ILLINOIS VALLEY COMMUNITY COLLEGE, DISTRICT #513
815 North Orlando Smith Road
Oglesby, Illinois 61348

Asphalt Pavement Repair, Sealing, and Marking - Bid # PR10-B11

April 5, 2010

Illinois Valley Community College (IVCC) is accepting sealed bids for asphalt pavement, repair, sealing, and marking.

SITE VISIT:
A mandatory site visit is required for measuring and spacing requirements before submitting a bid and such visit must be documented by sign-in at the Physical Plant, Room A-109.

A map of the work site is available in the IVCC Facilities office, Room A-109.

INSTRUCTIONS TO BIDDERS

Bids will be accepted until 2:00 p.m., Tuesday, April 27, 2010 at the office of Pat Reed, Director of Purchasing, Room C-343, Third Floor of Building C, Illinois Valley Community College. Bids will be publicly opened in Room C-342 and read aloud at that time. Bids received after this time will not be accepted and will be returned to you unopened. Faxed bids will not be accepted.

Bids must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College in a sealed envelope to the Purchasing Office plainly marked with the Bidder’s name and address.

All work must be completed by August 1, 2010.

W-9 FORM:
Please complete the W-9 form enclosed and return with your bid.

IVCC CERTIFICATION:
A fully executed “IVCC Certification” form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment must accompany your bid. Failure to do so may result in the rejection of your bid.

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION:
The successful bidder must complete the Substance Abuse Prevention on Public Works Act, Public Act 95-0635 Certification Form before start of work. The Contractor/Subcontractor will certify that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

PREVAILING WAGE:
Vendor shall not pay less than the prevailing rates of wages as determined by the Illinois Department of Labor for those performing work and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12).
BID SECURITY:
Bid Security, in the amount of not less than ten percent (10%) of the bid amount, payable to IVCC, in the form of a certified check, cashier’s check or bid bond must accompany bids. Such security will be considered a pledge that bidder will enter into a contract on the terms stated in the bid and will furnish bonds covering the full performance of the contract and full payment of all obligations. Should bidder, if selected, refuse to enter into contract or fail to provide satisfactory bonds, bid security will be forfeited to IVCC as liquidated damages. Bid security will not be forfeited in the event that IVCC fails to enter into a contract.

Bid securities will be returned to bidders as soon as practicable. IVCC reserves the right, however, to retain bid securities of all bidders to whom contract award is being considered until: (1) contract has been enacted; (2) sixty (60) days after bid date; or (3) all bids have been rejected, whichever is sooner.

PERFORMANCE/PAYMENT BOND
The successful bidder shall be required to furnish and pay for a satisfactory Performance and Payment Bond in the full amount of the contract. IVCC reserves the right to reject selected bidder’s source of bonds and to require bonds to be provided by a source acceptable to IVCC.

TAX EXEMPTION:
Illinois Valley Community College, a public body, is exempt from all applicable federal, state, and local taxes. Bidders shall exclude such taxes from their bid.

SIGNATURE ON BIDS:
Illinois Valley Community College, District 513, requires the signature on bid documents to be that of an authorized representative of said company. Each Bidder, by making her/his bid, represents that she/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 canceled for sixty (60) 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, the College will issue a written addendum describing the change or correction to all bidders of record. Such addenda shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addenda 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 bid. Should a bidder find discrepancies or omissions from documents, or should there be any 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 Purchasing Director who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing.

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 bid. Identification by number of addenda and date issued should be noted on all bids submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.
AWARD CRITERIA:
As provided by statute, award will be based on the lowest and best (most advantageous to IVCC) as determined by consideration of:
1. Price offered,
2. General reputation and performance capabilities of the bidder,
3. Conformity with specifications herein, and
4. Schedule for completion of work.

Illinois Valley Community College reserves the right to reject any and all bids, to waive any irregularities in the bidding, and to award contract in the College’s best interests.

BID AWARD:
The successful bidder shall not proceed on this bid until it receives a purchase order from the College. Failure to comply is the risk of that contractor.

CERTIFICATE OF INSURANCE:
The vendor must provide within five (5) calendar days of bid award notification from IVCC, certificate of insurance evidencing the insurances provided by the vendor and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the College as the Certificate holder and Additional Insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) business days prior written notice to the 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.

EQUAL OPPORTUNITY EMPLOYMENT:
IVCC is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educations programs, and activities it operates.

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Pat Reed
Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE
www.ivcc.edu/purchasing
Asphalt Pavement Repair, Sealing, and Marking

Bid No. PR10-B11

Specifications

Asphalt Pavement Repair, Sealing & Marking

Crack Filling

Seal all cracks in the existing pavement surface in excess of 1/8 inch with a hot poured rubberized joint/crack sealer.

- Prior to application of sealant, all cracks 1/8 inch or wider shall be cleaned of vegetation, dirt or other foreign materials by mechanical or hand methods, followed by water, air blasting and torching. Crack surfaces shall be clean and dry at the time of sealant application.
- Crack sealant materials shall be applied with a nozzle or other device that places the sealant material fully within the crack. When cured, the sealant material shall be at least flush with the surrounding pavement and in no case will the sealant extend more than 1/8 inch above the surrounding pavement surface.

Seal Coat

Seal coat existing asphalt surface as indicated in this scope of work, and as necessary for a complete and proper renovation of the existing paving. Sealer should be a coal tar asphalt emulsion blend compatible with the bituminous asphalt paving.

- After all pavement repairs are completed, all surfaces to receive asphalt sealer shall be cleaned, washed and scraped as required to remove all dust, debris, oil spots, and other foreign materials prior to the application of sealer. Oil spots and deposits that may prevent proper seal coat bonding shall be heated and excess oil scraped and removed. Prior to seal coating, the cleaned areas shall be treated with an oil spot treatment as recommended by the manufacturer of the seal coat material.

Pavement Marking

Pavement and curb markings shall be reapplied to match existing markings except where changes are indicated in the scope of work. Where changes are indicated the existing markings will be removed or blacked out. Before applying the pavement marking material, the pavement shall be clean, dry, and free of debris or any other material that would reduce the adhesion of the markings on the pavement. Pavement marking material shall be Sherwin Williams Set Fast Vinyl Acrylic or equal. Color yellow.

Safety

The contractor shall provide all barricades, security, and signage necessary to control vehicle and pedestrian traffic and to protect the pavement areas while work is in progress and until the sealer is fully cured and does not pickup under foot or wheeled traffic.
OFFER:

Having examined the site of the work, and being fully aware of existing conditions affecting the cost of the work, hereby offer to perform everything required and to furnish all labor, materials, necessary tools, expendable equipment and transportation necessary to complete in a workmanlike manner of work stated above in accordance with the bidding documents for the following:

__________________________________________________Dollars ($___________)

Bid shall be valid for a period of sixty (60) days after bid date.

Receipt of the following Addenda to the bidding documents is hereby acknowledged.

No. _____, Dated ____________
No. _____, Dated ____________
No. _____, Dated ____________
No. _____, Dated ____________

ATTACHMENTS:

1. Bid Security
2. Certification Form
3. W-9 Form
4. Bid Bond (10% of bid amount)

Signature:

Representative Name (please print)_______________________________________________

Representative Signature________________________________________________________

Company Name_______________________________________________________________

Date__________________________ Phone #__________________________ Fax #

Email Address__________________________
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE
DISTRICT 513
OGLESBY, IL 61348

Pertaining to the bid titled: Asphalt Pavement, Repair, Sealing and Marking

I/we, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

____________________________________
NAME OF CONTRACTOR/BIDDER

____________________________________
TITLE

____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

Asphalt Pavement, Repair, Sealing, and Marking  Bid No. PR10-B11

If your company decides not to submit an offer, Illinois Valley Community College, District 513, would appreciate your input as to why you are not participating. Please indicate your reason and return by bid due date to:

Pat Reed, Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, Illinois  61348
Phone:  815.224.0417
Fax:   815.224.0294

_______  Previous commitments

_______  Unable to supply service

Other ____________________________________________________________

_________________________________________________________________

Company

____________________________

Signature

____________________________

Date
**Asphalt Pavement Repair, Sealing, and Marking**  
*Bid No. PR10-B11*

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### W-9 Form

**Request for Taxpayer Identification Number and Certification**

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name, if different from above</td>
</tr>
<tr>
<td>Check appropriate box:</td>
</tr>
<tr>
<td>Address (number, street, and apt. or suite no.)</td>
</tr>
<tr>
<td>City, state, and ZIP code</td>
</tr>
<tr>
<td>List account number(s) here (optional)</td>
</tr>
</tbody>
</table>

**Part I – Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN on page 3.*

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II – Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued), and
2. I am not subject to backup withholding because:
   a. I am exempt from backup withholding, or
   b. I do not have a social security number or EIN, or
   c. My federal tax return for the current year has not been filed, or
   d. I am a foreign person without a social security number or EIN.
3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and general payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income, or loss, from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a partnership that has not received a Form W-9 from a partner, the partnership is required to presume that a partner is a foreign person and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States must provide Form W-9 to the partnership.


Cat. No. 10251X  
Form W-9 (Rev. 11-2005)
Asphalt Pavement Repair, Sealing, and Marking
Bid No. PR10-B11

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certified that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

A. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635.

______________________________________________
Contractor/Subcontractor

______________________________________________
Name of Authorized Representative (type or print)

______________________________________________
Title of Authorized Representative (type or print)

______________________________________________
Signature of Authorized Representative 
______________________________________________
Date

B. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has in place, for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act, the attached substance abuse program that meets or exceeds the requirements of Public Act 95-0635.

______________________________________________
Contractor/Subcontractor

______________________________________________
Name of Authorized Representative (type or print)

______________________________________________
Title of Authorized Representative (type or print)

______________________________________________
Signature of Authorized Representative 
______________________________________________
Date