

REQUEST FOR BID

Facility Improvements for Stations 2 & 3

Bid Submission Deadline: October 19, 2018 at 12:00pm

Mandatory Pre-Bid Meeting: September 28, 2018 at 9:00am

Bid Opening: October 19, 2018 at 1:30pm

Huntley Fire Protection District
11808 Coral, PO Box 517
Huntley, Illinois

BOARD OF TRUSTEES

Milford Brown, President
Fred Olson, Treasurer
Bonnie Bayser, Trustee
James Saletta, Trustee
John Davis, Trustee

September 13, 2018
Date

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ADVERTISEMENT FOR BID

LEGAL NOTICE

NOTICE is hereby given that the Huntley Fire Protection District is accepting sealed bids for Facility Improvements for Stations 2 & 3. Specifications may be obtained at online at huntleyfpd.org. For further information, contact Battalion Chief Tim Flannigan at 11808 Coral St, Huntley, IL, 60142.

Sealed Bids will be accepted at 11808 Coral St, Huntley, IL, 60142 until 12:00 pm on October 19, 2018. There will be a mandatory pre-bid meeting on September 28, 2018 at 9:00am at Station 3, 12400 Regency Pkwy, Huntley, IL, 60142. The Contract is scheduled to be awarded at the October 23, 2018 meeting of the Board of Trustees. The Huntley Fire Protection District reserves the right to reject any or all bids received, to waive any formalities or technicalities of the Bid or to reject any non-responsive bid in the interest of the Huntley Fire Protection District.

September 13, 2018

RE: Facility Improvements for Stations 2 & 3
BID OPENING: October 19, 2018 at 1:30pm

Dear Bidder:

Enclosed you will find information relating the Huntley Fire Protection District's intention to contract for Facility Improvements for Stations 2 & 3

The materials enclosed are as follows:

1. Advertisement for Bids
2. General Conditions for All Bids
3. Bid Specifications and plans
4. *McHenry/Kane Counties* Prevailing Wage rates for **May 1, 2018**
5. Sample Contract
6. Bid Form
7. Addendum
8. Contractor's Certification of Eligibility
9. Affidavit of Experience
10. List of Subcontractors and Suppliers
11. Label for Sealed Bid Envelope

Please return your signed Bid Form, Addendum, Contractor's Certification of Eligibility and List of Subcontractors and Suppliers in an opaque, sealed envelope, showing the Project name, Date and Time of Opening in the lower left-hand corner of the envelope. A label has been enclosed for your convenience. These forms must be filled out, signed, and returned in a sealed envelope, or your bid will not be considered.

If you have any questions regarding this bid, please contact Battalion Chief Tim Flannigan.

Sincerely,

Battalion Chief Tim Flannigan

HUNTLEY FIRE PROTECTION DISTRICT

REQUEST FOR BID ON Facility Improvements for Stations 2 & 3

DATE: *September 13, 2018*

ITEM: *Facility Improvements for Stations 2 & 3*

Bids will be received until *Friday September 28, 2018 at 12:00pm* on the project, specified herein. The Date and Time as stated, is also the time of the public bid opening, unless modified by the Huntley Fire Protection District. All contractors are welcome to attend this opening.

GENERAL CONDITIONS

1. PREPARATION OF BIDS

Each bid shall be submitted on the Bid Form furnished in these documents. All bids must be written in black ink or typewritten, and signed with the legal signature of the Bidder, enclosed in an opaque envelope, **sealed and clearly marked showing the bid identification, and date and time of opening in the lower left-hand corner** (a label is enclosed for your convenience). The envelope must also contain the name and address of the bidder. **The bidder must insure that the "sealed bid" envelope is properly identified.** The Huntley Fire Protection District is not responsible for the premature opening of bid envelopes that are not properly marked. Any bids which are opened prior to the scheduled bid opening because of a failure to properly mark the envelope in accordance with this section, shall be deemed non-responsive and not considered.

2. EXAMINATION

Each bidder shall examine each and every part of these Specifications in order to comply with all requirements.

3. ERRORS AND OMISSIONS

All bidders are requested to notify the Huntley Fire Protection District immediately of any errors or omissions that are encountered. If a mistake in these documents is discovered after the bid opening, the Huntley Fire Protection District will be the sole judge of whether the mistake requires the submission of new bids. This decision shall be final and not subject to recourse. Errors and omissions by the Bidder on the Bid Form cannot be corrected after the bid opening. The bid will be rejected if the error or omission on the Bid Form results in a material defect, the bid will be rejected. Mere computational errors on the Bid Form will be corrected by the Huntley Fire Protection District.

4. TIMELY SUBMISSIONS

The receipt of bids will cease at the date and time set forth above for the receipt of bids. Bids received after the scheduled date and time **will not be considered** unless evidence is presented, acceptable to the Huntley Fire Protection District that it was in possession of the bid prior to the bid opening date and the bid was misplaced while in possession of the Huntley Fire Protection District. Bids will not be accepted after the scheduled date and time of opening, and any bids received late will

be returned to the bidder unopened, if at all possible. In many instances it is impossible to determine whom the bid is from unless it is opened. Should this be the case, the bid will be opened, address secured, and returned immediately.

5. QUALIFICATIONS OF BIDDERS

The Huntley Fire Protection District may take action deemed necessary to investigate the qualifications of each bidder. Each bidder shall complete the affidavit of experience form in these Bid Documents and submit such form with the Bid Form. The Fire Protection District reserves the right to qualify or disqualify bidders as a result of lack of similar project experience and/or any other information obtained from the affidavit of experience form. Potential bidders must demonstrate successful completion of **five projects similar in scope and magnitude**. Bidders must also demonstrate that they have sufficient resources, i.e. capital, laborers, sub-contractors, etc. to accomplish all tasks to complete the project by the specified completion date.

6. TAX EXEMPTION

The Huntley Fire Protection District is not subject to federal excise tax or Illinois retailer's occupation tax.

7. DELIVERY DATE

Bidder shall make delivery by the date set forth in the Specifications. Failure to deliver within the specified time shall constitute a breach of the agreement.

8. SUBSTITUTIONS

The use of brand name or catalog number in the Specification is only for the purpose of establishing a grade or quality required. Because the Huntley Fire Protection District does not wish to rule out other competition, whenever a specific brand name or catalog number is mentioned, the Bidder should add the phrase "or approved equal". Bidders proposing to use an alternate must request approval in writing to the Huntley Fire Protection District no later than five (5) business days prior to the bid opening. Bids which propose to use a non-approved alternate will be rejected.

The Huntley Fire Protection District shall be the sole and final judge as to whether any substitute is of equivalent or better quality. This decision is final and will not be subject to recourse by any person, firm, or corporation.

9. ADDENDA AND INTERPRETATION

All interpretations and requests for interpretations of the Bid Documents must be made in writing. Any addenda shall become part of the Contract Documents.

10. AWARD SELECTION

Bids will be awarded to the lowest responsible bidder complying with the conditions and Specifications presented herein. Although price is a major consideration in the award of bids, **the Huntley Fire Protection District does not award on price alone. The Huntley Fire Protection District also considers the quality of product, as judged by the Huntley Fire Protection District, terms of delivery, serviceability and any and all other factors permitted by law.** If specified on

the bid form, awards will be based upon the submitted unit prices. The Huntley Fire Protection District reserves the right to award the Contract to one bidder for the entire project or to any series of bidders for an appropriate portion of the project. The Huntley Fire Protection District also reserves the right to: determine whether the selection, in its judgment, meets the needs or purposes intended; to increase or decrease the quantities shown on the bid; to reject any and all price or bids submitted and to waive any formality or technicality. Such decisions shall be final and not subject to recourse.

No bids may be withdrawn after the official opening. All bids submitted must be valid for a minimum of **one hundred twenty (120) days** after the date set for the bid opening. Bids are submitted to the Board for approval at a regular meeting of the Board of Trustees for the Huntley Fire Protection District.

11. CONTRACT

The Bidder to whom the project is awarded is required to enter into a contract, with the Huntley Fire Protection District, substantially in the same form as the Sample Contract contained in these documents

12. INVOICING AND PAYMENT

Terms for payment are as follows:

The Bidder shall issue an invoice monthly for services rendered. Invoices shall be typed and sent to the Huntley Fire Protection District containing the following information:

1. The name, address and phone number of the Contractor;
2. Any payment discount terms offered;
3. A unique Invoice number (payment will not be made from a statement);
4. An itemization of all materials, supplies and equipment provided;
5. Completed W-9 form.

The Huntley Fire Protection District is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. Quote all prices F.O.B. Huntley, Illinois. F.O.B. Huntley, Illinois, is defined as the total price to the Huntley Fire Protection District, including all freight and delivery charges to its facility.

13. COMPLIANCE WITH LAWS

All materials, supplies and equipment provided under this bid must comply with all federal, state, county and local laws, ordinances, rules, regulations and orders that in any manner affect the production and sale of the product or service contained herein. Additional certifications, attached as addenda, will be required in the event federal or state funds are being used to fund this contract. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. The Fire Protection District reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary if it becomes aware of violation of any laws on the part of the vendor.

14. MATERIALS

All materials supplied by the Contractor under the provisions of this document and any attachments

hereto shall be new materials of the kind and character called for. Defective equipment or materials, including material damaged in the course of manufacture, shipping, delivery, installation or testing shall be replaced or repaired in a matter satisfactory to the Huntley Fire Protection District. All material and equipment furnished under these Specifications shall be the standard product of a manufacturer regularly engaged in the production of such material and shall be the manufacturer's current standard design.

15. WARRANTY/ GUARANTEE

The Bidder warrants to the Huntley Fire Protection District that all materials, supplies and equipment furnished will be of good quality and new unless otherwise required or permitted by the Specifications, that the materials, supplies and equipment will be free from defects not inherent in the quality required or permitted, and that the materials, supplies and equipment will conform to the Specifications. Materials, supplies and equipment not conforming to the Specifications, including substitutions not properly approved or authorized are defective and will be rejected by the Huntley Fire Protection District. This warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Bidder, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage.

Bidder must provide the Huntley Fire Protection District with two (2) copies of any manufacturer's warranty or guarantee information. If necessary, the Bidder will assign all manufacturers' warranties to the Huntley Fire Protection District.

16. FAIR EMPLOYMENT

Bidder's signature on the Bid Form will be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to wages of laborers, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are herein incorporated by reference and become a part of this Proposal and Specifications.

17. EQUAL OPPORTUNITY

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or compensation, and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Equal Opportunity Clause.

18. BID BOND

See Project Manual included in the bid package

19. NON-BARRED BIDDING

The Bidder must certify that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid-rigging or bid-rotating by executing the included certification.

The Bidder, by signing the Bid Form, acknowledges, understands and abides by all of the above "General Conditions."

TERMS AND CONDITIONS OF THIS BID

Facility Improvements for Stations 2 & 3

- 1. SCOPE Facility Improvements for Stations 2 & 3**
- 2. PROJECT IDENTIFICATION AND LOCATION STATION 2, 10590 REED RD, HUNTLEY IL, STATION 3, 12400 RENGECY PKWY, HUNTLEY, IL**
- 3. TERM OF THE CONTRACT October 13, 2018 – Project Completion**
- 4. TERMINATION OF THE CONTRACT**

The Huntley Fire Protection District may terminate the contract upon breach by the bidder which remains uncured after thirty (30) days following written notice of termination, or without cause after sixty (60) days written notice.

5. INSURANCE REQUIREMENTS

Bidder shall obtain insurance of the types and in the amounts listed below.

A. See Project Manual included in the bid package

B. General Insurance Provisions

1. Evidence of Insurance

Bidder shall furnish the Huntley Fire Protection District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Bidder's certificate of insurance shall list the Huntley Fire Protection District, its officers, employees, agents and volunteers as additional insureds.

All certificates shall provide for thirty (30) days' written notice to the Fire Protection District prior to the cancellation or material change of any insurance referred to therein. Written notice to the Fire Protection District shall be by certified mail, return receipt requested.

Failure of the Fire Protection District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Fire

Huntley Fire Protection District
11808 Coral St
Huntley, Illinois

Bidder's Name

Protection District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Bidder's obligation to maintain such insurance.

Failure to maintain the required insurance may result in termination of this Contract at the Fire Protection District's option.

Bidder shall provide certified copies of all insurance policies required above within ten (10) days of the Fire Protection Districts' written request for said copies.

SPECIFICATIONS

- 1. As listed in Project Manuel**
- 2. As shown on prints**
- 3. Additional work on bunk room walls to extend walls to ceiling, drywall, tape, and paint walls**
- 4. Stub conduit, electric boxes, and mud rings in prefabricated soffit for low voltage wiring**
- 5. Provide separate price to remove can lights in bunk rooms and replace with a fan rated box and ceiling fans with lights**

PROPERTY LOCATIONS

- 1. Station 2, 10590 Reed Rd, Huntley, IL**
- 2. Station 3, 12400 Regency Pkwy, Huntley, IL**

Mandatory Pre-Bid meeting

There will be a mandatory pre meeting held on September 28, 2018 at 9:00am at 12400 Regency Pkwy, Huntley, IL, 60142

Bids will only be accepted from Contractors represented at the pre-bid meeting.

Any information given at the pre-bid meeting either oral or written shall become part of the bid package.

Huntley Fire Protection District
11808 Coral St
Huntley, Illinois

Bidder's Name

BID FORM

Facility Improvements for Stations 2 & 3

A. ACKNOWLEDGMENT

By its signature below, the Bidder acknowledges it has received a complete set of Specifications and understands that meaning of their content, and shall willingly comply with the guidelines set forth in these documents. The Bid Documents are composed of the following documents, which the Bidder acknowledges it has received in full:

- Letter to Bidder
- Advertisement for Bid
- General Conditions for All Bids
- Bid Specifications
- Sample Contract
- Bid Form
- Contractor's Certification of Eligibility
- Affidavit of Experience
- List of Subcontractors and Suppliers

If any of the above documents have been omitted, please contact the Huntley Fire Protection District immediately to receive replacements for the missing documents.

Huntley Fire Protection District
11808 Coral St
Huntley, Illinois

Bidder's Name

B. PROPOSAL

The undersigned has carefully examined the General Conditions and All Bids, the Terms and Conditions for this bid, insurance requirements, Specifications, and Bid Form and proposes to provide the various types of equipment, supplies or materials in accordance with this bid and all attachments and exhibits for the following unit prices:

E. LIST OF SUBCONTRACTORS AND SUPPLIERS

The subcontractors and suppliers listed below will be involved in this contract work in the assignments. We understand that any deviation from this list must be requested and approved in writing ten days before the start of the work that is involved.

Failure to complete this list will result in rejection of bid.

Legal name, current telephone number and address of all subcontractors must be included.

Subcontractors

Work Assignment

Suppliers

Material

Huntley Fire Protection District
11808 Coral St
Huntley, Illinois

Bidder's Name

G. CERTIFICATIONS AND SIGNATURE

The undersigned has checked the plan(s), specifications and the above figures and understands that he shall be responsible for any errors or omissions based upon these specifications as submitted on the Bid Offer Form.

It is understood and agreed that the Huntley Fire Protection District reserves the right to accept or reject any or all bids and to waive any formality in any bid received.

The undersigned further declares that this bid is made without any connection with any person making another bid for the same contract, that the bid is in all respects fair and without collusion or fraud, that no member of the Huntley Fire Protection District Board of Trustees or other officer of the Huntley Fire Protection District, or any person in the employ of the Huntley Fire Protection District is directly or indirectly interested in this bid, or in any portion of the profits thereof.

Name of Person or Entity submitting this Bid

Street Address

City

State

Zip

Telephone Number

Fax Number

Bid Form is not valid unless properly signed:

SIGNATURE

Date

Huntley Fire Protection District
11808 Coral St
Huntley, Illinois

Bidder's Name

F. CONTRACTOR'S CERTIFICATION OF ELIGIBILITY

In Compliance 720 ILCS 5/33E-11:

_____, a(n) _____
Print name of Contractor Individual, Partnership, Corporation

As part of his bid on the above referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1, *et. seq.*, as amended.

Date

Contractor
By: _____
Its: _____
Title

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed.

Dated: _____ Notary Public: _____

_____ Fire Protection District

ADDRESS
, Illinois

[Project]

Bidder's Name

LABEL FOR SEALED BID ENVELOPE

Cut out and tape label below to the lower left hand corner of your return sealed bid envelope.

Return to:

Huntley Fire Protection District
11808 Coral St, PO Box 517
Huntley, Illinois

SEALED BID

*Facility Improvements for
Stations 2 & 3*

DO NOT OPEN UNTIL:
October 19, 2018 at 1:30pm