

CALL FOR BIDS

INSTRUCTIONS AND SPECIFICATIONS

GAZEBO AT NANCY OLSON CHILDREN'S GARDEN, KLEHM ARBORETUM

The Executive Committee of the Winnebago County Forest Preserve District will receive sealed bids at the Forest Preserve Office, 5500 Northrock Drive, Rockford, Illinois 61103, until **10:00 AM, Tuesday, March 30, 2010**, for furnishing labor and materials for the installation of a 32' hexagon gazebo, a concrete floor, rigid conduit, grading, and related items.

BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:

“GAZEBO AT NANCY OLSON CHILDREN'S GARDEN, KLEHM ARBORETUM”

The Winnebago County Forest Preserve District Executive Committee reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any proposal. Information is available from the Forest Preserve Office, 5500 Northrock Dr., Rockford, Illinois 61103. Telephone (815) 877-6100.

The documents constituting component parts of the Bid Form are the following:

- I Call for Bids
- II Requirements for Bidding and Instructions to Bidders
- III Detailed Specifications and Drawings, Prevailing Wage
- IV Bid Form
- V Contract Compliance Forms
- VI Plans

NO BID DEPOSIT REQUIRED

Do not detach any portion of this document. Upon formal award to the successful bidder or bidders, purchase orders will be issued to complete this contract. **Bidder to submit the attached colored bid form copy.**

THOMAS HARTLEY
Director of Land & Development

Legal Advertisement for bids published in the Rockford Register Star, March 12, 2010.

REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS

PREPARATION OF PROPOSAL

The bidder must submit his proposal on forms furnished by the Forest Preserve District. All blank spaces on the proposal form must be filled in. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Bids or proposals shall be sealed in an envelope and marked as required in the instructions. The bid or proposal is contained in these documents and must remain attached hereto when submitted.

The Winnebago County Forest Preserve District as a Governmental Unit pays neither Federal Excise nor Illinois Retailers Occupational Tax, and therefore those taxes should be excluded from quotation. Illinois Exemption E9992-3483-03.

WITHDRAWAL OF BIDS OR PROPOSALS

Any bidder may withdraw his proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of bids by signing a request therefore. However, no bidder shall withdraw or cancel his proposal for a period of thirty (30) calendar days after said advertised closing time for the receipt of proposals; the successful bidder shall not withdraw nor cancel his proposal after having been notified by an agent of the Forest Preserve District that said proposal has been accepted by the Forest Preserve District Board.

CATALOGS

Each bidder shall submit catalogs, descriptive literature and detailed drawings, where applicable, to fully illustrate and describe the material and/or work he proposes to furnish.

CANCELLATION

The Winnebago County Forest Preserve District reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions, and specifications of this contract.

USE OF TRADE NAMES

In cases where a specified item is identified by a manufacturer's name, trade name, or other references, it is understood that the bidder proposes to furnish the item identified. If the bidder proposes to furnish an "equal," the proposed "equal" item must be so indicated in the written bid or proposal. The Winnebago County Forest Preserve District shall be the sole determiner of the equality of the substitute offered.

PROMPT PAYMENT ACT

The bid should provide that all payments are subject to the Local Governmental Prompt Payment Act.

II
REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS
(Cont.)

DEVIATIONS AND EXCEPTIONS

Deviations and exceptions from terms, conditions, or specifications shall be described fully, on bidder's letterhead, signed, and attached to the Request for Bid or Proposal. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their bid or proposal.

CASH DISCOUNTS

In determination of award, cash discounts will only be considered when all other conditions are equal.

ORDERING

Purchase orders shall be placed directly to the contractor by the Winnebago County Forest Preserve District. No other purchase orders are authorized.

ENTIRE AGREEMENT

These Standard Terms and Conditions of Bid or Proposal shall apply to any contract or order awarded as a result of this Request for Bid except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

NON-DISCRIMINATION

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 recruitment of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, 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 Non-Discrimination Clause.

COMPLIANCE WITH LAWS

All services, work and materials must comply with all federal and state laws, County ordinances, rules and regulations that in any manner affect the production and sale of the product or service contained herein. In the event federal or state funds are being used to fund this contract; additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. If the District becomes aware of violation of any laws on the part of the vendor, it reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary.

II
REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS
(Cont.)

PREVAILING WAGE

All bidders must bid prevailing wages.

SUBSTANCE ABUSE PREVENTION

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 certifies 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.

Bidders and their Subcontractors (if applicable) certifies that the 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, or certifies that the contracting entity has in place for all of its employees not covered by a collective bargaining agreement that deals with subject of the Act, and will attach the substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

BID PROTEST

Firms wishing to protest bids or awards shall notify the Purchasing Director in writing within 30 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting and the reason why the firm is protesting the bid. The Purchasing Director will respond to the protest within 30 calendar days.

DISPUTES

In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Purchasing Director, or authorized representative shall be final and binding to all parties.

NON-COLLUSION

The Bidder, by its officers, agents or representatives (hereafter referred to the Bidder) present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidders, or with any public officer or the Winnebago County Forest Preserve District, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Bidder of Bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this bid.

NON-BARRED BIDDING

The bidder 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.

The bidder, by signing the bid form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders."

III
DETAILED SPECIFICATIONS

“GAZEBO AT NANCY OLSON CHILDREN’S GARDEN, KLEHM ARBORETUM”

INTENT

It is the intention of these specifications to describe construction necessary to install a 32’ hexagon gazebo and to quote on the following Winnebago County Forest Preserve District requirements:

“GAZEBO AT NANCY OLSON CHILDREN’S GARDEN, KLEHM ARBORETUM”

All parts not specifically mentioned in the scope of these specifications which are necessary to provide complete "shelter installation" shall be furnished by the successful bidder. These specifications shall be construed as minimum.

GENERAL SCOPE OF WORK

The work described in these specifications consists of construction of a 32’ hexagon gazebo and related items. Work to be done includes:

1. Concrete paving.
2. Installation of ¾” rigid conduit
3. Installation of 32’ gazebo frame.
4. Metal tile roofing and tongue and groove ceiling.
5. Finished grading.

PRE-BID CONFERENCE

A pre-bid conference will be held on-site at the Nancy Olson Children’s Garden at Klehm Arboretum, 2715 South Main, Rockford, IL 61102 at **10:00 AM Friday, March 19, 2010**. Meet in the main parking area directly west of the main circular entry drive.

INSURANCE

Contractor shall provide insurance to protect him and the District from claims, which may arise out of, or resulting from operations on this construction. Proof of insurance shall be submitted to the Forest Preserve District prior to construction. This insurance shall include the following types and limits:

- | | |
|---|---------------------------|
| A. Workmen’s Compensation | Illinois Statutory Limits |
| Employers Liability | \$500,000 |
| | |
| B. Comprehensive General Liability form | |
| Limits - Bodily Damage | \$300,000 per occurrence |
| | \$500,000 aggregate |
| Property Damage | \$100,000 per occurrence |
| | \$200,000 aggregate |
| | |
| C. Auto Insurance; Comprehensive form including, owned; non-owned and hired autos, uninsured motorists. | |
| Limit - Same as General Liability | |

III
DETAILED SPECIFICATIONS

“GAZEBO AT NANCY OLSON CHILDREN’S GARDEN, KLEHM ARBORETUM”

COMPLETION DATE

The bidder certifies by submitting this bid that he has forces available and that he will vigorously strive to complete this project by **May 30, 2010**. Any other completion date should be noted on the bid form.

GENERAL TERMS - PLANS AND DRAWINGS

"Plans" means all drawings, sketches, and detailed plans or reproductions thereof pertaining to the construction and work involved. The attached plans and drawings are supplied to define the extent of work. All specifications are to be construed as minimum. Any discrepancies in plans, drawings and/or written specifications shall be interpreted as that of the greater required specification.

The word "agent" shall mean a representative of the Winnebago County Forest Preserve District, 5500 Northrock Drive, Rockford, Illinois.

"Specifications" means all directions and requirements contained in these specifications, whether written or included by reference, together with all special provisions and written agreements made or to be made pertaining to the work involved.

CODES, PERMITS AND LICENSES

- A. All work shall conform to the Drawings and Specifications and shall comply with all applicable codes and regulations.
- B. Comply with all local and state rules, regulations, laws and ordinances, and of all other authorities having jurisdiction. All labor, materials, equipment and services necessary to make the work comply with such requirements shall be provided without additional cost to the owner.
- C. Contractor shall obtain building permit from City of Rockford and include cost of permit in bid.**

MATERIALS STANDARDS

When not otherwise shown on the plans or herein specified, all materials incorporated in the work shall conform with current Standard Specifications of latest designation of A.S.T.M. for such materials.

MEASUREMENT OF WORK

Quantities of work completed by the Contractor will be measured and tabulated by the Agent in accordance with the methods of measurement where no particular method is so specified. The work will be paid for in accordance with such measurement and tabulations. Should the Contractor question the Agent, the Agent and the Contractor, or their representatives, shall together remeasure any portions of the work in question and determine the correct quantities to be used in making payment under the contract.

DETAILED SPECIFICATIONS

(Cont.)

PAYMENT

Partial payment for work completed may be based on invoices, waiver of liens, and submittal of certified payroll forms received and authorized by an agent of the District. Partial payment shall be made for 90% of invoiced amount until final acceptance of work. Payment applications shall be submitted on a day of each month as required by the District. Contractor may submit payment for shelter prior to construction.

The Contractor shall pay to each of his sub-contractors (and materials suppliers) the amount indicated on the waiver of lien which shall represent the amount performed by his sub-contractors for which the Contractor is requesting payment and certified payroll submitted.

WAGES OF LABORERS, MECHANICS AND OTHER WORKMEN:

In accordance with the provisions of An Act of General Assembly of the State of Illinois, entitled "An Act regulating wages of laborers, mechanics, and other workmen employed in any public works by the State, County, City, or any public body or any public sub-division or by any one under contract for public works," approved June 26, 1941, as amended, the Winnebago County Board had previously determined where possible the generally prevailing rates of hourly wages in the locality of Winnebago County, Illinois, and; the generally prevailing rates of legal holiday and overtime work in said County, for each craft, type of workman or mechanic required to perform this contract. The terms and provisions of said Act and the generally prevailing rates of wages determined hereunder are incorporated herein by reference and are made a part of this contract. It shall be mandatory upon the Contractor and any Sub-contractor under him to pay not less than the specified prevailing rates of wages to all laborers, workmen and mechanics employed by them in the execution of the contract.

TEMPORARY CONSTRUCTION FACILITIES

The Contractor shall erect and maintain suitable barricades and other safety measures for protection of the public and the work; however, the preserve is currently only open to foot traffic.

SITE PREPARATION

Contractor to coordinate his operation with the project manager, Tom Hartley (815) 877-6100 or (815) 289-3936 – mobile phone. Equipment may be stored on site. Note site is fenced with gates locked in evening but no staff is on-site during off hours.

VEGETATION

No trees or shrubs shall be cut, pruned, or removed without authorization of the Winnebago County Forest Preserve District. No vegetation removal is expected for this project.

MINIMUM REQUIREMENTS:

EXCAVATION, GRADING, TOPSOIL, AND SOD

Contractor is responsible to provide finished grade in all disturbed areas. Seeding or sod will be done by Arboretum staff. Contractor to set grades as determined in the field and have Arboretum staff approve the grades prior to beginning work. The intent is to balance cut and fill. Excess soil, if any, can be stored on-site at a location approved by Arboretum staff.

DETAILED SPECIFICATIONS
(Cont.)

SHELTER

Shelter to be a hexagonal shelter with 8" Alma modified columns, model HXE 32 by Poligon. Follow manufacturer's recommendations for installation. Columns to be surface mounted and anchored with four anchor bolts per manufacturer's specifications. Contractor may request payment for shelter prior to beginning construction. Sales representative for Poligon is John Finn, 155 East Adams Street, Spring Green, Wisconsin 53588, telephone is 800/848-0351, email is johnfinn1@verison.net.

CONCRETE

Concrete to be type I cement or equal. A minimum compressive strength of 3,000 PSI is required. A minimum 4" depth is required with a broom finish. Contractor to review joint placement prior to pouring concrete. Contractor to provide adequate bracing of forms so curved edge will have smooth arc with no irregularities.

BASE COURSE

Base material for concrete slabs to be 6" pea gravel on compacted sub-grade unless substitutions are presented for approval to the Forest Preserve District representative prior to construction.

ROOFING

Roofing material to be 'Decra Villa Tile,' a stone coated steel roofing system. Install tile per manufacturer's specifications. Primary roof deck will be #2 southern yellow pine or cypress 2 x 6 tongue and groove. The 2 x 6 roof deck material will be provided by the Forest Preserve District.

RIGID CONDUIT

Contractor to install ¾" rigid conduit to access all six corners of the gazebo and through metal columns to the column cut outs. Attach a junction box to the conduit inside cut out.

IV
BID FORM

“GAZEBO AT NANCY OLSON CHILDREN’S GARDEN, KLEHM ARBORETUM”

The undersigned proposes to provide labor and materials at the price indicated and conforming to the attached Winnebago County Forest Preserve District specifications.

Base Bid

Furnish and install all labor and materials necessary for the installation of a 32’ hexagonal shelter by Poligon (2 x 6 roof deck provided by Forest Preserve District), concrete flooring, rigid conduit installation and finished grading, as per plans and specifications.

TOTAL \$ _____

Company Information:

Female Business Enterprise (FBE) Yes _____ No _____

Small Business Enterprise (SBE) Yes _____ No _____

Minority Business Enterprise (MBE) Yes _____ No _____

If yes, check the following boxes that apply:

Black/African American _____ Hispanic _____

Native American or Alaskan Native _____ Asian American _____

Total Annual Sales: \$ _____

Type of Organization:

Individual _____ Partnership _____ Corporation _____ Other _____

BIDDER _____

The undersigned declares that, if awarded the contract, he will deliver the complete order as specified on or before _____.

BIDDER _____

BY _____
(Authorized Signature)

ADDRESS _____

TELEPHONE _____

DATE _____

Invoice Terms _____ (Not to be considered in award of contract)

NOTE: The Winnebago County Forest Preserve District as a Governmental Unit pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax and therefore those taxes should be excluded from quotation.

AFFIDAVIT OF COMPLIANCE

NOTE: THIS AFFIDAVIT MUST BE EXECUTED AND SUBMITTED WITH THE SIGNED BID FORM. NO BIDS CAN BE ACCEPTED BY THE WINNEBAGO COUNTY FOREST PRESERVE DISTRICT BOARD UNLESS SAID AFFIDAVIT IS SUBMITTED CONCURRENTLY WITH THE BID.

_____, being first
(Name of person making affidavit)

duly sworn, deposes and says that he is the _____
(Title of Office)

of _____ and that he has authority to make

the following affidavit; that he has knowledge of the Forest Preserve District Ordinance

relating to Fair Employment Practices and knows and understands the contents thereof;

that he certifies hereby that _____ is an

“Equal Opportunity Employer”, as defined by Section 2000 (e) of Chapter 21, Title 42 of the

United States Code annotated and Federal Execution Orders #11246 and #11375, which are

incorporated herein by reference. The undersigned further declares that this bid is made without

any connection with any person making another bid for the same contract and that the bid is in all

respects fair and without collusion or fraud.

(Signature)

SUBSCRIBED and sworn to before me

this _____ day of _____, 20__.

(Notary Public)