

## **SECTION 00 20 00 - INSTRUCTIONS TO BIDDERS**

Sealed proposals are invited for the Building C AHU/Chiller Replacement for Illinois Valley Community College pursuant to specifications. Contractors who do not submit a bid or who do not respond with a "no bid" will be removed from our contractor list for this item.

### **PROPOSALS:**

Proposals will be received and publicly read aloud by Illinois Valley Community College at the place, date, and time hereinafter designated. You are invited to be present if you so desire.

**PLACE:** Illinois Valley Community College  
Room C326  
815 North Orlando Smith Road  
Oglesby, IL 61348

**DATE:** April 2, 2019

**TIME:** 10:00 a.m. prevailing time ( FAXES ARE NOT ACCEPTABLE )

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished in a sealed envelope, plainly marked, with the Bidder's Name and Address and the notation:

**BID:** **Building C AHU/Chiller Replacement**  
Illinois Valley Community College

### **TAX EXEMPTION:**

Illinois Valley Community College is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:** Illinois Valley Community College requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

### **BIDDING PROCEDURES:**

No bid shall be modified, withdrawn, or cancelled for ninety (90) days after the bid opening date without the consent of the College Board of Trustees.

Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. After bids are received, no allowance will be made for oversight by bidder.

Bidders shall submit three (3) complete copies (one original and two copies) of the Bid Forms including the following documents:

- A. Document 00 30 00 – Bid Form
- B. Document 00 41 00 – Bid Bond
- C. Document 00 44 00 - Substitution Sheet
- D. Document 00 49 50 - Bidder Eligibility and Non-Collusion Affidavit

**CONTRACTOR'S QUALIFICATIONS:**

Each Bidder and Bidder's Project Superintendent/Job Foreman shall have experience with knock-down type mechanical units/equipment (over 20,000 CFM) in existing buildings where the Owner continued to occupy the building during the course of work. Provide names, addresses, and phone numbers of two job references where the Bidder and Superintendent/Job Foreman have successfully completed this type of project in the last five years. Provide reference information along with bid. The Owner reserves the right to reject any bid where investigation of the references does not satisfy the Owner that the Bidder is qualified to carry out the project per terms of Contract Documents.

**SITE EXAMINATION:**

It is mandatory that all Bidders examine the project site before submitting a bid. A visit to the project site may be arranged for Bidders by contacting Mr. Scott Curley, Director of Facilities; 1-815-224-0301.

A Pre-Bid Meeting was held on March 19, 2019, at 10:00 a.m. prevailing time in the C326, at Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, IL 61348. Representatives from the College and the Architect's office will be present to answer questions regarding bidding procedures and project requirements. The project site will be available for review after the meeting.

**SUBSTITUTIONS:**

Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

**REJECTION OF BIDS:** The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

**ACKNOWLEDGEMENT OF ADDENDA:**

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

**SAMPLES:**

Bidder may be required to furnish samples upon request and without charge to the College.

**BID SECURITY:**

A certified check or bank draft or bid bond, made payable to Illinois Valley Community College, shall be

submitted with the bid in the amount of ten (10) percent of your total bid. The bid security will be forfeited by the successful bidder in the event of the bidders failure to enter into a contract. Checks or drafts of unsuccessful bidders will be returned as soon as practicable after opening and checking the bids.

**INSURANCE:**

The successful bidder will be required to furnish a certificate of insurance in accordance with the General Conditions.

**PERFORMANCE BONDS:**

The successful bidder on this proposal must furnish a performance bond and a labor and material payment bond made out to Illinois Valley Community College, prepared on an approved form, as security for the faithful performance of their contract, within ten (10) days of their notification that their bid has been accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact business in the State of Illinois and have an minimum A-VI best rating. Attorneys in fact who sign bid bonds must file with each bond a certified copy of their power of attorney to sign said bonds. The performance and payment bonds shall be issued in an amount equal to one hundred percent (100%) of the contract sum. Such bonds shall be in force from the date of signing of the contract until one year after issuing of final certificate of payment. The cost of the bonds shall be included in the bidder's proposal.

**LAWS AND ORDINANCES:**

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

**DAMAGE AND NEGLIGENCE:**

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting there from, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions. College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

**INVESTIGATION OF BIDDERS:**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Illinois Valley Community College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**CONTRACTOR REQUIREMENTS:**

The General Contractor shall employ a full-time superintendent to manage the day-to-day activities of the project. The superintendent shall be on-site at all times when subcontractors are working on-site. The superintendent shall be responsible to coordinate and manage all subcontractor work and shall have the authority to make decisions on behalf of the General Contractor.

General Contractors submitting a bid shall provide an 'AIA A305 - Contractor's Qualification Statement Form' upon request of the College immediately after the bid opening. References for a minimum of five (5) projects of similar scope and value completed within the past five (5) years. References shall include project name, owner contact information, architect's contact information, project scope, contract value,

and date of completion.

General Contractors must state on the Bid Form all subcontractors intended to be used for this project. FAILURE TO DO SO MAY BE CAUSE FOR REJECTION OF BID.

**PREVAILING WAGE RATE:**

The successful bidder must pay not less than the prevailing hourly wage rate determined by the Illinois Department of Labor for the county where the contract is executed and the craft or type of worker needed to execute the contract. See the prevailing wage scale attached. If, during the course of work under this contract, the Department of Labor revises the prevailing rate hourly wages to be paid under this contract for any trade or occupation, Owner will notify Contractor and each Subcontractor of the changes in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the Contract Sum.

**ILLINOIS STEEL PRODUCTS PROCUREMENT ACT:**

To the extent permitted by law, the project will be subject to all provisions of the "Steel Products Procurement Act" (30 ILCS 565 et. seq.) as it may be amended from time to time.

**OTHER:**

Sex Offender Registration Requirement Notification: Illinois Compiled Statutes (730 ILCS 150 3) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the Office of Public Safety of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. THIS INCLUDES PERSONS OPERATING AS OR EMPLOYED BY AN OUTSIDE CONTRACTOR AT THE INSTITUTION. Anyone meeting the above requirements is required to register within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

Substance Abuse Prevention: The successful bidder must comply with the Substance Abuse Prevention on Public Works Act (Public Act 95-0635.) The Act requires that every party to a public contract and every eligible bidder have a written substance abuse prevention program in place. By signing the bid form, the bidder certifies compliance to the conditions of this Act.

Human Rights Act: The College complies with the Human Rights Act (Public Act 88-1257.) The Act requires that every party to a public contract and every eligible bidder have written sexual harrasment policies as described in this Act. By signing the bid form, the bidder certifies compliance to the conditions of this Act.

**BID QUANTITIES:**

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**BID AWARDS:**

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a Notice to Proceed from the college. Failure to comply is the risk of that contractor.

**END OF SECTION 00 20 00**