

**REQUEST FOR BID
ASPHALT PAVEMENT REPAIR, SEALING, AND MARKING FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
BID # BID2014-B09**

Illinois Valley Community College District No. 513 (the College) is accepting sealed bids for asphalt pavement, repair, sealing, and marking.

All work must be completed by June 30, 2014.

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 Facilities Department, Room A-109.

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

INSTRUCTIONS TO BIDDERS

Bids must be made in accordance with the instructions contained herein. Questions concerning this bid may be directed to the Purchasing Department at 815-224-0417. Bids shall be submitted on the forms furnished by the College in a sealed envelope, clearly marked "Asphalt Pavement Repair, Sealing, and Marking". Submit all bids to:

**Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 Orlando Smith Road
Oglesby, Illinois 61348**

Bids will be received and publicly read aloud in Room C-325, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 11:00 A.M. on April 22, 2014. Bids received after this time will not be accepted and will be returned to you unopened. Faxed bids will not be accepted.

ACKNOWLEDGEMENT OF ADDENDA:

Signature of a company official on an 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.**

BIDDING PROCEDURES:

No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College's Board of Trustees.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 cases, the College will issue a written addendum describing the change or correction 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 the 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 doubt as to the meaning, the bidder shall, at once, and in any event not later than ten (10) days prior to bid due date, notify the Director of Purchasing 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. After bids are received, no allowance will be made for an oversight by the bidder.

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.

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.

SIGNATURE ON BIDS:

The College 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.

AWARD CRITERIA:

As provided by statute, award will be based on the lowest and best (most advantageous to the College) 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.

As deemed in the best interest of the College, the College reserves the right to reject any and all bids or waive any minor irregularity or technicality in bids received.

BID AWARD:

The successful contractor, and/or any contractor, shall not proceed on this bid until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

CLERICAL ERRORS:

If applicable, all errors in price extensions will be corrected by the College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

INVESTIGATION OF BIDDERS:

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

CERTIFICATION FORM:

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your bid.

TAX EXEMPTION:

The College is tax exempt and therefore all bid submissions should not include tax.

EQUAL OPPORTUNITY EMPLOYMENT:

Illinois Valley Community College District No. 513 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 District No. 513 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, education programs, and activities it operates.

W-9 FORM:

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

BASE SPECIFICATIONS - Asphalt Pavement Repair, Sealing & Marking

ROADWAY SPECIFICATIONS:

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.

Bid Form/Signature

ILLINOIS VALLEY COMMUNITY COLLEGE
Asphalt Pavement Repair, Sealing, and Marking Bid # BID2014-B09

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:

BASE BID

Asphalt Pavement Repair, Sealing & Marking: \$_____

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 _____

ATTACHMENTS:

1. Certification Form
2. W-9 Form
3. Bid Security (10% of bid amount)
4. Substance Abuse Prevention Program Certification Form

Signature:

Representative Name (please print) _____

Representative Signature _____

Company Name _____

Date _____ Phone # _____ Fax # _____

Email Address _____

Illinois Valley Community College District No. 513

COURTESY “NO BID” RESPONSE

Asphalt Pavement Repair, Sealing, and Marking Bid # BID2014-B09

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

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348
Phone: 815.224.0417
Fax: 815.224.0294

_____ Previous commitments

_____ Unable to supply product

Other _____

_____ Company Name

_____ Date

_____ Signature

CERTIFICATION FORM

**TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348**

**Pertaining to the bid titled: Asphalt Pavement Repair, Sealing, and Marking – Bid
BID2014-B09**

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 District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

W-9
 Form (Rev. November 2005)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

Give form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)					
	Business name, if different from above					
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ► 					<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)			Requester's name and address (optional)		
	City, state, and ZIP code					
	List account number(s) here (optional)					

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.

Social security number				

or

Employer identification number								

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 to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
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 generally, 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.)

**Sign
Here** **Signature of
U.S. person ►**

Date ►

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 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 Form W-9 has not been received, a 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X

Form W-9 (Rev. 11-2005)

For further instructions, please visit <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Substance Abuse
Prevention Program
Certification

Bid Date: _____

Project No.: _____

Project
Name: _____

Location: _____

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