

WCFP Invitation for Bid 23B-2303

CALL FOR BIDS

Atwood Homestead Golf Maintenance Shop Roof Replacement

The Board of Commissioners of the Forest Preserves of Winnebago County will receive sealed bids in the Winnebago County Forest Preserve District Headquarters, 5500 Northrock Drive, Rockford, Illinois 61103, until **10:00 AM on Friday, September 8, 2023.**

A public opening and reading will be held at this date and time.

A mandatory pre-bid meeting will be held on **Tuesday, August 22, 2023 at 11:00A.M.** at the **Atwood Homestead Golf Maintenance Shop ,8551 Old River Road, Rockford, IL 61103.**

ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:

**“ROOF REPLACEMENT”
10:00 A.M., September 8, 2023**

The Board of Commissioners reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any bid. Information is available from the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101. Telephone (815) 319-4380, E-Mail purchasing@purchasing.wincoil.gov

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 Bid Information**
- IV Detailed Bid Specifications**
- V Bid Form**

Legal Advertisement for Bids published in the Rockford Register Star on August 15, 2023 or visit our website <http://wincoil.gov> or the Forest Preserve website <http://winnebagoforest.org>

END OF CALL FOR BIDS

REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS

PREPARATION OF PROPOSAL

The bidder must submit his proposal on forms furnished by the Forest Preserve. 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.

TAXES NOT APPLICABLE

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 E9992-3483-06.

PROMPT PAYMENT ACT

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

FREEDOM OF INFORMATION

Any responses and supporting documents submitted in response to a bid or proposal will be subject to disclosure under the Illinois Freedom of Information Act.

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 sixty (60) calendar days after said advertised closing time for the receipt of bids or proposals; the successful bidder shall not withdraw nor cancel his bid or proposal after having been notified the Director of Operations that said bid or proposal has been accepted by the Forest Preserve Board of Commissioners.

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.

COST OF BID OR PROPOSAL

Expenses incurred in the preparation of proposals in response to this bid or proposal is the Bidder's sole responsibility.

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 Forest Preserve shall be the sole determiner of the equality of the substitute offered.

DELIVERIES

All materials shipped to the Winnebago County Forest Preserve District must be shipped F.O.B. designated location, County of Winnebago, Rockford, Illinois

DEVIATIONS, EXCEPTIONS OR ALTERNATES

Deviations, exceptions or alternates 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. If deviations, exceptions or alternates are submitted, it is the Winnebago County Forest Preserve's sole and final decision whether specifications have been met and will be considered for award.

ORDERING

Purchase orders shall be placed directly to the contractor by an authorized agency. No other purchase orders are authorized.

COMPLIANCE WITH LAWS

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all federal, state, county and municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful bidder must be authorized to do business in the state of Illinois, and must be able to produce a certificate of good standing with the state of Illinois upon request.

Bidder/Contractor must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Bidder/Contractor must require any and all subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this bid and/or termination of this Agreement.

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 Forest Preserve 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

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

Any actual or prospective Bidder, Offer or, or Contractor who believes they have been adversely affected in connection with the solicitation or award of a contract may, within seven calendar days of the solicitation, Bid Due Date or award, by mail or have served, a letter of protest to the Director of Purchasing. The Director of Purchasing must submit a response in writing to the protesting entity, within the timeframe established in the County's Purchasing Ordinance.

DISPUTES

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

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.

PAY REQUEST

Forest Preserve makes payments once a month after the Board of Commissioners approval of invoices. The Board meets the third Wednesday of each month. The last day a pay request can be submitted for payment for the month is eight days before the Board meeting or the Tuesday a week before the Board Meeting.

When applicable Contractors are to submit a Waiver of Lien and Certified Payroll forms with requests for payment.

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

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.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal. Additionally, for all new contractors and vendors to be paid, the Purchasing Department will review the Excluded Parties List System prior to requesting the vendor be created in our accounting system.

END OF SECTION REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS

BID INFORMATION

INTENT

It is the intention of these specifications to describe the general requirements for the construction and installation of a new roof at the Atwood Homestead Golf Maintenance Shop, 8551 Old River Road, Rockford, IL 61103.

All parts not specifically mentioned in the scope of these specifications which are necessary to provide complete 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 represent the minimum requirements for construction and installation of a new roof:

- Clean existing roof of all loose dirt and debris.
- Remove and replace loose mechanical fasteners on existing metal roof panels.
- Install a 2" x 6" wood nailer around the perimeter.
- Install Expanded Polystyrene (EPS) flute filler.
- Mechanically attach 1.5" polyisocyanurate insulation over entire surface.
- Remove and replace existing roof vents.
- Remove and replace flashing on roof protrusions.
- Attach 50 mil PVC membrane (Tan color), over entire surface.
- Install new perimeter metals (Tan color).
- Provide a Minimum 20-year labor and materials manufacturer warranty.
- Provide a 2-year workmanship warranty from contractor.

MANDATORY PRE-BID CONFERENCE

A **mandatory** pre-bid conference will be held on-site at the Atwood Homestead Golf Maintenance Shop, 8551 Old River Road, Rockford, IL 61103 at **11:00 A.M., Tuesday, August 22, 2023.**

Contractors must conduct own roof inspection and come prepared to perform any tests at this time.

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 | \$2,000,000 |
| B. Comprehensive General Liability form | |
| Limits - Bodily Damage | \$2,000,000 per occurrence |
| | \$2,000,000 aggregate |
| Property Damage | \$2,000,000 per occurrence |
| | \$2,000,000 aggregate |
| C. Auto Insurance; Comprehensive form including, owned; non-owned and hired autos, uninsured motorists. | |
| Limit - Same as General Liability | |

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.

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 October 31, 2023. Any other completion date should be noted on the bid form.

Any questions may be directed to the Purchasing Department, 404 Elm Street, Room 202, Rockford Illinois 61101, by telephone 815-319-4380 or email purchasing@purchasing.wincoil.gov

END OF BID INFORMATION

DETAILED BID SPECIFICATIONS

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 61103.

"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.

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.

TEMPORARY CONSTRUCTION FACILITIES

The Contractor shall erect and maintain suitable barricades and other safety measures for protection of the public and the work.

VEGETATION

No trees or shrubs shall be cut, pruned, or removed without authorization of the Winnebago County Forest Preserve District.

SITE PREPARATION

Contractor to coordinate this operation with the Golf Course Maintenance Manager, Mark Freiman, (815) 289-7969. Equipment may be stored on-site. Note site is not fenced and unsecure in the evening. No staff is on-site during off hours.

PERMIT

Contractor shall consider obtaining a building permit as part of the bid. Permits may be obtained from Winnebago County.

WARRANTY

- Provide a Minimum 20-year labor and materials manufacturer warranty.
- Provide a 2-year workmanship warranty from contractor.

END OF DETAILED BID SPECIFICATIONS

BID FORM

Bidder's Name_____

TO: Winnebago County Forest Preserve District
5500 Northrock Drive
Rockford, Illinois 61103

DATE: _____

The undersigned declares he has carefully examined the requirement, information sheet, detailed specifications and Bid Form. In addition, declares that this Bid is made without any connection with any person making another Bid, that the Bid is in all respects fair and without collusion or fraud, that no member of the Winnebago County Forest Preserve District Board or other officer of the District, or any person in the employ of the County is directly or indirectly interested in this Bid, or in any portion of the profits thereof.

Base Bid

Install insulation and TPO or PVC roof membrane system overtop of existing metal roof as per Bid specifications.

\$_____

Received Addendum: _____ **of** _____

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 _____

Type of Organization:

Individual _____ Partnership _____ Corporation _____ Other _____

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

VENDOR SIGNATURE _____

DATE _____

PRINT/TYPE SIGNATURE _____

CONTACT PERSON _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

EMAIL _____

FEIN NO. _____

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 _____, 2023

(Notary Public)

END OF BID FORM

ATWOOD HOMESTEAD GOLF COURSE MAINTENANCE SHOP

8551 OLD RIVER ROAD, ROCKFORD, ILLINOIS 61103

Legend



Google Earth

50 ft



WINNEBAGO COUNTY

— ILLINOIS —

SUSPENSION/DEBARMENT CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting response to this solicitation and signing this form, the Bidder/Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local governmental entity, department or agency;
2. Have not within a three-year period preceding this solicitation been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding the signing of this certificate had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Bidder/Proposer is unable to certify to any of the statements in this certification, Bidder/Proposer shall attach an explanation to this certification.

Vendor Name: _____

Address: _____

City: _____ ZIP: _____

Telephone: _____ Email Address: _____

Authorized Signature: _____

(Print) Name: _____ Title of Official: _____

Signature Date: _____



WINNEBAGO COUNTY

ILLINOIS

VENDOR REGISTRATION FORM

Vendor (or Individual) Legal Name: _____

DBA/Alternative Vendor Name: _____

ADDRESS(ES)		
	Physical	Remittance, if different from physical
Street 1		
Street 2		
City		
State		
ZIP		
CONTACT(S)		
	Sales Representative	Accounts Receivable
Name		
Phone		
Email		
Web Address		
GENERAL INFORMATION		
Scope of work to be performed or provided: <input type="checkbox"/> Services and/or <input type="checkbox"/> Goods <input type="checkbox"/> Other _____		If Services: <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Rent/Landlord <input type="checkbox"/> Other _____ Do you have a current contract <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Winnebago County Employee: <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes: <input type="checkbox"/> Current or <input type="checkbox"/> Former Dept. _____		
COUNTY Department/Person requesting your service or goods:		
CLASSIFICATION(S)		
If applicable, check those boxes that apply: (All Certifications must be included with this completed form)		
<input type="checkbox"/> Minority-Owned Business:	<input type="checkbox"/> Certified	<input type="checkbox"/> Self-Certified
<input type="checkbox"/> Woman-Owned Business:	<input type="checkbox"/> Certified	<input type="checkbox"/> Self-Certified
<input type="checkbox"/> Veteran-Owned Business:	<input type="checkbox"/> Certified	<input type="checkbox"/> Self-Certified
SIGNATURE		
You affirm the above information is true and correct. Electronic signatures will not be accepted.		
Authorized Signature: _____		Date Signed: _____
OFFICE USE ONLY		
Approved by: _____		Assigned Vendor Number: _____
Verification Completed: <input type="checkbox"/> Sam.gov <input type="checkbox"/> OFAC <input type="checkbox"/> IRS TIN Match <input type="checkbox"/> W-9 Uploaded		Date Entered: _____