

Firm Name: \_\_\_\_\_

**BID FP #**

I

CALL FOR BIDS

INSTRUCTIONS AND SPECIFICATIONS  
FOR

**Severson Dells Education Center 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 Wednesday, June 13, 2018.**

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

A pre-bid meeting will be held on Thursday, May 31, 2018 at 10:00A.M. at Severson Dells Education Center, 8786 Montague Road, Rockford, IL 61102.

**ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:**

**“ROOF REPLACEMENT”  
10:00 A.M., June 13, 2018**

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, Fax: (815) 319-4381, E-Mail purchasing@wincoil.us.

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 Information Sheet
- IV Detailed Specifications
- V Bid Forms

Legal Advertisement for Bids published in the Rockford Register Star on May 17, 2018, or visit our website <http://wincoil.us/> or the Forest Preserve website <http://winnebagoforest.org/>.

## **II**

### **REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS**

#### **PREPARATION OF PROPOSAL**

The bidder must submit his proposal on forms furnished by the Purchasing Department. 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.

#### **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 by an agent of the Director of Purchasing that said bid or proposal has been accepted by the County 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.

#### **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.

## **II**

### **REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS (CONTINUED)**

#### **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 County 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 Purchasing Director's sole and final decision whether specifications have been met and will be considered for award.

#### **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 an authorized agency. No other purchase orders are authorized.

#### **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 (CONTINUED)**

#### **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.

#### **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.

## II

### **REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS (CONTINUED)**

#### **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.

#### **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.

## II

### **REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS (CONTINUED)**

Additionally, for all new contractors and vendors to be paid the Purchasing Office will review the Excluded Parties List System prior to requesting the vendor be created in our accounting system.

#### **ILLINOIS PREFERENCE ACT**

Any company bidding certifies that 90% of their workforce are Illinois residents when the unemployment rate exceeds 5 percent as is required by Illinois House Bill 6349. By signing this bid form, Bidder certifies that it will comply with the requirements of Illinois House Bill 6349, and that should it fail to do so, agrees to indemnify Winnebago County for any penalties assessed against it for non-compliance for failure to comply with its requirements.

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

### III

## INFORMATION SHEET

### INTENT

It is the intention of these specifications to describe the general requirements for the construction and installation of a new roof at the Severson Dells Nature Center, 8786 Montague Road, Rockford, IL 61102..

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:

- Removal of existing cedar shakes
- Installation of “diamond deck” underlayment or equal by CertainTeed
- Installation of architectural asphalt shingles
- Installation of ice guard (“winterguard”)
- Installation of drip edge
- New flashing
- Installation of standing seam metal roof in lieu of architectural asphalt shingles

### PRE-BID CONFERENCE

A pre-bid conference will be held on-site at the Severson Dells Education Center, 8786 Montague Road, Rockford, IL 61102 at **10:00 A.M., Thursday, May 31, 2018.**

### 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

#### INFORMATION SHEET (CONTINUED)

##### **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 anyone 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.

Certified Payroll will be required with pay requests.

##### **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 **August 30, 2018**. Any other completion date should be noted on the bid form.

Any questions may be directed to Ann Johns, Director of Purchasing, 404 Elm Street, Room 202, Rockford, Illinois 61101, by telephone 815-319-4380; by fax 815-319-4381; or email purchasing@wincoil.us.



## IV

### DETAILED 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.

"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; however, the preserve is currently only open to foot traffic. Perimeter of work area shall be enclosed with orange snow fencing and labeled "construction area, keep out."

## IV

### DETAILED SPECIFICATIONS (CONTINUED)

#### 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. Perimeter of work area shall be enclosed with orange snow fencing and labeled “construction area, keep out.”

#### VEGETATION

No trees or shrubs shall be cut, pruned, or removed without authorization of the Winnebago County Forest Preserve district. Trees whose removal shall be marked by the District and is noted on plan.

#### 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 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 the Winnebago County Forest Preserve.

#### Shingles

CertainTeed Northgate polymer modified shingles or equal. Color to be determined.

#### Underlayment

Diamond Deck by CertainTeed or equal, install per manufactures recommendations.

#### Wintergaurd

CertainTeed winterguard or equal. Install per manufacturers recommendations at gutter and valleys.

#### Standing Seam Metal

26 ga. standing seam metal roof is provided as an alternate. Standing seam is to be fastened with concealed fasteners. Provide warranty life of product with bid. Color to be determined.

#### Stone Coated Metal Roofing

Decra or equal shake XD can be installed as an alternate roofing, Install per manufactures recommendation. Provide warranty life of product with bid. Color to be determined.

V

**BID FORM**

**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**

- 1. Remove existing wood shakes and replace with new SBS polymer modified shingles and related items as per plan and specifications. \$ \_\_\_\_\_

**Alternate**

- 1. Remove existing wood shakes and replace with standing seam metal roof (west original building 5,545 S.F.) and related items as per plans and specifications. \$ \_\_\_\_\_

- 2. Remove existing wood shakes and replace with standing seam metal roof (east addition 1,770 S.F.) and related items as per plans and specifications. \$ \_\_\_\_\_

- 3. Remove existing wood shakes and replace with stone coated metal wood shake roof (west original building 5,545 S.F.) and related items as per plans and specifications. \$ \_\_\_\_\_

- 4. Remove existing wood shakes and replace with stone coated metal wood shake roof (east addition 1,770 S.F.) and related items as per plans and specifications. \$ \_\_\_\_\_

- 5. Remove existing wood shakes and replace with Landmark Pro architectural shingles by Certain Teed or equal. \$ \_\_\_\_\_

**Received Addendum:** \_\_\_\_\_ **of** \_\_\_\_\_

**BID FORM (CONTINUED)**

**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)