

**SPECIFICATIONS FOR THE  
ADDITION OF AN OREANA PUBLIC LIBRARY SIDEWALK**

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**INVITATION TO BID**

The Argenta-Oreana Public Library District will receive sealed bids for the Oreana Public Library branch SIDEWALK ADDITION at:

Argenta-Oreana Public Library District  
Attn: Donna Schaal, Library Director  
211 South Route 48  
PO Box 278  
Oreana, IL 62554

Sealed bids for the sidewalk addition will be received until 4:00p.m. CST on Monday, July 26, 2021, at the Oreana Public Library branch. On July 26, 2021, the regularly scheduled board of trustees meeting will be held at the Argenta Public Library branch at 4:30 pm. During this meeting all bids will be publicly opened and read aloud. Bids received after this time will not be considered.

A walk-through of the property, 211 South Route 48, Oreana, IL, will be conducted by the Library Director, Donna Schaal, by appointment only. **Bidders are encouraged to visit the property.**

To the extent permitted under State Law, the successful bidder will be required to furnish and pay for General Liability Insurance. The Library will be listed as an additional insured.

Attention is called to the fact that prevailing wages as set forth in the specifications must be paid on the project. The Contractor must ensure compliance with the Illinois Public Work

Discrimination Act (775 Ilcs 10/01 et.seq.) that employees and applicants for employment for this project will not be discriminated against because of race, color, creed, sex or national origin. The successful bidder will be required to present a certification of Affirmative Action Compliance.

Proposals shall be signed with name typed below signature. When bidder is a corporation, proposals must be signed with the legal name of the corporation followed by the name of the state of incorporation and the legal signature of an officer authorized to bind the corporation to a contract.

The Argenta-Oreana Public Library District intends to award a contract on the basis of the lowest and most responsible bid in a single contract for all work to be performed in the above referenced project.

Bidder shall carefully examine the documents and construction site to obtain first-hand knowledge of existing conditions. Contractors will not be given extra payments for conditions which can be determined by examining the sites and documents.

The Argenta-Oreana Public Library District reserves the right to reject any or all bids or to waive informalities in the bidding.

#### **SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**

- 1) Conditions Affecting the Work – Each bidder shall make a careful examination of the plans and specifications, visit the site of the proposed addition and acquaint themselves with all the conditions before submitting their proposal. They will be held responsible for any and all errors in their proposal resulting from their failure to make such examination. No Request for Extras will be entertained as a result of the bidder failing to examine the plans and specifications and inspecting all areas of the building. Any discrepancies between actual field conditions and work specified in contract documents shall be brought to the written attention of the Library Director prior to bidding. In order to facilitate site examinations, the Library Director will be available to accompany bidders on a walk through.

By submission of a proposal, a bidder warrants that they have visited the site to investigate the actual site conditions, and made a careful examination of the plans and specifications. Additionally, the successful bidder agrees to enter into a contract as directed by the Argenta-Oreana Public Library District. This project will be tax exempt.

- 2) Proposal and Bid Guarantee – Proposals include a Non-Collusive Affidavit. A bid guarantee for an amount of not less than five percent (5%) of the base bid shall be submitted with the proposal. The submitted guarantee shall be forfeited in case of failure of any bidder to enter into the contract and furnish a satisfactory bond or

guarantee in an amount equal to the contract price within ten (10) days after notification of the acceptance of his proposal. The bid guarantee shall be a certified check, bank draft, U.S. Government Bonds at par value or a bid bond secured by a surety company. The surety company must be authorized to do business in the State.

- 3) Wage Rates – Wage rates on this work shall not be less than the prescribed scale of wages as determined pursuant to the provisions of the Illinois Department of Labor for Macon County June, 2021, in accordance with the Illinois Prevailing Wage Act.
- 4) Performance, Labor and Material Guarantee – The Contractor awarded the work shall furthermore agree to furnish, prior to commencement, a Performance Bond and a Payment Bond in an amount equal to 100% of the contract price. Bonds shall be submitted within ten (10) days after Notice to proceed and shall be security for:
  - a. The faithful performance of all provisions of the contract and the satisfactory completion of the work included hereunder.
  - b. The payment of all persons performing labor and furnishing materials in connection with the contract.
  - c. The covering of all guarantees included therein.
- 5) Requirements for Signing Proposals
  - a) Bids submitted by an Individual – If a bid is submitted by an individual, said proposal shall be signed by the person making such bid or the bid must have attached thereto a power-of-attorney evidencing authority to sign the bid in the name of the person for whom it is signed.
  - b) Bids submitted by a Partnership – If a bid is submitted by a partnership, said proposal shall be signed by all of the partners or by an attorney-in-fact. If signed by an attorney-in-fact, there must be attached to the bid a power-of-attorney for the individuals for whom it is signed.
  - c) Bids submitted by a Corporation – If the bid is submitted by a Corporation, said corporation shall be signed by the correct corporate name thereof and the signature of the president or other authorized officer manually written below the corporate name and the attesting signature of the secretary of the corporation and the impression of the corporate seal.
- 6) Completion Time – Once notified to proceed, the Contractor shall begin this addition on or after August 1, 2021 and completed by October 1, 2021.
- 7) Specifications – Review the enclosed specifications.
- 8) Submittal Requirements at Time of Bid Submission – In preparing your bid, please use the following checklist in order to make sure the bid has been prepared in the proper manner. All blank spaces filled in by ink or typed and shall include two (2) copies of the following:

- \_\_\_\_\_ Bid Form
- \_\_\_\_\_ Statement of Bidders Qualifications
- \_\_\_\_\_ Bid Bond or Bid Guarantee
- \_\_\_\_\_ Non-Collusive Affidavit

Proposals shall be enclosed in a sealed envelope and forwarded with adequate time to enable it to arrive at the location. Identified for receipt of bids, before the time and date stipulated, all as noted in the Invitation to Bid.

- 9) Submittal Requirements at Time of Pre-Construction Conference – A pre-construction conference will be scheduled within ten (10) days after official notification of the Contract Award. All blank spaces filled in by ink or typed and shall include two (2) copies of the following:

- \_\_\_\_\_ Wage Standards
- \_\_\_\_\_ Schedule of Amounts for Contract Payments
- \_\_\_\_\_ Certificate of Insurance for Contractor and Subcontractors
- \_\_\_\_\_ Performance and Payment Bond
- \_\_\_\_\_ Subcontractor’s Certificate Concerning Labor Standards and Prevailing Wage Requirements
- \_\_\_\_\_ List of Key Personnel and Phone Numbers

- 10) Submittal Requirements at Time of Payout Requests – In order for payment requests to be processed, they must be complete, properly executed and include two (2) copies of the following:

- \_\_\_\_\_ Periodic Estimate for Partial Payment
- \_\_\_\_\_ Certified Payrolls – Must be current form General Contractors and Subcontractors
- \_\_\_\_\_ Lien Waivers
- \_\_\_\_\_ Construction Progress Schedule
- \_\_\_\_\_ Schedule of Change Orders
- \_\_\_\_\_ Schedule and summary of Materials Stored

- 11) Submittal Requirements at Time of Project Completion – Upon completion of the project, Contractor shall submit close-out documentation as follows:

- \_\_\_\_\_ Completed Punch List
- \_\_\_\_\_ Two (2) sets of Final Request for Payment
- \_\_\_\_\_ Two (2) copies of Contractor’s Certificate and Release
- \_\_\_\_\_ Two (2) copies of all manufacturer’s warranties
- \_\_\_\_\_ Two (2) copies Contractor’s Affidavit of Release of Liens
- \_\_\_\_\_ Two (2) copies of Consent of Surety to Final Payment

**BID PROPOSAL**

Project: Addition of a Sidewalk at the Oreana Public Library branch  
Argenta-Oreana Public Library District  
211 South Route 48  
Oreana, IL 62554

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, including the Invitation to Bid; Instructions to Bidders; this Bid Proposal; the Bid Bond; the Non-Collusive Affidavit; the Contract; the Special Conditions; the Wage Determination; and the Addenda, if any thereto, on file in the office of Oreana Public Library branch, hereby proposes to furnish all labor, equipment, services, licenses, permits, and material required for the referenced project.

The following principals shall govern the competitive bidding process:

1. The Argenta-Oreana Public Library District will award the contract to the acceptable Contractor submitting the lowest responsible base bid.
2. The contract is a lump sum contract. The total contract amount shall not be exceeded without written Contract Modifications. The Bidder is advised to include in each of the items the proportional amounts of labor (Prevailing Wage) and material costs, overhead, profit and fees.
3. The undersigned hereby declares that all prices given herein exclude Illinois State Sales and Uses Tax in accordance with notice of exemption from the State Department of Revenue.
4. Bidder proposes to perform all work required in strict accordance with the construction documents for the total base bid amount of:

\_\_\_\_\_ (Dollars) (\$\_\_\_\_\_)

**Bid Modification No. 1**

For the East/West portion of the sidewalk connecting to the existing sidewalk including the bicycle pad. This is for all labor and materials associated with the East/West portion only.

\_\_\_\_\_ (Dollars) (\$\_\_\_\_\_)

BID PROPOSAL (CONT.)

Addenda: Contractor acknowledges receipt of all Addenda issued and has incorporated same into his bid.

Addenda No. _____	Date Received: _____
Addenda No. _____	Date Received: _____
Addenda No. _____	Date Received: _____

If awarded this contract, the undersigned agrees to start work on or before August 1, 2021, after receipt of written notice to proceed is given by the Library and fully complete all work by October 1, 2021.

In submitting this bid, it is understood that the Library reserves the right to reject any and all bids and to waive any informality or irregularity in the Bidding. It is agreed that the above stated price included in this bid shall not be withdrawn for a period of sixty (60) calendar days from the date bids are opened.

Accompanying this Bid is a certified check or Bidder's Bond in the amount of five percent (5%) of the aggregate total of all quantities indicated in the Contract Documents.

The Bid Security shall be made payable to the Library, which it is agreed shall be retained as liquidated damages by the Library if the undersigned fails to execute the Contract in conformity with the form of Contract incorporated in the Contract Documents and furnish bonds as specified within ten (10) calendar days after notification of award of the Contract to the Undersigned.

Acknowledgement: Attached to this bid are the following documents and forms to be completed.

1. Statement of Bidder's Qualifications
2. Non-Collusive Affidavit
3. Representations, certifications, and other statements of bidders
4. Bid Bond or Bid Guarantee

BID PROPOSAL (CONT.)

Bids not having the above documents completed and attached may be eliminated and not accepted.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

## STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, add separate sheets for items marked.\*\*

1. Name of Bidder:
2. Permanent main office address:
3. When organized:
4. Where incorporated:
5. How many years have you been engaged in the contracting business under your present firm name?
6. \*\*Contracts on hand: (Schedule these, showing gross amount of each contract and approximate anticipated dates of completion):
7. \*\*General character of work performed by your company:
8. Have you ever failed to complete any work awarded to you? If so, where and why?
9. Have you ever defaulted on a contract?
10. \*\*List the most important structures recently erected by your company, stating approximate cost of each, and the month and year completed:
11. \*\*List the major equipment available for this contract:
12. \*\*Experience in construction work similar in importance to this project:
13. \*\*Background and experience of the principal members of your personnel, including the officers:
14. \*\*Credit available, furnish written evidence:
15. \*\*Financial statement no more than sixty (60) days old and containing not less than that required in the following form. Contractor's End of the Year Statement from 2019 to 2020 is acceptable.

16. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Argenta-Oreana Public Library District.

17. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Argenta-Oreana Public Library District in verification of the recitals comprising this Statement of Bidder's Qualifications.

DATED at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2021.

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

State of Illinois

County of: \_\_\_\_\_

\_\_\_\_\_ (Name) being duly sworn deposes and says he is  
\_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of  
Organization) and that the answers to the foregoing questions and all statements therein  
contained are true and correct.

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public

My commission expires:

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS: That we the undersigned, \_\_\_\_\_

\_\_\_\_\_, as  
Principal,

And

\_\_\_\_\_, as  
SURETY

And held and firmly bound unto the Argenta-Oreana Public Library District, hereinafter called "The Library", in the penal sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), lawful money of the United States, for the payment of which sum will and truly made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THAT CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying bid, dated \_\_\_\_\_, 2021, hereby made a part hereof for Base Bid work.

NOW THEREFORE, if the said bid shall not be rejected and if the said bid shall be accepted and, if the Principal shall not withdraw said bid within (60) days after the opening, and shall, within ten (10) days after the prescribed forms are presented to him for signature, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract; in the event of the withdrawal of said bid within the period specific, or the failure to enter into such contract and give such bond within the time specified, if the Principal shall pay the Argenta-Oreana Public Library District the difference between the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bonds shall be in no way impaired or affected by any extension; of the time within which the Argenta-Oreana Public Library District may accept such bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals this \_\_\_\_ day of \_\_\_\_\_, 2021, the name and corporate seal of each corporate party being affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In Presence of:

\_\_\_\_\_ Individual Principal and Seal

\_\_\_\_\_ Business Address

\_\_\_\_\_ Individual Principal and Seal

\_\_\_\_\_ Business Address

Attest:

\_\_\_\_\_ Corporate Principal and Seal

\_\_\_\_\_ Business Address

\_\_\_\_\_ Corporate Surety and Seal

\_\_\_\_\_ Business Address

(Power of Attorney for person signing for surety company must be attached to bond).

I, \_\_\_\_\_, certify that I am the secretary of the Corporation named as Principal in the within bond; that \_\_\_\_\_ who signed the said bond on behalf of the Principal was then \_\_\_\_\_ of said corporation, that I know his signatures, and his signature thereto is genuine, and that said bond was duly signed, sealed and attested to for and in behalf of said corporation by authority of its governing body.

## **BID BOND INSTRUCTIONS**

1. The Surety Company must be authorized to do business in the State of Illinois and must be acceptable to the Government.
2. Individual sureties, partnerships, or corporations in the surety business will not be acceptable.
3. The name of the Principal shall be shown exactly as it appears in the Contract.
4. The penal sum shall not be less than is required by the specifications.
5. If the principals are partners, or form a joint venture, each member shall execute the bond as an individual, and state his place of residence.
6. The official character and authority of the person(s) executing the bond for the principal, if a corporation, shall be certified by the Secretary thereof under the corporate seal, or copies shall be attached to such records of the corporation as will evidence the official character and authority of the officer signing, duly certified by the Secretary, or Assistant Secretary, under the corporate seal, to be true copies.
7. If the Principal, is a corporation, the bond shall be executed under its corporate seal. If the corporation has no corporate seal, it shall so state and affix a scroll or adhesive seal following the corporate name.
8. The current power-of-attorney of the person signing for the surety company must be attached to the bond.
9. The date of the bond must not be prior to the date of the Contract.
10. The following information must be placed on the bond by the surety company:
  - a. The rate of premium in dollars per thousand, and
  - b. The total dollar amount of premium charges.
11. The signature of witness shall appear in the appropriate place, attesting to the signature of each party of the bond.
12. Type or print the name underneath each signature appearing on the bond.
13. An executed copy of the bond must be attached to each copy of the contract (original counterpart) intended for signing.

**NON-COLLUSIVE AFFIDAVIT**

STATE OF ILLINOIS

COUNTY OF MACON

\_\_\_\_\_ being first duly sworn, deposes and says, that he is the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person, to fix the bid price or any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Argenta-Oreana Public Library District or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

Bidder, if the Bidder is an Individual Partner, if the Bidder is a Partnership Officer, if the Bidder is a Corporation.

Subscribed and sworn to before me

This \_\_\_\_ day of \_\_\_\_\_, 2021.

My commission expires: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

## SPECIFICATIONS

The Argenta-Oreana Public Library District (herein “the Library”) specifies the following for the addition of a sidewalk at the Oreana Public Library branch located at 211 South Route 48, Oreana, IL.

- 1) The Contractor will need to secure all necessary permits and approvals and, if necessary, inspections from the Village of Oreana and/or the State of Illinois.
- 2) The Start Date for this project will be on or after August 1, 2021 and completed by October 1, 2021.
- 3) Any changes affecting the cost of this project must be priced in writing and counter-signed by both parties.
- 4) The Contractor will secure adequate waste containers for the duration of the project.
- 5) The Contractor will provide a surety bond.
- 6) The new sidewalk will be 5 ft. in width and 4 inches thick.
- 7) The new sidewalk shall be cracked or saw cut  $\frac{1}{4}$  of thickness of new sidewalk at a distance not to exceed 5 feet.
- 8) Concrete shall be 4,000 psi with WWF reinforcement.
- 9) Bituminous expansion shall be placed in the width of the sidewalk in intervals not to exceed 50 feet.
- 10) The grade of the sidewalk shall be such that the existing watershed shall not be encumbered nor shall water pool on the surface of the sidewalk. Approximately 3 inches of sod or turf shall be removed and any fill necessary shall be compacted sand or gravel. Fill will be necessary in some existing low spots. After formwork is removed, sidewalk edges shall be backfilled with soil and seeded.

### **Base Bid**

The new 5 ft. sidewalk shall be constructed from the existing sidewalk at the south side of County Highway 20 and extended south approximately 242.5 ft. until it reaches the southernmost point of sidewalk as shown on the attached plan.

### **Modification No. 1**

The new 5 ft. sidewalk will begin at the existing northeast corner of the current building. Where the new sidewalk attaches to the current sidewalk, the grade shall not exceed  $\frac{1}{4}$ " per foot. The sidewalk will extend out 7 feet to the inside edge of the new sidewalk before turning towards the West for a distance of approximately 189 feet until it reaches the right of way owned by TFG Transport, LLC. The new bicycle pad shall extend from the new northeast corner of the sidewalk for a distance of 8 feet by 10 feet wide by 4 inches thick. Existing bicycle rack shall be anchored to the new concrete pad with concrete anchors at least 5 inches in length. Bituminous expansion shall be placed against all existing concrete and No. 4 rebar shall be drilled into existing concrete every 12 inches to tie slabs together. Rebar shall penetrate a minimum of 6 inches into existing concrete and extend into new concrete a minimum of 12 inches. Existing gutter downspout of the northeast corner of the building shall be extended directly beneath the new sidewalk for a distance of 12 inches either side of the new sidewalk. 4 inch Schedule 40 PVC shall be used for the new downspout extension and shall be connected to existing downspout tile.