SECTION 00 20 00 - INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for the 2020 Interior Renovations for Kishwaukee 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 Kishwaukee College at the place, date, and time hereinafter designated. You are invited to be present if you so desire.

PLACE:  Kishwaukee College
        Room C2140 (Bids Received)
        Room C1121 (Public Bid Opening)
        21193 Malta Road
        Malta, Illinois 60150

DATE:    February 27, 2020

TIME:    1:00 PM ( 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: 2020 Interior Renovations for Kishwaukee College

BID PACKAGE 1: Locker Room Renovations
BID PACKAGE 2: I.T. Offices Renovations
BID PACKAGE 3: Early Childhood Learning Center Renovations

TAX EXEMPTION:

Kishwaukee College is exempt from Federal, State, and Municipal taxes.

BIDDING DOCUMENTS:

Bidding documents are on file and may be obtained upon receipt of a refundable deposit in the amount of $100.00 for one set of bidding documents consisting of two sets of plans and one Project Manual from: BHFX Digital Imaging, 30W250 Butterfield Road, Warrenville, IL 60555. Phone: 630-393-0777.

SIGNATURE ON BIDS:

Kishwaukee 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No bid shall be modified, withdrawn, or cancelled for ninety (90) days after the bid opening date without the consent of the College Board of Trustees.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 03 00 - Bid Form
B. Document 00 04 10 – Bid Bond
C. Document 00 04 20 – MBE/FBE/PBE/DBE Proposed Supplier/Sub-Contractor Form
D. Document 00 04 30 – W9 - Request for Taxpayer Identification Number and Certification
E. Document 00 04 40 - Substitution Sheet
F. Document 00 04 95 - Bidder Eligibility & Non-Collusion Affidavit

SITE EXAMINATION:

Bidder shall examine the project site before submitting a bid.

A visit to the project site may be arranged for Bidders by contacting Mr. Dave Dammon, at 815-825-9538.

A Pre-Bid Meeting will be held on February 11, 2020, at 1:00 PM in Room A1225, at Kishwaukee College, 21193 Malta Road, Malta, Illinois 60150. Representatives from the College and the Architect's office will be present to answer questions regarding bidding procedures and project requirements. Attendance by bidders is mandatory. Failure to attend may result in disqualification of proposal.

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 Kishwaukee 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:

Insurance shall be obtained from a company or companies licensed to do business in Illinois. Bidder shall provide to Kishwaukee College, before commencement of operations, a certificate of insurance that meets or exceeds the following coverage amounts:

A. Commercial General Liability:
   - $2,000,000 General Aggregate
   - $2,000,000 Products/Completed Operations
   - $1,000,000 per Occurrence (Bodily Injury and Property Damage – Organizations Liability)

B. Commercial Professional Liability:
   - $1,000,000 General Aggregate
   - Umbrella Liability (Minimum Limits)
   - $1,000,000 General Aggregate
   - $1,000,000 Each Occurrence

C. Automobile:
   - $1,000,000 Combined Single Limit

D. Worker’s Compensation:
   - A limit of not less than minimum limits for the State of Illinois

PERFORMANCE BONDS:

The successful bidder on this proposal must furnish a performance bond and a labor and material payment bond made out to Kishwaukee 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 A-XIV 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 therefrom, 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:

GENERAL CONTRACTOR REQUIREMENTS:

General Contractor shall identify all work to be self-performed on the Bid Form. 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.

CONTRACTOR QUALIFICATIONS:

Contractors submitting a bid shall submit 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.

SUBCONTRACTORS:

Bidders must state on the proposal 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.

**BEP BUSINESSES:**

It is the College’s policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575 and the Business Enterprise Council for Minorities, Females and Persons with Disabilities, and as such, certified vendors are strongly encouraged to participate in the bidding process. To qualify for BEP utilization, any Prime Bidder or Subcontractor that will complete work towards fulfillment of the specifications noted in this solicitation must be qualified as a BEP Certified Vendor at the time the bid is due and maintain certified status for the entirety of their portion of the project.

**OTHER:**

Sex Offender Registration Requirement Notification: The successful bidder must comply with Illinois Compiled Statutes (730 ILCS 150 3.) This 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 successful bidder must comply 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 harassment 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