

INVITATION FOR BIDS
ACCESSIBLE DOORS PROJECT
RANTOUL BUSINESS CENTER
601 SOUTH CENTURY BLVD., RANTOUL, IL

Prepared and Requested By:

Village of Rantoul
Community Development Department
333 South Tanner Street
Rantoul, IL 61866

February 8, 2010

INVITATION FOR BIDS

Instructions

1. **Requesting Entity.**

This Invitation for Bids (this **“IFB”**) is made by the Village of Rantoul, Champaign County, Illinois, having its principal office located in the Municipal Building, 333 S. Tanner Street, Rantoul, Illinois 61866. Prospective bidders may view the project on **Wednesday, February 10, 2010 between 9:00AM and 11:00AM**. All inquiries for clarification of this IFB and all requests to inspect the facilities and operations in connection with the demolition work to be provided under this IFB shall be made to the Inspector of the Village or the Community Development Department, both identified below:

Martin Ablinger, AIA, Inspector
Village of Rantoul
Economic Development
601 South Century Blvd
Rantoul, Illinois 61866
Tel: (217) 893-9955 x102
Fax: (217) 893-3970
E-mail: malblinger@village.rantoul.il.us

OR

Jenell L. Hardy
Village of Rantoul
Community Development
333 South Tanner Street
Rantoul, Illinois 61866
Tel: (217) 892-6851
Fax: (217)892-5501
Email: jhardy@village.rantoul.il.us

2. **Standard Terminology.**

For convenience of reference, the words, terms and phrases defined below and elsewhere in this IFB shall have the meanings respectively ascribed to them for all purposes of this IFB and the Bid Form, including as follows:

“Village” means the Village of Rantoul, Champaign County, Illinois.

“Contractor” means the prospective contractor, which includes any subcontractor, consultant, firm, offerer, proposer or vendor who submits a bid in connection with this IFB.

“Project” means the **601 South Century Blvd. Rantoul, Illinois** Accessible Doors Project

“Work” means any and all demolition work to be provided by the Contractor in connection with the Project under and pursuant to the Contract Documents specified in part 4 of this IFB below, including in particular the Scope of Work included as a part of the Contract Documents, and any related labor, parts, materials, supplies and equipment, together with the submission of any and all documents, instruments and certificates required to be submitted thereunder.

3. **Purpose of Request.**

The Village has determined to proceed with the Project and to invite bids from prospective contractors to undertake the Work, which is to be commenced within fourteen (14) calendar days after the Accessible Doors Contract is awarded by the Village and completed within a period not greater than sixty (60) calendar days thereafter, such Work being more particularly described in the Scope of Work included in the Contract Documents specified below.

4. **Contract Documents.**

The Contract Documents include the following, complete copies of which are included with and are a part of this IFB:

- (1) ATTACHMENT-1 Scope of Work (RBC, 601 S. Century Blvd., Rantoul, Illinois)
Champaign county prevailing wage rates for January, 2010
Minimum Insurance requirements document
Accessible Doors Contract,
General Terms and Conditions (Accessible Doors Contract), and
Bid Form.

The Contract Documents include expressly or by reference all requirements specified in this IFB and all elements to be included in the Contractor's bid. All Contractors are expected to thoroughly examine and be familiar with all the terms, conditions and obligations of the Contractor under all of the Contract Documents. Should a Contractor find discrepancies in or omissions from any part of the Contract Documents or be in doubt as to the meaning of any provision thereof, such questions should be submitted in writing at least five (5) days prior to the Due Date, as specified below, for submission to the Community Development Specialist of the Village identified in part 1. above. Answers to questions of any substantial nature will be mailed to each Contractor to whom an IFB is given in the form of an Addendum to this IFB.

Each Contractor shall have visited the site and facilities of the Project upon which the Work under the Contract Documents is to be performed in order to be fully acquainted with the conditions and fully understand any difficulty or restriction in connection with the performance of the Work under the Contract Documents and in order to verify any representation made by the Village upon which the Contractor may rely. If the Contractor receives an award as a result of submitting a bid, any failure to have made such investigation or examination will in no way relieve the Contractor from its obligation to comply in every detail with the provisions of this IFB and the Contract Documents.

As and to the extent required by the Prevailing Wage Act (820 ILCS 130/0.01 et seq.), each Contractor shall be obligated to pay not less than the prevailing rate of hourly wages to all laborers, workers and mechanics employed by the Contractor or any subcontractor in connection with any of the Work. The most recently revised prevailing rate of wages, as determined by the Department of Labor of the State of Illinois, is attached to and made a part of this IFB and will additionally be attached to and made a part of the Accessible Doors Contract as notice to the Contractor of such revised rates.

5. **Bid Form.**

All bids must be submitted on the Bid Form included herewith without deletions or any changes. All bids and accompanying data must be submitted in conformity with, be based upon, and be subject in all respects to all the terms, conditions and obligations of the proposed Contract Documents. The Village reserves the right to waive minor defects or variations from the exact requirements of this IFB and the Bid Form. If insufficient information is submitted by any Contractor to properly evaluate any bid submitted, the

Village further reserves the right to request such additional information as it may deem necessary.

6. **Number of Bids.**

An original and at least three (3) copies of the Bid Form shall be submitted along with three (3) copies of additional documentation, if any. The original together with each copy of such Bid Form shall be securely bound and submitted together as a package in a sealed envelope clearly identified on the outside of such envelope with the words “Bid Form: **IFB# CDA-901 RBC Accessible Doors Contract**”. Each such submittal shall show the name, address, telephone and telefax numbers and e-mail address of the Contractor submitting the bid on the front cover of the Bid Form.

7. **Bid Form Due Date.**

Any Bid Form shall be submitted no later than 10:00AM on Friday, February 19, 2010 (the “**Due Date**”). Any Bid Form not submitted by a Contractor by such Due Date may be considered nonresponsive and may, at the discretion of the Village, not be considered. Bid opening will occur immediately after the closing time, and will take place in RM 300 of the Municipal Building located at 333 South Tanner Street, Rantoul Illinois.

8. **Place of Submission.**

All Bid Forms shall be submitted to the Village of Rantoul, Community Development Department, 333 South Tanner Street, Rantoul, Illinois 61866, ATTN: Jenell L. Hardy.

9. **Bid Guarantee.**

Any Bid Form submitted in response to this IFB shall be irrevocable for a period of sixty (60) days from and after the Due Date of this IFB and may not be withdrawn by any Contractor during such period. After such period of sixty (60) days, the bid contained in any Bid Form may be withdrawn by any Contractor at such Contractor’s request if such Contractor’s bid has not been selected prior to any such request to withdraw.

10. **Bid Security.**

Any Bid Form submitted in response to this IFB shall be accompanied with a Bid/Proposal Bond secured by a cashier’s or certified check or by a surety licensed to do business in the State of Illinois in an amount equal to 10% of the amount set forth by the Contractor in the Bid Form for the performance of the Work, as specified in the Scope of Work under the Contract Documents. Such security, whether secured by a check or surety, shall be executed on the form of the applicable Bid/Proposal Bond provided with the Bid Form. Any security deposited by the successful Contractor shall be retained or drawn on as liquidated damages in the event that such Contractor fails to deliver fully executed Contract Documents, performance and payment security, and certificates of insurance to the Village within ten (10) calendar days from the date the Village sends to the successful Contractor a notice of award or fails to deliver any certificates, licenses, permits or other documents within such time and manner as may be specified in the Contract Documents prior to commencing any other Work thereunder. By submission of a Bid Form, the Contractor agrees to the

reasonableness of the amount of the Bid/Proposal Bond as liquidated damages. Such security will be returned upon the execution of the Accessible Doors Contract with another Contractor who may be selected by the Village, the withdrawal of this IFB by the Village, or the withdrawal of the bid contained in the Bid Form by the Contractor if allowed by this IFB.

11. Evaluation Criteria.

An award of the Accessible Doors Contract shall be made to the lowest responsible bidder as determined in the sole discretion of the Village. In determining the lowest responsible bidder, the Village may consider the following as well as other relevant criteria:

- (1) The ability, capacity and skill of the Contractor to undertake the Work required;
- (2) The capacity of the Contractor to perform the work promptly or within the time specified, without delay or interference;
- (3) The character, integrity, reputation, judgment, experience and efficiency of the Contractor including, but not limited to, past performance defaults; whether or not such defaults were with the Village; competency; or failure to pay or satisfactorily settle all claims due for labor and material;
- (4) The quality of performance by the Contractor on any previous work;
- (5) The previous and existing compliance by the Contractor with laws and ordinances relating to any previous work;
- (6) The sufficiency of the financial resources and financial ability of the Contractor to undertake the Work;
- (7) The quality, availability and adaptability of the supplies, machinery, plant or other equipment or the particular use required in connection with the Work;
- (8) The ability of the Contractor to perform any future maintenance, service or work for the use of the Project, including guarantees;
- (9) The number and scope of any conditions made a part of the Bid Form by the Contractor;
- (10) The Contractor's record of payments for taxes, licenses or other monies due the Village; and
- (11) Whether the Contractor is a Local Vendor (i.e., a vendor having a place of business which employs at least one (1) permanent employee at a location determined in the following order of priority: (a) the Village; (b) Champaign County; or (c) the State of Illinois) and entitled to preference as set forth below. For any bid of five thousand dollars (\$5,000.00) or more, the Local Vendor determined to have the highest priority among other Local Vendors, if any, shall have preference and shall be considered to be the lowest responsible bidder if each of the following conditions are met: (i) any such Local Vendor is a responsible bidder; and (ii) the bid of any such

Local Vendor is not greater than the lowest bid submitted by a responsible bidder by more than two percent (2%) or two thousand dollars (\$2,000.00), whichever is less. This Local Vendor preference shall not be applicable, however, if any federal or state funding source prohibits any such application in connection with any such Work under any applicable law, rule or regulation.

In connection with any such evaluation by the Village, any Contractor may be invited to submit more detailed information, to make oral presentations, or both. The Village may make any reasonable investigation deemed necessary and proper to determine the ability of the Contractor to perform the Work, and the Contractor shall furnish to the Village all information for this purpose that may be reasonably requested. The Village reserves the right to accept or to reject any or all bids, or any part thereof, received from any Contractor in connection with this IFB for any reason.

12. **Insurance.**

The successful Contractor shall deliver to the Village certificates of policies of insurance evidencing the Minimum Insurance Requirements attached to and made a part of the Accessible Doors Contract as required by Sections 5.02, 5.03 and 5.04 of General Terms and Conditions (Accessible Doors Contract) at or before the time of the execution and delivery of the Contract Documents and before the Contractor commences any other Work thereunder.

13. **Performance and Payment Bond.**

The successful Contractor shall submit a performance bond and a labor and material payment bond, or a combination performance and payment bond, in an amount equal to 100% of the amount set forth by the Contractor in the Bid Form for the performance of the Work, as specified in the Scope of Work under the Contract Documents, at or before the time of the execution and delivery of the Contract Documents.

14. **Taxes.**

All bids shall include all applicable taxes. The Village is exempt from sales taxes imposed by the State of Illinois and from federal excise taxes.

15. **Acceptance of Bid Form.**

The contents of the Bid Form or such parts thereof as may be accepted by the Village will become a contractual obligation of the Contractor and will be incorporated into the final Contract Documents.