

BID NOTICE

The City of Morrison and Odell Public Library are seeking sealed bids for HVAC Renovations of the Odell Public Library/City of Morrison Community Room building located at 307 South Madison, Morrison, IL 61270.

Bid packets may be picked up at Odell Public Library. Packets may also be downloaded from odellpubliclibrary.com. Please see the website for open hours of business.

Bids must be signed and enclosed in a sealed envelope marked SEALED BID-HVAC, mailed or delivered Attn: Meridith Layne to Odell Public Library. Bids are due **December 11, 2023 no later than 11 a.m.** to the library location at 307 South Madison Street, Morrison, IL 61270. At such time bids will be publicly opened and read aloud. Anything received after the deadline will be returned unopened.

Pre-bid meeting is set for **November 27, 2023 at 9 a.m.**

Any questions should be directed to Odell Public Library Director Meridith Layne at 815-772-7323 or odell.library@gmail.com

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INSTRUCTIONS TO BIDDERS

Contractors and subcontractors shall not include sales tax for material purchases. At the time of the contract acceptance, a certificate of exemption will be issued.

The successful bidder will be required to furnish a certificate of insurance naming the City of Morrison as an Additional Insured with general liability coverage no less than \$1 million/\$2 million (that is, \$1,000,000 each occurrence and \$2,000,000 aggregate). Products and completed operations in an amount not less than \$2 million aggregate. Workers' compensation as statutorily required by the IL Workers' Compensation Act. Employers' liability in an amount not less than \$1 million. Auto liability in an amount not less than \$1 million combined single limit.

The successful bidder will be required to furnish Performance Bond in an amount equal to one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment for all materials and labor and protect and save harmless the City, from claims and damages of any kind caused by the operation of the Contractor.

Payment of the cost of said project will be made from any one or a combination of the available sources at the discretion of the Library Board.

Bidding contractors shall provide three (3) project references with contact information for work similar in nature for public entities. Only provide projects completed within the last five (5) years.

This contract is subject to the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.). Whiteside County wage rates noted on the Illinois Department of Labor website.

Contractor shall comply with all applicable provisions of the Illinois Human Rights Act [775 ILCS 5].

Contractor shall comply with all federal and State laws, rules and regulations that prohibit discrimination because of race, color, religion, sex, marital status, national origin, ancestry, age, sexual orientation, and physical or mental disability.

Contractor shall comply with the conflict of interest provisions specified in the Illinois Procurement Code [30 ILCS 500].

The Bidder has investigated all the required fees, permits, and regulatory requirements of authorities having jurisdiction and has properly included in the submitted Bid, the cost of such fees, permits and requirements not otherwise indicated as provided by Owner.

The Bidder is a properly licensed Contractor according to the laws and regulations of the State of Illinois and must affirmatively represent authorization to transact business in the State of Illinois and not barred from contracting with public entities.

The Owner reserve the right to accept or reject any or all bids or parts thereof, or waive any irregularities or technicalities in any bid.

The contract will be the Standard Form of Agreement Between Owner & Contractor A101-2017 published by the American Institute of Architects. A copy can be provided upon request. The project will be constructed under a lump sum (fixed price) contract.

Contractor shall fully complete the project by **April 30th, 2024**.

Work shall be coordinated with the Library Director upon approval of the contract by the Library Board and Morrison City Council.

PROJECT PARAMETERS

GENERAL SCOPE

The general nature of this public improvement of the Odell Public Library/City of Morrison Community Room building shall include the removal, preparation and installation of eight (8) SPLIT SYSTEM FAN COIL UNITS and eight (8) SPLIT CONDENSING UNITS and all supportive work for complete system operation. See drawings M1-M3 for proposed schedules for more detail.

All general construction required to facilitate the work shall be included within this bid scope. This work scope can include but is not exclusive to removal & replacement or cutting & patching of ceiling systems, wall construction & finishes, flooring, doors, roofing, etc.

All products incorporated into the work shall be submitted to the owner & engineering for review and approval through industry standard cut sheets & manufacturers' data. A pre-construction conference will be required to discuss all aspects of the anticipated work scope & intended procedures. Progress meetings during construction will be at the discretion of the owner.

All products should include a 1-year parts & 5-year compressor manufacturer's warranty. Bidders are encouraged to offer additional or extended warranty options and associated costs.

LIMITATIONS

Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work or work by Owner. Coordinate the work with work performed by Owner.

Do not disturb portions of Project site beyond areas in which indicated. Owner shall occupy the site during construction and remain open for business.

Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times, except areas indicated on drawings or as agreed to with Owner. Do not use these areas for parking or for storage of materials.

Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

Do not interrupt utilities serving facilities occupied by Owner or others unless permitted.

Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner. Obtain Owner's written permission before proceeding with disruptive operations.

BID FORM

BIDS DUE

Date: December 11, 2023

Time: 11:00a.m. local time.

Location: Odell Public Library, Morrison, Illinois.

OWNER

City of Morrison/ Odell Public Library

307 South Madison St.

Morrison, IL 61270

ENGINEER

Legacy Designs, Inc.

6116 Mulford Village Drive

Rockford, IL 61108

ARCHITECT

PG Design + Build

6000 E. State St., Suite 502

Rockford, IL 61108

BIDDER INFORMATION

Name: _____

Address: _____

Phone: _____

Date: _____

BID ACKNOWLEDGEMENTS

The Bidder, in compliance with Notice of Bid Letting for the **Odell Public Library HVAC Improvements**, having examined the drawings and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed Project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, equipment, and supplies and to construct the Project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

Bidder acknowledges receipt of the following Addenda covering revisions to the drawings and specifications, and the cost, if any, of such revisions has been included in the prices quoted:

Addendum No _____ Date: _____ Addendum No _____ Date: _____

Addendum No _____ Date: _____ Addendum No _____ Date: _____

BASE BID

Bidder agrees to perform all the Contract Work described in the Specifications and shown on the Drawings for the sum of:

Dollars (\$_____)

Required for accounting purposes, breakout Bidder's totals for:

Alternate H1: Dollars (\$_____)

Alternate H2: Dollars (\$_____)

BIDDER VOLUNTARY CLARIFICATIONS

Recommendation of available rebate program(s) and/or additional or extended warranty options and associated costs: _____

Other Clarifications _____

Warranty/ Digital System compatibility? _____

PRICE GUARANTEE

The undersigned agrees that the price stated in this Bid is guaranteed for forty-five (45) consecutive calendar days, Sundays and holidays included from the Bid due date. If accepted by the Odell Public Library Board and Morrison City Council within that period, the undersigned is to execute a formal contract, for the performance of the Contract at the stated price and is not subject to escalation.

ACCEPTANCE OR REJECTION

The Odell Public Library Board and Morrison City Council reserves the right to reject any or all bids, re- advertise for new bids, and to waive informalities that may be in their best interest.

TAXES

The undersigned certifies that all the prices stated above do not include **ILLINOIS** State Sales and Use Tax.

COMPLETION DATE

Bidder proposed substantial completion date: _____

Longest anticipated lead time for equipment delivery _____

LEGAL ADDRESS AND LEGAL STATUS OF BIDDER

Address: _____

Legal Classification: The undersigned does hereby declare that the Bidder has the legal status checked below:

- 1. _____ Individual
- 2. _____ Co-Partnership
- 3. _____ Corporation incorporated under the Laws of the State of _____
- 4. _____ Limited Liability Company (LLC) organized in the State of _____

This Bid is submitted in the name of:

Company: _____

Signature: _____

Title: _____

Signed and sealed this _____ day of _____, 20_____.

END OF BID FORM