

## **ADDENDUM ONE**

Project No.: **RLJA PROJECT #: 22-053  
WC IFB #: 23B-2276**

Date: **February 17, 2023**

Subject: **CHANGES to the BIDDING DOCUMENTS**

Project: **HVAC REPLACEMENT PROJECT AT  
WINNEBAGO COUNTY JUVENILE DETENTION CENTER  
ROCKFORD, ILLINOIS**

Bids Due: **11:00AM, MONDAY, MARCH 6, 2023**

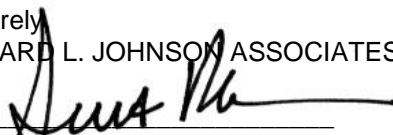
From: **ARCHITECT: RICHARD L. JOHNSON ASSOCIATES, INC.  
4703 CHARLES STREET  
ROCKFORD, IL 61108**

To: **ALL PROJECT DOCUMENT HOLDERS**

Please reproduce this Addendum as needed, and attach to the Project Manuals for the above project.

Bidders shall indicate receipt of this and all Addenda in the space provided on the Bid Form. Failure to do so may be sufficient cause to reject the bid.

Sincerely,  
RICHARD L. JOHNSON ASSOCIATES, INC.

  
\_\_\_\_\_  
Scott R. Johnson, AIA, LEED AP

This Addendum consists of:  
Pages 1 thru 2.  
Mandatory Pre-Bid Meeting Meeting Minutes - 2 pages.  
Pre-Bid Meeting Attendance Record – 1 page.  
Revised Bid Form – 16 pages.  
Revised 30" x 42" Drawings E101 and E102

**NOTE:** Wherein this Addendum conflicts with the original Project Manual and Drawings, this Addendum shall govern.

## **CHANGES to the PROJECT MANUAL**

### **1. GENERAL ITEMS**

1.1. See attached Pre-Bid Meeting Notes and attendance record.

### **2. SPECIFICATION SECTION BID FORM**

2.1. Added a place for the Contractor to add the number of calendar days to complete the project if Alternate Bid #1 is accepted. See Revised Bid Form.

## **CHANGES to the DRAWINGS**

### **3. DRAWING M107**

3.1. Add the following to Sheet M107

Construction Phasing Plan: For Alternate #1, New Rooftop Units will be installed in a sequence to minimize disruption with only one wing of the building to be inoperable for construction at any given time. Install RTU #1A first, Install RTU #1C second, the existing supply for each area if the building will remain open and return back to the existing RTU through the return plenum. Once RTU 1A and 1C are completely installed, remove the existing RTU #1 and install RTU-1B.

### **4. DRAWING E101**

4.1. Added additional ceiling mounted devices required for removal (PXN) for new ceiling work.

4.2. Revised General Drawing Notes #1.

### **5. DRAWING E102**

5.1. Added additional ceiling mounted devices required for reinstallation (PN) for new ceiling work.

5.2. Revised General Drawing Notes #1.

**END ADDENDUM NUMBER 1**

## **MANDATORY PRE-BID MEETING NOTES**

### **IFB No. 23B-2276 HVAC Replacement Project at Winnebago County Juvenile Detention Center**

**RLJA Job # 22-053**

#### **MANDATORY PRE-BID DATE & TIME:**

**Thursday, February 16, 2023 @ 8:30am, Winnebago County Juvenile Detention Center**

#### **GENERAL ITEMS**

1. Meeting Sign-Up Sheets were passed around to attendees.
2. Introductions were completed.
3. Bids are due on Monday, March 6, 2023, at 11:00am
  - a. Submit Bids to:  
**Ann Johns**  
**Director of Purchasing**  
**Room 202**  
**Winnebago County Administration Building**  
**404 Elm Street, Rockford, IL.**
4. All bids shall be submitted in a sealed envelope.  
**“23B-2276 HVAC Replacement Project at Winnebago County Juvenile Detention Center**
5. Base Bid includes all work except what is included in Alternate Bid #1.
6. Alternate Bids:
  - a. Alternate Bid #1 – Install RTU-1A, RTU-1B and RTU-1C in lieu of RTU-1.
7. Complete all County forms that are included with Bid Form.
8. The materials used on the project are Tax Exempt.
9. 5% Bid Bond MUST Accompany the Bid.
10. 100% Performance & Payment Bond is required for base bid only.
11. Liquidated damages are not included in this project.
12. Prevailing wages rates must be in accordance with all federal laws and laws by the state.
13. The building permit will be obtained by the Contractor thru the City of Rockford. The fees for the building permit will be paid for by the County.
14. The project is bid out to Contractors under one contract.
15. Last RFI needs to submitted by 11:00am, Thursday, February 23, 2023.
16. Last Addendum date is Monday, February 27, 2023.
17. Contact Shawn Franks at 815-319-4676 (cell) to schedule any additional site visits. Site visits can take place between the hours of 7:00am and 5:00pm, Monday through Friday.
18. Bidders shall address questions and correspondence to the following:

Scott Johnson - Architect	Ann Johns - Director of Purchasing
Richard L. Johnson Associates Architects	Winnebago County
Email: <a href="mailto:sjohnson@rljarch.com">sjohnson@rljarch.com</a>	<a href="mailto:ajohns@wincoil.us">ajohns@wincoil.us</a>
19. A site inspection and date of the inspection is required on the bid form.
20. Mark the addendums you receive on the bid form. Visit our website or contact our office the morning the bids are due to make sure you have the correct number of addendums listed on the bid form.
21. Contractor to fill in the subcontractor list on the bid form.

22. Contractors can tap off the existing building's electrical and water services for construction purposes.
23. Contractor shall provide portable toilet facilities.
24. Parking is very limited in the existing parking lot.
25. Workers will need to complete a criminal background check.
26. Construction meetings are required during construction. Contractor to take meeting notes and distribute.
27. Contractor's work schedule can be 7:00 AM - 6:00 PM. Working weekends are allowed, with prior notification to the owner.
28. The building will remain in operation during construction. Mechanical and electrical shutdowns must be coordinated with the owner. Shut down must not disrupt day to day operations.
29. Bid amounts are valid for up to 120 days after the bid opening.
30. The Contractor shall put on the bid form the number of calendar days the project will take to complete including lead times for equipment. This shall be completed for the Base Bid and if Alternate Bid #1 is accepted.
31. The project was briefly reviewed and was followed with a walk-thru of the project site.

**END OF MEETING NOTES**

# **RICHARD L. JOHNSON** **ASSOCIATES | ARCHITECTS**

**Project Name:** HVAC Replacement Project at Winnebago County Juvenile Detention Center

For Winnebago County

**Project #:** 22-053

**Date:** 8:30am, February 16, 2023

NAME	COMPANY	PHONE/EMAIL
Brooke Baier	SDS Engineering	815-399-1731 brooke@sdsgroup.com
SCOTT BAIER	SDS ENGINEERING	815-399-3381 SCOTT@SDSGROUP.COM
SCOTT JOHNSON	RUJA	815-398-1231 sjohnson@rujamedia.com
Tom Lupkes	NCM	815 398-1910 ext 103 tom@nelson-piping.co.com
Andrew Copeland	Miller Engineering	815 298 5307 andrew@megagroup.com
Shawn Fawkes	Winn County	815-319-4670 sfawkes@fm.winncoil.gov
Vaughn Fowler	Winn County	815-315-2106 vfowler@fm.winncoil.gov
Teff Smith	Winn County	815-222-4361 jsmith@fm.winncoil.gov
Julie McGray-Grotto	Winnebago Cty Juv. Det.	815 516 2981 jmcgray-grotto@17thcircuit.illinois.gov
Rich Ritt	Winnebago Cty Juv. Det.	815 516 2982 rrit@17thcircuit.illinois.gov

**BID FORM**

BIDS SUBMITTED BY \_\_\_\_\_

Date \_\_\_\_\_

To: Ann Johns  
Director of Purchasing  
County of Winnebago  
404 Elm Street, Room 202  
Rockford, Illinois 61101

**Gentlemen:**

The undersigned, having become familiar with the local conditions affecting cost of work and with the Bidding Documents, including Advertisement for Bids, Instructions to Bidders, Supplementary Instructions to Bidders, General Conditions, Drawings and Specifications, and Addenda issued thereto, as prepared by Richard L. Johnson Associates, Inc., Architects•Interior Designers, 4703 Charles Street, Rockford, Illinois 61108, hereby agrees to furnish all labor, material and equipment necessary for the Winnebago County Juvenile Detention Center HVAC Replacement Project at 5350 Northrock Drive, Rockford, Illinois for the prices hereinafter stated.

**BASE BID**

The undersigned agrees to complete all the work required, for the sum of:

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)  
and that such work will be substantially complete in the following # of calendar days: \_\_\_\_\_

**ALTERNATE BID #1**

The undersigned agrees to install RTU-1A, RTU-1B and RTU-1C in lieu of RTU-1, for an add to the Base Bid of:

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

If Alternate Bid #1 is accepted, work will be substantially complete in the following # of calendar days: \_\_\_\_\_

**SUBSTITUTIONS**

*All bids shall be based on the items, materials and manufacturers indicated by the Specifications and Drawings, with only such modifications as are made by Addenda.*

*Bidders desiring to use items other than those indicated by the Drawings, Specifications and Addenda shall list such proposed substitutions in the spaces below, together with the amounts to be added to or deducted from the amount(s) bid should any such proposed substitution be found acceptable after opening of Bids.*

*NOTE: Manufacturers' names and materials reviewed by Architect during bidding period, but not included in an Addendum, must be listed below if said materials are to be considered. NO EXCEPTIONS.*

<u>BRAND OR MODEL SPECIFIED</u>	<u>PROPOSED SUBSTITUTION</u>	<u>ADD</u>	<u>DEDUCT</u>

*NOTICE TO BIDDERS: If sufficient space is not available on this form for the information required, attach typewritten sheets with the necessary information.*

## **SUBCONTRACTORS**

If the undersigned is awarded the Contract, the below listed subcontractors will be employed for their respective parts of the Work.

### **SUBCONTRACT**

### **SUBCONTRACTOR'S NAME**

Demolition Work \_\_\_\_\_

Joint Sealants Work \_\_\_\_\_

Gypsum Board Work \_\_\_\_\_

Acoustical Ceilings \_\_\_\_\_

Painting Work \_\_\_\_\_

Plumbing Work \_\_\_\_\_

HVAC Work \_\_\_\_\_

Electrical Work \_\_\_\_\_

**NOTICE TO BIDDERS:** *The above list of Subcontractors will be required to be completed and submitted with the Bid.*



**ADDENDA RECEIVED**

Contractor acknowledges that it incorporates the following Addenda in its Bid.

Addendum #	Date	Addendum #	Date	Addendum #	Date

**PRE-BID MEETING ATTENDANCE**

The undersigned attended the mandatory Pre-Bid Meeting. YES \_\_\_ NO \_\_\_

**SITE INSPECTION**

Existing premises and conditions were checked by an on-site inspection? YES \_\_\_ NO \_\_\_

**ADDITIONAL INFORMATION & FORMS REQUIRED**

Federal Tax Identification Number: \_\_\_\_\_

Contractor's State License Number (if applicable): \_\_\_\_\_

**VENDOR REGISTRATION FORM**

**SUSPENSION/DEBARMENT CERTIFICATION FORM**

**W-9 FORM**

**BUSINESS REFERENCE FORM**

The Undersigned agrees to furnish for the Owner's approval the following information, complete and in the form prescribed, prior to commencement of Work. The Undersigned further agrees that failure to furnish such information will be construed to be an unauthorized deviation by the Undersigned from the Contract Documents and as such will be cause to withhold any and all payment which may become due Undersigned.

Details of insurance coverages outlined in "Insurance" in the Supplementary Conditions.

Submittal and Material Schedule.

### **NON-COLLUSION AFFIDAVIT**

The Bidder, by its officers and \_\_\_\_\_ agent or representatives present at the time of filing this Bid, being duly sworn, on their oaths say that neither they nor any of them, have in any way, directly or indirectly, entered into any arrangement or agreement with any other Bidder, or with any public officer or the County of Winnebago, Illinois, whereby such affiant or affiants or either of them, has paid or is to pay to such other Bidder or public officer any sum of money, or has given or is to give other Bidder or public officer anything of value whatsoever, or such affiant or affiants or either of them has not, directly or indirectly, entered into any arrangement or agreement with any other Bidder or Bidders, which tends to or does lessen or destroy free competition in the letting of the Contract sought by the attached Bids; that 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 awarding of the Contract; nor has this Bidder any agreement 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 of the Contract sought by this Bid.

\_\_\_\_\_  
\_\_\_\_\_  
SUBSCRIBED and sworn to before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 2023. My Commission Expires \_\_\_\_\_

### **COMMENCEMENT AND COMPLETION OF CONTRACT**

The undersigned agrees, if awarded the Contract, to commence the contract work upon authorization by the Owner and to complete the Work without delay. The undersigned further agrees to execute the Contract in strict accordance with the Contract Documents prepared by Richard L. Johnson Associates, Inc., Architects•Interior Designers, 4703 Charles Street, Rockford, IL 61108.

### **NON-DISCRIMINATION**

The Contractor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Contractor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

### **PREVAILING WAGE**

The State of Illinois requires that all wages paid by the Contractor and each subcontractor must be in compliance with The Prevailing Wage Act (820 ILCS 130), as amended. This requires payment of the general prevailing rate for each craft or type of worker, including payment of the general prevailing rate for legal holiday and overtime work. The Illinois Department of Labor publishes the prevailing wage rates on its website. The Contractor must review the wage rates applicable to the work of the contract at regular intervals in order to ensure the timely payment of current wage rates. The Contractor agrees that no additional notice is required. The Contractor must be responsible to notify each subcontractor of the wage rates set forth in this contract and any revisions thereto. A copy of the prevailing wage rates is posted on the County website. If wage rates change during the course of the project, the new rates will be available online at [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol).

If this Bid requires Prevailing Wages: please visit the IDOL website for instructions. It is the responsibility of the Awarded Vendor to submit Certified Payrolls to the State. <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-act.aspx>

#### EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT

Pursuant to (30 ILCS 570/3) the "Employment of Illinois Workers in Public Works Act," whenever there is "a period of excessive unemployment" in Illinois, defined by any month immediately following two consecutive calendar months during which the level of employment in the state has exceeded 5%, then any person or entity working in a Public Works project for the county shall employ at least 90% Illinois laborers on such project. The County expects all contractors on Public Works projects to abide by this act in addition to prevailing wage until the provisions of this act are lifted by the State of Illinois. More information about the Employment of Illinois Workers on Public Works Act can be found here: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=549&ChapterID=7>

#### CERTIFIED PAYROLL REQUIREMENTS

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number and social security number. Any contractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

#### HOLD HARMLESS CLAUSE

The successful bidder will agree to indemnify, save harmless and defend the County of Winnebago, its agents, Board members, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract upon award. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of Winnebago, its agents, Board members, servants, or employees or any other person indemnified hereunder.

#### BID RESPONSE

It is required that the bidder completely read the Bid prior to filling out to become acquainted with terms and conditions of the bid document and merchandise requirements. No relief will be allowed from the bid conditions unless you take written exception to that condition on your bid.

#### GENERAL CONDITIONS

This bid shall be firm for at least 150 days after the latest time specified for submission for bids and thereafter until written notice is received from the bidder.

#### AWARD OF ORDER

The County will award a purchase order to the lowest responsive, responsible bidder meeting the County's requirements as listed in this document. The County will be the sole judge of acceptability of any products and services offered.

#### EXCEPTIONS

The bid speaks for itself. Bidders taking exception to any terms, conditions or specifications of this bid must clearly state in writing such exception(s) either on or with their bid. The County will be the sole judge of the acceptability of any exception noted, and is not bound to consider any bid submitted with exceptions.

## TERMINATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the contractor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the contractor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County.

The successful bidder will agree that pursuant to requirements imposed under Illinois law, the County shall have 120 days after each election of county board members to terminate this Agreement, without cause and without penalty.

## GOVERNING LAW

The contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of law provisions. Venue is proper only in the County of Winnebago.

## APPLICABLE CODES AND ORDINANCES

Contractor hereby certifies that all materials used conform to all articles and sections of all current applicable National Building Codes and other relevant construction-related codes. Workmanship and materials shall conform to all local applicable codes and ordinances.

## ASSUMPTION OF RISK

Until the completion and final acceptance by the County of all work under or implied by this Contract, the work shall be under the Contractor's care and charge and he shall be responsible, therefore. Contract shall rebuild, replace, repair, restore and make good all injuries, damages, re-erection, and repairs rendered necessary by causes, of any nature, to all or any portion of the work.

## DRUG FREE WORKPLACE

The Contractor (whether an individual or company) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.

## PAYMENT

Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act".

## RESERVATION OF RIGHTS

The County of Winnebago reserves the right to reject any or all bids failing to meet the County's specifications or requirements and to waive technicalities. If in the County of Winnebago's opinion, the lowest bid is not the most responsible bid, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County of Winnebago. In determining the lowest responsible bidder, the County shall take into consideration the qualities of the articles and services supplied, their conformity with the specifications, and their suitability to the requirements of the County and the delivery terms. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

## INSURANCE REQUIREMENTS

The Contractor and Subcontractors or Partners will purchase and maintain insurance for the coverages for a minimum of three (3) years after completion of the Contract.

Upon notice of acceptance of Bid, the successful bidder shall, within fifteen (15) calendar days of said notice, furnish to the Director of Purchasing a certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to Winnebago County licensed to do business in the State of Illinois, and with a minimum insurance rating of A: VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing Winnebago County thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until all work has been approved and accepted by Winnebago County. The Proposer is responsible for all insurance deductibles and Self-Insured Retentions.

TYPE OF INSURANCE	MINIMUM LIMITS LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	\$2,000,000
A. Each Accident & Disease	
3. *Commercial General Liability	\$5,000,000
4. *Umbrella Excess Liability (over primary) Retention for Self-Insured Hazards (each occurrence)	\$5,000,000
5. *Business Auto Liability	\$2,000,000

Contractor shall procure an appropriate clause in, or endorsement on, each of its policies for the fire or extended coverage insurance and on all other forms of property damage insurance covering the Contractor's personal property, materials or equipment whereby the insurer waives subrogation or consents to a waiver of right of recovery against Agent and Owner, and having obtained such waiver or subrogation or waiver of the right to recovery, Contractor hereby agrees that it will not make any claim against or seek to recover from Agent or Owner for any loss or damage of property of the type covered by such insurance.

**\*ALSO Required in addition to a Certificate of Insurance are the following Endorsements for BOTH Commercial and Auto Liability:**

1. An Additional Insured Endorsement
2. Waiver of Subrogation for Insurance is Primary and Non-Contributory to additional insured insurance coverage

If any policy or coverage is written as "claims made" then coverage must be maintained for 4 years after project completion.

At all times during the term of the contract, the Proposer and its independent contractors shall maintain, at their sole expense, insurance coverage for the Proposer, its employees, officers and independent contractors, as follows:

- It is the responsibility of Proposer to provide a copy of this BID to their insurance
- It may also be required that the Proposer's insurer and coverage be approved by Winnebago County prior to execution of the Contract.
- No work shall be started until receipt of Certificate of Insurance.

The County of Winnebago shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and BID NUMBER. Insurance Certificates with required endorsements should be emailed to [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

The insurance carrier of the insured is required to notify the County of termination of any of these coverage's, prior to the completion of any contract, at least 30 days prior to expiration.

#### CHANGES IN OR TERMINATION OF, INSURANCE COVERAGE

The insurance carrier of the insured is required to notify the County of termination of any of these coverage's, prior to the completion of any contract, at least 30 days prior to expiration.

#### INSURANCE RATING

All the above-specified types of insurance shall be obtained from companies that have at least an A rating in Best's Guide or the equivalent.

#### SURVIVAL OF INDEMNIFICATION

The indemnification described above shall not be limited due to the enumeration of any insurance coverage herein provided, and indemnification shall survive the termination of the Contract.

#### NOTICE OF LAWSUIT

Within 60 days of service of process, the County shall notify the Proposer of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the Proposer of its obligation to provide indemnification. However, the County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within 60 days.

#### CHOICE OF LEGAL COUNSEL

The Proposer shall provide coverage as provided in the contract and retains the right to choose legal counsel subject to the approval of the County, and appointment by the State's Attorney.

#### RIGHTS RETAINED

Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of any defenses or immunities otherwise available to the County.

**STATEMENT OF BIDDER'S BUSINESS ORGANIZATION**

This Statement is part of the Proposal for the entire work.

PROJECT \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

*If the Proposal is submitted by an individual, execute the following form:*

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

Owner and Official Address \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

By \_\_\_\_\_

*If the Proposal is submitted by a partnership, execute the following form:*

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

Firm Address: \_\_\_\_\_

All Partner Names:

\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

By \_\_\_\_\_

*If this Proposal is submitted by a corporation, execute the following form:*

Corporate Name \_\_\_\_\_

State and City in which Incorporated \_\_\_\_\_

If incorporated in another state, are you authorized to do business in the  
State of Illinois? Yes \_\_\_\_\_ No \_\_\_\_\_

Name and Address of registered agent in Illinois:

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

**CORPORATE SEAL**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

By \_\_\_\_\_ Title \_\_\_\_\_

**NOTE: ALL ENTRIES MUST BE IN INK.**

**CONTRACTOR QUALIFICATION STATEMENT**

Contractor Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR MUST SUBMIT THIS BID FORM ALONG WITH REQUESTED SUBMITTALS IN ORDER TO BID ON THIS PROJECT. ANY CHANGES MUST BE SUBMITTED TO WINNEBAGO COUNTY BEFORE BID OPENING ON ANY PROJECT.**

**Submit:**

1. Federal Employer Tax Identification Number or Social Security Number: \_\_\_\_\_
2. Contractors State License Number (if applicable): \_\_\_\_\_
3. **VENDOR REGISTRATION FORM**
4. **SUSPENSION/DEBARMENT CERTIFICATION FORM**
5. **W-9 FORM**
6. **BUSINESS REFERENCE FORM** will need to be completed

**PLEASE PROVIDE ANSWERS TO THE FOLLOWING:**

YEARS IN BUSINESS \_\_\_\_\_

ANNUAL SALES \_\_\_\_\_

**PROVIDE A BRIEF DESCRIPTION OF YOUR BUSINESS (i.e. General Contractor, construction material supplier, plumbing, electrical, etc.)**

\_\_\_\_\_  
\_\_\_\_\_

**1.01. SIGNATURES**

Authorized signature in affirmation of the above statements and submittals:

\_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_  
(Authorized Signature) (Title)

\_\_\_\_\_  
(State of Incorporation) (Date)

\_\_\_\_\_  
(Print Name of Signer)

NOTE: This information will be reviewed for each bid to determine contractor eligibility.

**END BID FORM**





# 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: _____



# 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: \_\_\_\_\_

**Purchasing Department** | 404 Elm St, Rm 202, Rockford, IL 61101 | [www.wincoil.us](http://www.wincoil.us)

Phone: (815) 319- 4380 | Email: [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

**Print or type.**  
**See Specific Instructions on page 3.**

\_\_\_\_\_st account number(s) here (optional)

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## BUSINESS REFERENCES

The Bidder must list references for the last three (3) completed projects, listing company, name, address, contact person, telephone number and date of completion. If Bidder is a new business, provide references that will enable the County to determine if Bidder is responsible.

NAME	
CONTACTPERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

ProjectDates(s)\_\_\_\_\_ProjectValue\_\_\_\_\_

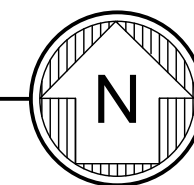
NAME	
CONTACTPERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

ProjectDates(s)\_\_\_\_\_ProjectValue\_\_\_\_\_

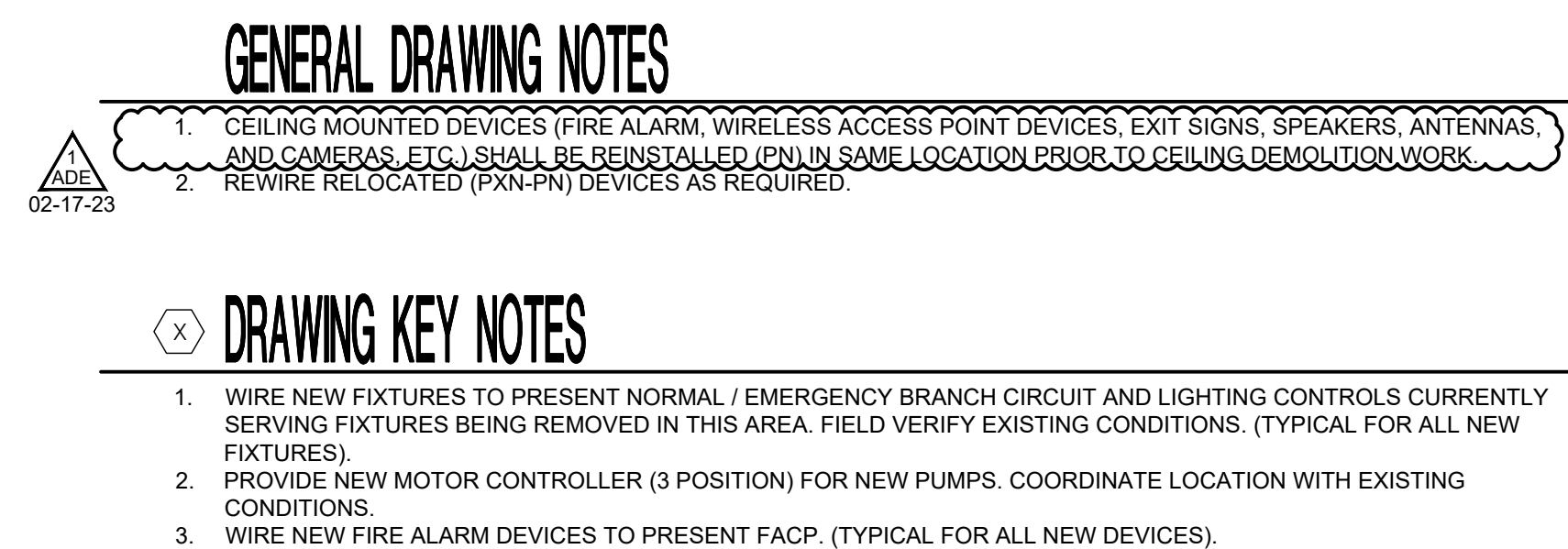
NAME	
CONTACTPERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

ProjectDates(s)\_\_\_\_\_ProjectValue\_\_\_\_\_

NUMBER OF YEARS IN BUSINESS	
CURRENT NUMBER OF PERSONNEL ON STAFF	







SCALE: 1/8" = 1'-0"

