

**SPECIFICATIONS FOR THE  
PARKING LOT/MODIFICATION AND ADDITION TO SIDEWALKS  
AT THE ARGENTA PUBLIC LIBRARY**

**INVITATION TO BID**

The Argenta-Oreana Public Library District will receive sealed bids for the Argenta Public Library branch PARKING LOT and SIDEWALK MODIFICATION/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 3:00p.m. CST on Monday, September 30, 2024, at the Argenta Public Library branch. On September 30, 2024, 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, 100 East Water Street, Argenta, 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.

All bidders must comply with applicable Illinois law requiring the payment of Prevailing Wages by all contractors working on Public Work Projects. The Bidder must comply with the Illinois Statutory requirements regarding labor, including Equal Employment Opportunity Laws and the Illinois Human Rights Act.

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 specifications and drawing, visit the site of the proposed project 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 drawing and specifications and inspecting all areas of the building site. 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 specifications and drawing. 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) 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, 2024, in accordance with the Illinois Prevailing Wage Act.
- 3) 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.
- 4) Completion Time – Once notified to proceed, the Contractor shall begin this project upon notice to proceed and complete within ninety (90) days.
- 5) Specifications – Review the enclosed specifications.

6) Proposals shall be enclosed in a sealed envelope and forwarded with adequate time to enable it to arrive at the location.

7) 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 are to be 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
- \_\_\_\_\_ Subcontractor’s Certificate Concerning Labor Standards and Prevailing Wage Requirements
- \_\_\_\_\_ List of Key Personnel and Phone Numbers

8) 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

9) 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

**BID PROPOSAL**

Project:           Parking Lot and Modification/Addition of a Sidewalk at the  
                      Argenta Public Library branch  
                      100 East Water Street  
                      Argenta, 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 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, insurance, 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. Proof of tax-exemption will be provided by the Library.
4. Bidder proposes to perform all work required in strict accordance with the construction documents for the total base bid amount of:

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

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: _____

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.

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

1. Statement of Bidder's Qualifications
2. Representations, certifications, and other statements of bidders

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 projects 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 2022 to 2023 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 \_\_\_\_\_, 2024.

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 \_\_\_\_\_, 2024.

Notary Public

My commission expires:

**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 \_\_\_\_\_, 2024.

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

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

## SPECIFICATIONS

The Argenta-Oreana Public Library District (herein “the Library”) specifies the following for the parking lot and modification/addition to the sidewalk at the Argenta Public Library branch located at 100 East Water Street, Argenta, IL.

- 1) The Contractor will need to secure all necessary permits and approvals and, if necessary, inspections from the Village of Argenta, Macon County, and/or the State of Illinois.
- 2) Once notified to proceed, the Contractor shall begin this project upon notice to proceed and complete within ninety (90) days.
- 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.

### Preparation of the Site:

- 5) Four trees on the east side of the parking lot will be removed and disposed of.
- 6) Remove the existing concrete parking blocks.
- 7) Saw cut existing asphalt along entire pour and remove.
- 8) Prepare the subsurface of the parking lot. Subsurface shall be compacted. Care should be taken that the slope of the parking lot will drain away from the building towards the street. At the south side of parking lot drainage should run southwest/southeast towards the village’s drains.

### Sidewalk Modification/Additions:

- 9) A portion of the sidewalk will remain in front of the main entrance (newly poured) and the section to the west towards North Street.
- 10) An older portion of the sidewalk will be removed and replaced. It will then continue east with a new section of sidewalk to the north of the newly formed parking lot. See diagram for existing to remain sections, replacement sections and additional sections of the sidewalk.
- 11) The existing sidewalk going from the parking lot to the meeting room door will also remain along with the sidewalk right next to the building.
- 12) A new sidewalk will connect the new parking lot to the southwest corner of the back parking lot.
- 13) The sidewalk will be 5 ft. in width and 4 inches thick.
- 14) Any new sections of the sidewalk shall be cracked or saw cut  $\frac{1}{4}$  of thickness of new sidewalk at a distance not to exceed 5 feet.
- 15) Concrete shall be 4,000 psi with WWF reinforcement.
- 16) 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. After formwork is removed, edges shall be backfilled with soil and seeded, where needed.

#### New Parking Lot:

- 17) The new parking lot shall be cracked or saw cut  $\frac{1}{4}$  of thickness of new parking lot at a distance not to exceed 10 feet.
- 18) The new parking lot shall be 6 inches thick, 4,000 psi with WWF reinforcement.
- 19) Pin #4 bar to existing slab 16" O.C.
- 20) 3 curbed planters will be installed on the south side of the lot. The drawing shows a swale for water to drain just in front of the planters to the east side of the driveway. The two side curbed planters will be 20 feet, curb shall be 6 inches tall and 6 inches deep. The middle curbed planter will be 21 feet, curb shall be 6 inches tall and 6 inches deep. Distances between the curbed planters will be 12 inches.
- 21) The ingress/egress to the parking lot will be 20 feet.
- 22) The parking lot spaces will be 9 feet by 20 feet.
- 23) The first two northwest spaces will be marked handicapped with handicap symbol. The first will be a van handicap space with clearance for wheelchair lifts. The second will be a car handicap space.
- 24) After completion of the parking lot, the parking lot will be striped accordingly.
- 25) After completion of the parking lot, new precast concrete parking blocks will be added to the north side of the newly formed parking lot. The curbed planters will be utilized as parking blocks for the south side.