the opening of the Bids. NO TELEPHONIC REQUEST TO WITHDRAW A BID SHALL BE ACCEPTED OR CONSIDERED.

3.5 CONTRACT TERM

The Contract begins on the Effective Date and shall remain in effect until May 15, 2029. The Authority shall have the option to renew the Contract under the same terms and conditions as the original Contract. However, the Contract may not renew automatically, nor may the Contract renew solely at the Contractor's option.

The Authority reserves the right to renew for a total of two (2) years in one of the following manners:
a) One renewal covering the entire renewal allowance, or
b) Individual one-year renewals up to and including the entire renewal allowance.

3.6 ADDENDA AND INTERPRETATIONS

A. No oral interpretation of the meaning of the Bid Documents will be made to any Bidder.

B. If a material change is to be made to the Bid Documents, it will be issued in the form of a written Addendum which will be e-mailed to all those prospective Bidders who registered as document holders and will also be available for download on the MPEA website at www.mpea.com. If e-mailed, interpretations will be transmitted to the Bidder at the submitted email addresses furnished for such purposes not later than ten (10) days prior to the date fixed for opening of Bids.

C. Failure of any Bidder to receive any such Addendum or interpretation shall not relieve such Bidder from any obligation under his Bid as submitted. All Bidders are responsible for obtaining each Addendum and must acknowledge receipt of each Addendum that has been issued. The Bid Form contains spaces for the Bidders to inscribe the number of each Addendum that may be issued. If none are issued, fill these spaces with the word “NONE”. **The Authority will not be liable for supplier's failure to obtain or download any addenda issued for a Bid.**

3.7 REJECTION OF BIDS

The Authority intends to award the Contract to the lowest, responsible and responsive Bidder by Group. Notwithstanding the foregoing, the Authority hereby reserves the right to reject or to accept any or all Bids that, in its judgment, shall be in the best interest of the public.

Bids that contain omissions, erasures, alterations, or additions not called for, conditional or alternate Bids not called for, or that are irregular in any way, may be rejected as informal and insufficient. However, the Authority reserves the right to waive all informalities when it may deem such waiver to be in the best interest of the public.

3.8 INSTRUCTIONS FOR EXECUTING CONTRACT

The Contract shall be in the form prescribed by the Authority and shall be signed by the Successful Bidder within ten (10) days after receipt and returned to the Authority for execution. The Successful bidder must furnish a certificate of insurance. The Contract must be signed as proscribed above.

3.9 EXEMPTION FROM TAXES

Bids shall include all Federal and State taxes in effect on the date of bid opening, except the Retailers' Occupation Tax, the Service Occupation Tax, (both state and local), the Use Tax and the Service Use Tax, since the Authority is exempt from such taxes.

3.10 COMPLIANCE WITH LAWS

The Successful Bidder shall comply with all existing and future applicable laws, ordinances, rules, regulations, and lawful orders of public authorities relating to the provision of services or items hereunder and shall ensure that all necessary licenses required by the City of Chicago and the State of Illinois are obtained.

3.11 CONTRACT DOCUMENTS

The Contract Documents shall consist of the Bid documents, including all Attachments, Exhibits, and any Addenda; the submitted Bid to the extent it is consistent with the Bid Documents, and the duly executed Contract. The documents are complementary and binding in whole or in part.

3.12 DIVISIBILITY AND MULTIPLE AWARDS

The Authority reserves the right to award this Agreement to one or more Bidders as it deems to be in its best interest.

3.13 BID CANVASSING

All bids will be reviewed on the basis of (a) bidder responsiveness, (b) bidder responsibility and (c) the Lowest Total Sum of prices bid by Category.

3.14 AWARD OF CONTRACT

The Authority shall undertake a thorough review of each submitted Bid. This review process may take approximately ninety (90) days, at which time the Board of the Authority may take the necessary steps to award the Contract or may, at its option, after informing the three (3) lowest Bidders in writing of its intention, extend the time to award the Contract an additional thirty (30) days.

3.15 CERTIFICATE OF LIABILITY INSURANCE

The Contractor must provide and maintain during the life of this Contract, at Contractor's own expense, until Contract completion and during the time period following final completion if Contractor is requited to return and perform any additional work, the insurance coverages and requirements specified in REQUIRED FORM H insuring all operations related to the contract.

3.16 SPECIAL CONDITIONS REGARDING MINORITY & WOMEN BUSINESS ENTERPRISES

In accordance with the Metropolitan Pier and Exposition Authority Act, 70 ILCS 210/23.1 the Authority has adopted and maintains a minority and female owned business enterprise procurement program for all work undertaken by the Authority. The Authority requests that all bidders complete the MBE/WBE information in the required documents.

3.17 TIE BIDS AND PROPOSALS

Tie bids or proposals are those from responsive and responsible vendors that are, in the case of bids, identical in price, and, in the case of proposals, identical in evaluation.

Tie bids or proposals will be resolved as follows:

1) The award shall be made by lot unless the Director of Procurement determines that:

a) Awarding to one of the vendors is in the Authority's best interest because, for example, that vendor is likely to be more reliable or responsive to the Authority's needs, based on past performance; provides a better quality of the supply or service; or provides quicker delivery; or, in the case of proposals, because of a desire to take advantage of the lower price; or

b) Splitting the award is in the Authority's best interest because of a need to ensure delivery of the supply or service, or is necessary or desirable to promote future competition, and provided the affected vendors agree to the split award.

METROPOLITAN PIER AND EXPOSITION AUTHORITY
INVITATION FOR BIDS FOR
IFB # 2026-42-M

REQUIRED FORM A
BID FORM

Bidders must use this Bid Form A.

BIDS SUBMITTED BY:

_____

_____

_____

TO: THE METROPOLITAN PIER AND EXPOSITION AUTHORITY
mpeaprocurement@mpea.com

COMMITMENT TO ENTER CONTRACT

A. This is to certify that the undersigned, _____ _____, hereinafter referred to as the Bidder, has read (1) the Advertisement, (2) the Instructions to and Requirements of Bidder, and (3) the Specifications issued by the Metropolitan Pier and Exposition Authority, hereinafter referred to as the "Authority", and acknowledges receipt and review of Addenda _____ and that the Bidder has made all the investigations and examinations required by said documents.

B. The undersigned hereby agrees to enter into a contract with the Authority, in substantially the Form of Contract attached to these Bid Documents (as Attachment 1) and to furnish all the items or services required under the Contract.

Identify below the person with authorized signature to bind Bidder's agreement, if selected:

Signatory's Name _____

Title_____

Address_____

Email_____

Phone Number: _____

The person identified here will be sent the contract for electronic signature/execution via DocuSign or similar system.

CONTRACT PRICE

A. It is understood that (i) as to the Contract which may be awarded upon this Bid, the Authority shall purchase from the Bidder supplies and services of the kind described in the Contract; and (ii) it is the intention of the Authority that a Contract shall be awarded by the Board to the lowest, responsible and responsive Bidder in terms of its fitness and capacity to furnish the quality of materials and workmanship considered to be best to meet the requirements of the Authority; and (iii) the Bid submitted under this document shall be on the basis of the Lowest Total Sum of prices bid.

B. The undersigned hereby offers and agrees to furnish and deliver the goods and/or services to the Authority as follows:

METROPOLITAN PIER AND EXPOSITION AUTHORITY
INVITATION FOR BIDS FOR
IFB # 2026-42-M

BID FORM

Bidders must use this Bid Form.

BIDDER NAME: _____

BIDDER PROPOSAL AND QUALIFICATIONS

All bidders must provide the requested information below, failure to do so will render a bid non-responsive. Attach additional pages as needed.

1. Has Bidder been in the business of supplying the variety and volume of specific goods and services requested herein to entities or building complexes of similar size to McCormick Place for at least 5 years? (Y/N) _____ For how many years? _____

2. Where is your office and distribution point that would serve MPEA located?
   Note that an answering service in lieu of offices or distribution points is not acceptable.

   Location of facility where inventory is maintained:

   Address _____

   Telephone Number _____

   E-Mail Address _____

3. List all other distribution point locations that would be used to support this contract. Indicate whether your company owns this location, and if not, the entity that does own it and the nature of the relationship between Bidder and that entity.

4. List all will-call pick up locations and business hours.

5. Confirm that Bidder can provide delivery within ten (10) business days from issuance of a purchase order, and if not, provide the typical time period for various categories.

6. Provide information regarding protocol for emergency and after hours contact, provide information regarding what time is considered “after hours”/emergency and if there are any additional fees associated with contacting Bidder at these times.
   Successful bidder must provide and keep current the name and contact information for such contact.

7. Provide the names, contact information and resumes of all key personnel/account representative(s) that would service this contract. Contractor must be able to provide technical support as requested by the Authority including but not limited to familiarity with the materials being supplied and what materials/products may be substituted if any items are discontinued or not currently available.

METROPOLITAN PIER AND EXPOSITION AUTHORITY
INVITATION FOR BIDS FOR
IFB # 2026-42-M

BIDDER NAME: _____

Category**:** _____

Bidder must also complete the separate pricing bid form for each Category for which it is proposing **(See separate Pricing Form – excel file, as Exhibit 2)**.

Mark-up or discount for all related items not listed on the Excel form:

Mark-up_____% Discount_____%

If mark-up or discount is not consistent for all related items not listed on the Excel form, then provide mark-up or discount per manufacturer or product line on the excel file.

Contractor must provide all original invoices for all parts and supplies from original equipment manufacturers for all related items not listed on Excel form.

Pricing bid form must be submitted as a separate PDF (signed) and Excel file with electronic submission.

Bidder must use the provided excel Pricing Form. Bidder must submit the Pricing Bid Form with the completed electronic version of the bid. Bidders may provide pricing for one or more Categories. MPEA reserves the right to correct any errors in math but will not be held liable for any mistakes by the Bidder.

Bidders must be an authorized distributor of every manufacturer in any Category for which it is submitting a proposal.

All prices quoted are delivered prices. No additional shipping, handling, delivery, parking, or travel time charges of any kind shall be paid by the Authority.

After the first year of the contract, prices for Categories 4,5 and 6 may be increased by the relevant producer price index, or 3%, whichever is less. The Contractor and MPEA must agree on the price escalation before it go into effect.

If Bidder is unable to price a specific item, please indicate why—for example whether Bidder is unable to find a source, whether the product is no longer available, and what comparable alternate Bidder would recommend and price for the alternate.

METROPOLITAN PIER AND EXPOSITION AUTHORITY
INVITATION FOR BIDS FOR
IFB # 2026-42-M

BID FORM

PAYMENT WILL BE SUBJECT TO ACCEPTANCE BY THE AUTHORITY OF THE SERVICES PROVIDED BY THE CONTRACTOR.

Person to contact regarding Bid:

Name: _____ FEIN: _____

Address: _____

Telephone: _____

Location of facility where inventory is maintained:

Address _____

Telephone Number _____

E-Mail Address _____

SIGNATURES

(If an Individual)

Signature of Bidder

_____

Business Address _____

_____

State of_____

County of_____

Subscribed and sworn to before me this ___ day of _____, 2026.

_____

NOTARY PUBLIC (SEAL)

SIGNATURES (Continued)

(If a Partnership)

Firm Name

_____

By_____

Title_____

By_____

Title_____

Business Address _____

Names and addresses of all members of the firm:

_____

_____

_____

State of_____

County of_____

Subscribed and sworn to before me this ____ day of _____, 2026.

_____

NOTARY PUBLIC (SEAL)

SIGNATURES (Continued)
(If a Corporation or Limited Liability Company)

Corporate or Company

Name_____

Signature of President, Manager, or Authorized Officer

_____

Title_____

Business Address

_____

_____

Note: In the event that this Bid is signed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws, company operating agreement, or other authorization, such as a Resolution by the Board of Directors or Managers, which permits the person to sign the offer for the corporation.

CORPORATE SEAL
President_____

Vice President_____

Secretary_____

Treasurer_____

Attest: _____
Secretary

State of_____

County of_____

Subscribed and sworn to before me this ____ day of _____, 2026.

_____
NOTARY PUBLIC (SEAL)

SIGNATURES (Continued)
(If a Joint Venture)

Joint Venture Name _____ __

Business Address _____

_____

Signature for Joint Venture Firm _____

Title_____

Signatures of Parties to Joint Venture

Firm_____

By_____

Title_____

Address_____

Signatures of Parties to Joint Venture Firm

_____

By_____

Title_____

Address_____

State of_____

County of_____

Subscribed and sworn to before me this ____ day of _____, 2026.

_____
NOTARY PUBLIC

REQUIRED FORM B
STATEMENT OF BUSINESS ORGANIZATION

BIDDER NAME: _____

NAME OF PROJECT: HVAC PARTS AND SUPPLIES (Categories 4, 5 and 6)
PROJECT NUMBER: 2026-42-M

Note: Each Bidder/Proposer is obligated to notify the Authority of any changes in its ownership or in its officers and directors at the time such changes occur if the change occurs during bid evaluation or during the Contract term.

1. If the Bid/ Proposal is submitted by an individual, answer questions listed below:

(a) Name _____

(b) Official Address _____

(c) Telephone _____ Email address _____

(d) Fax Number _____

(e) FEIN _____

(f) Is the individual authorized to do business in Illinois? ☐YES ☐NO

2. If the Bid/Proposal is submitted by a partnership, answer questions listed below:

(a) Firm Name _____

(b) Official Address _____

(c) Fax Number _____

(d) Telephone Number _____

(e) FEIN _____

(f) List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization.

Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).

Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary)

Name	Percentage Ownership

(g) List the names of all managing partners:

_____

_____

_____

(h) Is partnership authorized to do business in Illinois? ☐YES ☐NO

3. If the Bid/Proposal is submitted by a corporation or limited liability company (LLC), answer questions listed below:

(a) Corporate or Company Name_____

(b) Date of Incorporation _____

(c) State of incorporation_____

(d) If incorporated in another State, are you authorized to do business in the State of Illinois?
☐YES ☐NO

(e) Name and address of registered agent _____

_____

_____

(f) Fax Number_____

(g) Telephone_____ Email address _____

(h) FEIN _____

(i) List the names of all officers and directors:

_____

_____

_____

(j) List each individual having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization.

Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).

Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary)

Name	Percentage Ownership

4. Is Company a certified minority or woman owned business enterprise? ☐YES ☐NO

If yes, check one: ☐MBE ☐WBE

Certified by: ☐City of Chicago
☐Chicago Minority Supplier Development Council
☐County of Cook
☐Women's Business Development Center
☐State of Illinois, Department of Central Management Services

Date of Certification: _____

Please attach copy of current certification letter.

I declare that this Statement of Bidder's Business Organization has been examined by me and to the best of my knowledge and belief is a true, correct, and complete statement of the business organization.

_____
(Signature)

State of_____

County of_____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 2026

_____
NOTARY PUBLIC (SEAL)

REQUIRED FORM C
STATEMENT OF QUALIFICATIONS

BIDDER NAME: _____

NAME OF PROJECT: HVAC PARTS AND SUPPLIES (Categories 4, 5 and 6)
PROJECT NUMBER: 2026-42-M

Bidder must furnish all of the following information relative to its ability, experience, and financial resources available for the fulfillment of the Contract.

1. The number of consecutive years that Bidder has been engaged in the business under the present firm name _____.

   Number of consecutive years at this location: _____.

   Date when business was organized _____.

2. List all pertinent organizations and associations of which Bidder is currently a member:

   _____

   _____

   _____

3. Provide the overall ratio of managers to personnel. _____

4. A. State approximately the value of the three (3) largest contracts your organization has had **providing products or services similar** to the requirements set forth in the Bid/Request Document, giving the name and location of the firm with whom you contracted.

Firm	Location	Contract Value
(1)		
(2)		
(3)		

   B. State the names and locations of any governmental bodies with whom your organization has had contracts **providing products or services similar** to the requirements set forth in the Bid/Request Document.

Firm	Location	Contract Value
(1)		
(2)		

(3)_____

5. **Within the last five (5) years**, list below three (3) references for the three (3) largest contracts your organization has had **providing products or services similar** to the requirements set forth in the Bid/Request Document, giving the name of the person we are authorized to contact:

A. Company Name_____

Contact_____

Title_____

Address_____

Telephone_____ Email address_____

Contract Duration _____

Contract Size _____

B. Company Name_____

Contact_____

Title_____

Address_____

Telephone_____ Email address_____

Contract Duration _____

Contract Size _____

C. Company Name_____

Contact_____

Title_____

Address_____

Telephone_____ Email address_____

Contract Duration _____

Contract Size _____

6. List below two (2) trade references:

A. Company Name_____

Contact_____

Title_____

Address_____

Telephone_____Email address_____

Length of Relationship_____

B. Company Name_____

Contact_____

Title_____

Address _____

Telephone_____Email address_____

Length of Relationship_____

7. List below one (1) bank reference:

Company Name _____

Contact_____

Title_____

Address_____

Telephone_____Email address_____

Length of Relationship_____

8. Identify all union contracts to which you are a signatory.

_____

_____

9. Has Bidder provided evidence of the ability to provide insurance coverage as specified in Required Form H? Y____N_____

10. Has Bidder ever refused to sign a contract? Y ____ N ____ At the original price? Y___ N____

If yes to either question, provide details. _____

11. Has Bidder ever been terminated for cause? _____ If yes, provide details. _____

12. Has Bidder ever defaulted on a contract? _____ If yes, provide details.

13. Has Bidder or any related or affiliated entity, ever been adjudged a bankrupt, been subject to a receivership or an order of reorganization, or other similar action involving the rights of creditors against vendors? _____ If yes, provide details. _____

14. Is Bidder or its business currently subject to any court order relating to bankruptcy, receivership, liquidation, reorganization, or similar relief? _____ If yes, provide details.

15. Has Bidder ever forfeited a performance bond? _____ If yes, provide details. _____

16. Bidder shall provide copies of its annual financial statement or annual report, such as balance sheets, profit and loss statements, or financial report, for the last three (3) years.

I declare that this Statement of Qualifications has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of the business organization.

_____
(Signature)

REQUIRED FORM D
BIDDER CERTIFICATIONS

BIDDER NAME: _____

NAME OF PROJECT: HVAC PARTS AND SUPPLIES (Categories 4, 5 and 6)
PROJECT NUMBER: 2026-42-M

Bidder certifies that it is fully authorized to enter into an Agreement with the Authority**,** has no known conflicts of interest as described in the MPEA Act (70 ILCS 210/25.3), or otherwise, and further specifically certifies that:

1. Neither Bidder nor its agents, officers or employees, has entered into any agreement or arrangement with any individual or entity to refrain from bidding, or to do any act or omit to do any act, the result of which would restrain free competition among Bidder.

2. Pursuant to 70 ILCS 210/25.3, neither Bidder, nor its agents, officers or employees, has made any offer to, nor been solicited by, any member of the Board, Trustee, officer or employee of the Authority, either directly or indirectly, regarding any money or other thing of value as a gift or bribe or means of influencing his or her vote or action in his or her official character.

3. Bidder, its affiliated entities and affiliated persons of Bidder's organization have not made any contributions to any political committees established to promote the candidacy of any declared candidate for the office of Mayor of Chicago or Governor of Illinois in violation of the restrictions in 70 ILCS 210/25.5(a).

4. Neither Bidder, nor its agents, officers or employees, is barred from contracting with any unit of state or local government as a result of being convicted of bid-rigging, as defined in Section 33E-3 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3) or of bid-rotating, as defined in Section 33E-4 (720 ILCS 5/33E-4) or of any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.

5. Bidder will, pursuant to 720 ILCS 5/33E-6, report to the Illinois Attorney General and Cook County State's Attorney any prohibited communication that would constitute interference with contract submission and award by a public official.

6. Pursuant to 775 ILCS 5/2 105, Bidder complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies.

7. Bidder will, pursuant to the Drug Free Workplace Act (30 ILCS 580), provide a drug free workplace. Bidder certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. This requirement applies to contracts of $5000 or more with individuals, and to entities with twenty-five (25) or more employees.

8. Bidder or its employees and subcontractors shall comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and the rules applicable to each as well as the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130).

9. Neither Bidder, nor any of its affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds a pecuniary interest in the

Bidder's organization has been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

10. Bidder is not in arrears to the State of Illinois for any debts whatsoever (including but not limited to back taxes). Further, the undersigned certifies that the Bidder has not defaulted on any other project with the State of Illinois, US Federal Government, or any governmental entity of Cook County or the City of Chicago

My name is _____.

B. I am (*Please choose one of the following and fill in the name of the Bidder):*

(i) the sole proprietor of _____
Name of Bidder

(ii) a partner in _____
Name of Bidder

(iii) I am the _____ of _____
Title Name of Bidder

This certification is attached to and is a part of the Bid submitted to the Metropolitan Pier and Exposition Authority on behalf of Bidder.

Signature _____

Date _____

State of _____)
) SS
County of _____)

Subscribed and sworn to before me this

___ day of _____, 2026.

_____
NOTARY PUBLIC (SEAL)

REQUIRED FORM E
FORM OF TRANSMITTAL LETTER

(To be duplicated and completed on company letterhead)

(Date)

Metropolitan Pier and Exposition Authority
301 East Cermak Road
Chicago, Illinois 60616
Attention: MPEA Procurement Department

Re: HVAC PARTS AND SUPPLIES (Categories 4, 5 and 6)

On behalf of (Full legal name of Bidder), I submit with this letter its response to the Metropolitan Pier and Exposition Authority's INVITATION FOR BIDS ("IFB") 2026-42-M. In this connection, I state the following:

1. I have full authority to bind Bidder with respect to this response to the IFB and any oral or written presentations and representations made to the Authority.

2. (Full legal name of Bidder) has read and understands the IFB and is fully capable and qualified to provide the goods and or services as described within this IFB.

3. I have read and understand the IFB, including addenda numbers _____.

4. (Full legal name of Bidder) understands that the Metropolitan Pier and Exposition Authority will rely on Bidder's response to the IFB and Bidder agrees to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.

5. (Full legal name of Bidder) agrees to hold its Bid open for a period of 90 days from the date and time established for submission of Bids, and, if requested by the Authority, for an additional 60 days thereafter.

6. If requested by the Authority, Bidder agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist the Authority in evaluating its Bid.

7. If selected by the Authority, Bidder agrees to enter into a Contract for IFB# 2026-42-M with the Authority in accordance with the FORM OF CONTRACT attached to this Invitation for Bids and to supply all the items or services required.

8. Neither I nor Bidder has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with the Authority and no conflict of interest which could interfere with the provision of services to the Authority.

9. Bidder understands that the Authority will rely upon the material representations set forth in the Bid and that Bidder has a continue obligation to update any information which changes, or which Bidder learns to be incorrect.

10. It is understood that an original and multiple copies of the Bidder have been submitted for consideration. Bidder warrants that all copies are identical to the original in all respects.

11. Bidder acknowledges that any comments, requests or exceptions to the form of agreement or any other requirements stated in this procurement have been identified on **REQUIRED FORM G, NOTIFICATION OF EXCEPTIONS.**

Signed: _____

_____
Typed/lettered name of signatory

As: _____
(Relationship to Bidder/Title/etc.)

REQUIRED FORM F
DISCLOSURE OF LOBBYISTS

A. DEFINITIONS AND DISCLOSURE REQUIREMENTS

1. The Board of the Metropolitan Pier and Exposition Authority ("MPEA") has determined that all bids, proposals and contracts requiring Board approval must be accompanied by a statement disclosing information about Lobbyists.
2. "Lobbyist" means any person (i) who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action, or (ii) any part of whose duty as an employee of another includes undertaking to influence any legislative or administrative action. Subconsultants or subcontractors hired by the Applicant who do not fit this definition are not considered Lobbyists.
3. In particular, the Applicant must disclose the name of each such person, his/her business address, the nature of the relationship, and the amount of the fees paid or estimated to be paid. All Lobbyists must be disclosed.
4. If the Applicant is uncertain whether a disclosure is required under this Section, the Applicant must either ask the MPEA whether disclosure is required or make the disclosure. The Applicant is not required to disclose employees who are paid solely through the Applicant's regular payroll or sub-contractors.
5. MPEA prohibits the participation of Lobbyists when the payment to the Lobbyist is contingent on the award to the party of a contract. (Contingency Fee Agreements).

B. CERTIFICATION

Each and every Lobbyist or other person retained or anticipated to be retained directly by the Applicant with respect to or in connection with lobbying for the award of the contract that is the subject of this DISCLOSURE OF LOBBYISTS is listed below [begin list here, add sheets as necessary]:

Name	Business Address	Fees (indicate whether paid or estimated)

[ ] CHECK HERE IF NO SUCH PERSON HAS BEEN RETAINED DIRECTLY BY THE APPLICANT OR IS ANTICIPATED TO BE RETAINED DIRECTLY BY THE APPLICANT.

The Undersigned understands and agrees that:
A. The certifications, disclosures, and acknowledgments contained in this DISCLOSURE OF LOBBYISTS will become part of any contract awarded to the Applicant by the MPEA in connection with the project or transaction that is the subject of this DISCLOSURE OF LOBBYISTS.

B. Some or all information provided on this DISCLOSURE OF LOBBYISTS, including any REQUIRED FORMS, may be made available to the public in response to a Freedom of Information Act request, or otherwise. By completing and signing this DISCLOSURE OF LOBBYISTS, the Undersigned waives and releases any possible rights or claims which it may have against the MPEA in connection with the public release of information contained

in this DISCLOSURE OF LOBBYISTS and also authorizes the MPEA to verify the accuracy of any information submitted in this DISCLOSURE OF LOBBYISTS.

C. Lobbyists and all other parties retained in connection with the award of contract are agents of the Undersigned and are therefore subject to the same rules as the Undersigned, including but not limited to the prohibition of conflicts of interest and the prohibition of direct contact with any official, employee or agent of the MPEA regarding outstanding procurement projects, except as provided herein. The only officials, employees or agents of the MPEA who may be contacted regarding outstanding procurement projects are the Director of Procurement, to whom questions for clarification regarding an outstanding procurement may be submitted in writing, and members of the MPEA's Business and Workforce Diversity Department, who may be contacted regarding the Undersigned's Minority and Women's Business Enterprise participation.

D. If the MPEA determines that any information provided in this DISCLOSURE OF LOBBYISTS is false, incomplete or inaccurate, or if any provision of this DISCLOSURE OF LOBBYISTS is violated, any contract or other agreement in connection with which it is submitted may be void or voidable, and the MPEA may pursue any remedies under the contract, at law, or in equity, including terminating the Undersigned's participation in the project or transaction and/or declining to allow the Undersigned to participate in future transactions with the MPEA.

_____ Date: _____
(Print or type name of individual or legal entity submitting this DISCLOSURE OF LOBBYISTS)

By: _____
(sign here)

Title of signatory: _____

Print or type name of signatory: _____

County of _____

State of _____

Acknowledged under oath on [date] _____

before me by _____

as [title] _____

of [firm] _____.

_____

Notary Public

Commission expires: _____

REQUIRED FORM G
NOTIFICATION OF EXCEPTIONS

The Undersigned understands and agrees that:

PLEASE CHECK ONLY ONE

[ ] Bidder acknowledges that there are **no exceptions** to the form of contract, or any other requirements stated in this Procurement, 2026-42-M.

Signed: _____

_____
(Typed/lettered name of signatory)

As: _____
(Relationship to Bidder/Title/etc.)

Date: _____

[ ] Bidder acknowledges that **there are exceptions** to the Form of Contract, that conflicts of interest exist, or any other requirements stated in this Procurement, 2026-42-M and has attached them to this Required Form G, Notification of Exceptions. Bidder must redline the Form of Contract with listed exceptions.

Signed: _____

_____
(Typed/lettered name of signatory)

As: _____
(Relationship to Bidder/Title/etc.)

Date: _____

REQUIRED FORM H

INSURANCE REQUIREMENTS

Bidders must include a sample certificate of insurance, verifying that they can meet the limits set forth below, with their Bid

1. The Proposer must procure and maintain, at its own expense, until final completion of the Services covered by the Agreement and during the time period following final completion if required to return and perform additional Services, for any reason whatsoever, the types of insurance specified below by the Authority. The Proposer must provide the Authority with certificates evidencing such coverage prior to receiving the Agreement:

a. **Commercial General Liability**

Coverage	**Limit**
General Aggregate	$2,000,000.00
Products Liability/Completed Ops. Aggregate	$2,000,000.00
Each Occurrence	$2,000,000.00
Personal & Advertising Injury	$2,000,000.00
Independent contractors	$2,000,000.00
Contractual Liability	$2,000,000.00

b. **Workers' Compensation and Employer's Liability**

Coverage	**Limit**
Workers' Compensation	Statutory
Employer's Liability	
Each Accident	$1,000,000.00
Disease – each employee	$1,000,000.00
Disease – Policy Limit	$1,000,000.00

Workers' Compensation/ Employer's Liability policies shall be endorsed to waive the insurer's right of subrogation against the Authority.

c. **Automobile Liability (If Applicable)**

Coverage	**Limit**
Bodily Injury and Property Damage Combined Single Limit ea.acc.	$5,000,000.00
Uninsured Motorist	$5,000,000.00
Underinsured Motorist (when not included in Uninsured Motorist)	$5,000,000.00

This Policy must provide coverage for all owned, non-owned, and hired automobiles.

d. **Umbrella Coverage**

Per occurrence and Aggregate	$5,000,000.00

Coverage must be in excess of Commercial General Liability, Auto Liability and Employer's Liability. It must be no more restrictive than the primary coverage listed.

e. **Professional Liability/Errors & Omissions**

Per claim and Aggregate $2,000,000.00

2. All insurance companies must be rated A-VIII or better by the A. M. Best Company. Any deviation from this rating must be approved by the Risk Management Department.

3. Supplier's assumption of liability is independent from, and not limited in any manner by, the Supplier's insurance coverage obtained pursuant to this Contract, or otherwise. All amounts owed by Supplier to the Authority as a result of the liability provisions of the Contract shall be paid on demand.

4. Supplier expressly understands and agrees that any insurance or self-insurance programs maintained by the Authority shall apply in excess of and not contribute with insurance provided by them under the Agreement.

5. Policies should be written on an occurrence basis.

6. All coverages must contain a Waiver of Subrogation in favor of the MPEA

7. All policies must amend the other insurance clause to be Primary and Non-Contributory with any insurance or program of self-insurance maintained by The Metropolitan Pier and Exposition Authority for any liability arising directly or indirectly from the Services.

8. The Metropolitan Pier and Exposition Authority, its facilities, agents, officers, board members and employees are named as an additional insured.

9. Supplier shall provide MPEA with thirty (30) days' prior written notice of cancellation of any coverage required herein. Such notice shall be sent to the MPEA Risk Management Department via certified mail.

10. If policies are canceled, non-renewed, or a material change has occurred for any reason, the contractor must provide a 60-day prior written notice via certified mail. A 10-day prior written notice must be given for non-payment of premium.

11. The contractor must furnish MPEA's Risk Management Department with an original certificate of insurance, with any additional insured endorsement, prior to the execution of the contract, and at any renewal.

12. Any deductible or self-insured retention for insurance coverage must be the responsibility of the contractor.

13. Any insurances provided by the contractor will in no way limit or restrict the contractor's responsibilities stated within the contract or by law.

14. The required insurance to be provided by the contractor shall not be limited by indemnification language stated in this contract.

15. At its discretion, the MPEA Risk Management Department has the right to modify and/or delete these Insurance requirements.

REQUIRED FORM I

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PROFILE

Is Proposer a minority or woman owned business enterprise? □ YES □ NO

If yes, complete 1 – 4 below:

1. Check the Status of Proposer:

[ ] Minority-Owned Business Enterprise (MBE)

[ ] Women-Owned Business Enterprise (WBE)

2.

Gender:	**Race/Ethnicity:**	**Type of Firm:**
[ ] Male	[ ] Black/African American	[ ] Partnership
[ ] Female	[ ] Hispanic American	[ ] Sole Proprietorship
	[ ] Asian American	[ ] Corporation
	[ ] Native American	[ ] Limited Liability Company (LLC)
	[ ] White American	[ ] Other _____

3. If Proposer is certified as a MBE or WBE, please attached a copy of all current certifications.

MPEA neither certifies nor decertifies a firm's MBE/WBE status. Rather, it accepts the current certifications of other agencies whose policies and procedures are consistent with the requirements of Section 23.1(b) of the Act. MPEA presently accepts certifications from the City of Chicago, Chicago Minority Business Development Council, County of Cook, Women's Business Development Center, and the State of Illinois through its Central Management Services Division.

4. If Proposer's certification is pending, check this box [ ]

Identify Agency with which certification is pending:

_____

Please attach a copy of the letter from the Agency verifying that certification is pending.

Direct questions to:

Metropolitan Pier and Exposition Authority 301 East
Cermak Road, Chicago, Illinois 60616
Telephone: (312) 791-6333 | Email: twright@mpea.com
(312) 791-6324 | Email: abuckles@mccormickplace.com

Attention: Tiffany Wright, Business Diversity Program Manager
Alex Buckles, Director of Business Diversity

EXHIBIT 1

SCOPE OF SERVICES

1. SCOPE OF SERVICES

Bidders must be authorized distributors for each manufacturer of the parts or supplies being provided to the Authority and must be able to provide OEM warranties and guarantees. Bidders must have knowledgeable account representatives that can advise Authority staff regarding the availability of required HVAC parts and supplies and recommend compatible alternates if any requested items are discontinued by the manufacturer. Bidders must be available for immediate consultation and be able to coordinate timely delivery of materials.

The Contractor will provide **HVAC Parts and Supplies (Categories 4, 5 and 6)** as requested by the Authority and deliver to the specified locations in each order.

a. MINIMUM REQUIREMENTS

Qualified proposers:

i. shall have been in the business of supplying HVAC PARTS AND SUPPLIES to entities/building complexes of similar size as McCormick Place, scope, and variety for a minimum of five (5) years.
ii. shall have in stock or have the ability to acquire the HVAC PARTS AND SUPPLIES manufactured by companies identified in this Bid document.
iii. shall maintain an office or distribution point with adequate staffing to support the needs of the Authority. Answering services in lieu of offices or distribution points are not acceptable.
iv. must be able to provide delivery within 10 working days from issuance of an order.
v. must be able to provide either internal or external technical support as requested by the Authority.

2. DELIVERY LOCATIONS

Delivery shall be F.O.B. Receiving Rooms:

NORTH BUILDING
450 East 23rd Street
Chicago, Illinois 60616

SOUTH BUILDING
2301 South Mines Drive
Chicago, Illinois 60616

LAKESIDE CENTER
2301 S. Jean Baptiste Point DuSable Lake Shore Drive
Chicago, Illinois 60616*****

WEST BUILDING
2301 South Indiana
Chicago, Illinois 60616

CORPORATE CENTER
301 East Cermak Road
Chicago, Illinois 60616

ENERGY CENTER
2211 South Martin Luther King Drive
Chicago, Illinois 60616

* NOTE: The Receiving Room at Lakeside Center has an entrance clearance of eleven feet two inches (11'2"). Deliveries that cannot clear this height shall be refused.

The Authority reserves the right to add other locations within its properties as it deems necessary.

3. INVOICES

All invoices must be addressed to the following:

METROPOLITAN PIER AND EXPOSITION AUTHORITY
Corporate Center, c/o Operations/Accounts Payable
301 East Cermak Road
Chicago, Illinois 60616
Attention: Building Operations
Or submitted electronically to: buildingops@mccormickplace.com

Failure to adhere to the following requirements and procedures will result in delayed payment:

- All invoices must list a valid Authority purchase order number. All items invoiced must agree with the prices, quantities, and description of the valid purchase order. Quantities and prices must agree with the Contract.

- All invoices must state the name of the department and its designee from which the order was placed. This IS NOT a substitute for a purchase order number.

4. AVAILABILITY

If the Contractor is unable to fill a specific Purchase Order (in full or in part), the Authority reserves the right to purchase same from available sources. The Authority also reserves the right to substitute or cancel certain items should a change in the requirements warrant.

5. REPRESENTATION AND WARRANTY

The Contractor represents that all materials are of good quality and workmanship, and free from faults, deficiencies, and defects in material, both latent and patent. The Authority may return any nonconforming or defective materials to the Contractor or require replacement of the materials at the time the defect is discovered, all at the Contractor's expense. The Contractor must replace any nonconforming or defective materials within 10 (ten) days of notification from the Authority's designated representative. Acceptance of materials and supplies by the Authority by payment shall not relieve the Contractor of the responsibilities herein.

6. RELATED ITEMS

The Authority reserves the right to purchase related items from the Contractor.

7. REPORTS/REPORTING CAPABILITIES

Contractor will provide DETAILED reporting of all items supplies to the Authority under this Contract upon request.

8. DEFAULT / AVAILABILITY

In case of default of the Contractor, the Authority reserves the right to purchase equal services on the open market. In the case of default, the Authority reserves the right to terminate the Contract, to purchase equal products / services on the open market, suspend future business with the Contractor, and other remedies available in law or in equity.

HVAC PARTS & SUPPLIES

Category 4	Hot Water and Steam
Category 5	Insulation
Category 6	Energy Metering Devices

Bidders are required to complete a Pricing Form F and the accompanying Excel file listing currently used parts and supplies.

9. TERM

The Contract begins on the Effective Date and shall remain in effect until May 15, 2029. The Authority shall have the option to renew the Contract under the same terms and conditions as the original Contract for up to an additional 2 years. However, the Contract may not renew automatically and may not renew solely at the Contractor's option.