



## REQUESTS FOR BIDS

A **mandatory** location viewing meeting will take place at the Grundy County Administration Building, 1320 Union Street, Morris, IL. 60450 **March 3, 2017 at 1.00 p.m. or March 6, 2017 at 10:00 a.m.** All interested vendors should meet at the Administration Building as this will be the only time allowed to view the project area prior to the deadline to submit a bid. Only those who attend the mandatory meeting will be eligible to submit a project bid. All others will be discarded. For further questions, contact the Building Maintenance Director at 815-941-3350.

## LEGAL NOTICE INVITATION TO BID TO TEAR OUT AND REPLACE CARPET

Sealed bids for the removal and replacement of the existing carpet at the Grundy County Administration Building to be completed and mailed or hand-delivered to the address below by 10 a.m. on March 22, 2017. All Bids must be marked in the lower left hand corner "ADMINISTRATION BUILDING CARPET REPLACEMENT". Bids will be publicly opened and read aloud at the above stated time and place. Proposals not physically received by the required time and not marked properly, will be returned to the firm. All proposals should be addressed to:

County Of Grundy  
Proposal for the Administration Building Carpet Replacement  
Attention: Tony Arnold  
Building Maintenance Director  
1320 Union Street  
Morris, IL 60450

Proposal packets are available online at <http://www.grundyco.org/bids-and-rfp/>.

No bid shall be withdrawn for a period of thirty (30) days after the bid opening date without the consent of the County.

Successful bidder must provide proper insurance, a Performance Bond and a Labor and Material Payment Bond in the full amount of the Contract, acceptable to the County. **Contractor must comply with Prevailing Wage Act.**

Each contractor is to submit their bid and references, using the formats on page 9 and 10.

The County reserves the right to reject any or all bids and to waive any informality in bidding.

Award of Contract: The County Of Grundy Facilities Committee and/or Grundy County Board will make the final award of the proposal or contract.

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# SPECIFICATIONS

## GRUNDY COUNTY ADMINISTRATION CARPET REPLACEMENT

### DEFINITIONS:

The Term "County" whenever used in the contract documents shall be construed to mean the County Of Grundy.

### I. Introduction and Background:

Grundy County is issuing this request for bids for the replacement of carpeting in the main hallways, lobby areas, and one meeting room in the Administration building.

The Grundy County Administration building, built in 1992, currently houses the County Administration and Board offices as well as the Health Department, Regional Office of Education, Veterans Assistance Commission, Information Technology, Planning and Solid Waste, Emergency Management Agency, Human Resources and the Coroner. It is a one story structure with upper level mechanical lofts, and contains approximately 38,100 gross square feet of area, of which approximately 25,150 feet is program area. The carpet in many areas is original, from 1992.

All questions pertaining to this request for proposal should be directed to Building Maintenance Director, Tony Arnold at 815-941-3350 or email at [tarnold@grundyco.org](mailto:tarnold@grundyco.org).

### II. Conditions:

The Contractor is responsible for being familiar with all conditions, instructions, and documents governing this contract. Failure to make such preparations shall not excuse the Contractor from performance of the duties and obligations imposed under the term of this contract.

### III. Bid Bond:

If the bidder's proposal for this project exceeds fifty thousand dollars (\$50,000.00), bids shall be secured by a certified check, bank draft, satisfactory bid bond or approved letter of credit in the amount of ten percent (10%) of the total bid price.

### IV. Performance Bond:

If the bidder's proposal for the project is equal to or greater than \$5,000 then the following bonds shall be delivered to the County and shall become binding with the acceptance of the bid.

Performance bond satisfactory to the County, executed by Surety Company authorized to do business in the State or otherwise secured in a manner satisfactory to the County, in an amount equal to 110% of the price specified.

**V. Scope of Work:**

The removal and replacement of the existing carpet. Most installation shall take place on weekends, evenings and County Holidays with the approval of the Building Maintenance Director.

**VI. Grundy County Administration Building Carpet Replacement:**

The Contractor shall remove all old material and supply and install all new material required for the project unless otherwise stated by the County.

CARPET replacement requirements shall be as follows:

- A. Remove all existing glued down carpet
- B. Prep existing floor for new carpet
- C. Scrape floor smooth
- D. Keep all existing vinyl cove base, install new carpet tiles under vinyl cove base
- E. Install and Supply new 24" X 24" carpet squares
- F. Floor patching may be necessary, use Ardex feather finish for cracks and leveling
- G. If necessary tape, sand, and drywall mud all damage done to the walls to make ready for paint
- H. All debris will be removed daily from the site and put in the dumpster
- I. County will supply dumpster
- J. County will be responsible for moving and resetting all furniture during the installation process
- K. Vinyl inserts will be replaced where needed, hallways into office doorways with ¼" leg, color to be determined by the County

Carpet Requirements

- Carpet: Shaw Style – Capital III Tile
- Color: #80700 Court House
- Carpet Glue: Shaw D5001 Pressure - Sensitive Adhesive
- Approximately 1041 square yards of carpet replaced
- Contractor to do their own measuring of the areas being replaced
- Construction: Level Loop
- Face Weight: 20oz.
- Fiber: 100% Nylon
- Backing: EcoWorx
- Dye: 100% Solution Dyed
- Tile Size: 24" X 24"
- Pattern Installed: Monolithic, Arrows facing to the West

**VII. Site Restoration:**

The Contractor shall ensure that all debris generated by the project is removed from the project area as needed to allow continued use by County staff, not less than daily, or as often as County staff deems necessary to maintain safe working conditions in the area. More specifically, all construction debris, dust or any other materials generated during the job shall be removed from the work area before completion. The work area includes all areas where the carpet will be replaced/installed. Upon completion of the entire project operation the site should be returned to a like condition that existed prior to work being done.

**VIII. Quotes:**

TWO separate quotes are being requested based on Section VI. & VII. and the following:

**PROJECT**

1. Contractor supplies total square footage, carpet and all materials and labor to complete the full installation project as described in section VI. & VII. – Hallways by County Administrator, Health Admin., Land use, and Main Lobby area
2. Contractor supplies total square footage, carpet and all materials and labor to complete the full installation project as described as section VI. & VII. - Merc.- Meeting room and hallways by Regional Offices of Education and Coroner hallways)

All work will be bid as two projects. Additional information and map will be provided at the walkthrough. The County may choose to complete either Project 1, Project 2, neither, or both based on bid amounts and available funding.

**IX. Billing/invoicing:**

All billing and invoicing will be done at the completion of the project, and payment will be made on net 30 terms.

**X. Rejection of Bids:**

- A. The County reserves the right to cancel invitations for bids or requests for proposals without penalty when it is in the best interest of the County. Notice of cancellation shall be sent to all individuals or entities solicited.
- B. The County reserves the right to reject any or all bids, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to make award to the response deemed to be the most advantageous to the County. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color handicap, sex, national origin or religious creed.
- C. Any bid not conforming with the specifications or requirements set forth by the County in the bid request may be rejected.

- D. Bids may also be rejected if they are made by a bidder that is deemed un-responsible due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

**XI. Award of Bid:**

- A. Formal bid submission shall be tabulated and a recommendation shall be prepared by the Department Head making a purchase subject to the formal bid requirements and sent to the Facilities Committee for review. If an award is to be made to other than the lowest bidder or if the purchase was not included in the fiscal year budget, justification must be made in writing.
- B. The County Administrator shall send a recommendation and tabulation of all formal bids received for purchases meeting the requirements to the Facilities Committee and/or County Board consideration of awarding a formal contract.

**XII. Construction Contracts:**

- A. The bidder must furnish and pay for satisfactory performance, labor and material payment bonds in the amount of one hundred ten percent (110%) of the contract amount and any other security required by law or by the specifications for this particular project. Upon receipt of the performance bond, the County will return the bid bond to the bidder.
- B. The bidder must comply with all applicable laws prerequisite to doing business in the state.
- C. The bidder must have a valid Federal Employer Tax Identification Number or Tax Identification Number (for individuals).
- D. The bidder must provide a Statement of Compliance with provisions of the State and Federal Equal Opportunity Employer requirements.
- E. The bidder must provide evidence of any professional or trade license required by law or local ordinance for any trade or specialty area in which the Contractor is seeking a contract award. Additionally, the Contractor must disclose any suspension or revocation of such license held by the company, or of any director, officer or manager of the company. Any material changes to the Contractor's status, at any time, must be reported in writing to the County within 14 days of its occurrence. Failure to comply with this requirement is grounds for the Contractor to be deemed non-responsible.
- F. The bidder must provide the name and addresses of all known Subcontractors, the general type of work to be performed by these Subcontractors and the expected amount of money that each will receive under the contract. If at any time during the term of the contract a Contractor adds or changes any Subcontractors, he or she shall promptly notify, in writing, the County Administrator or their designee of the names and addresses of each new or replaced Subcontractor and the general type of work to be performed.

### **XIII. Additional Items**

#### **CONTRACT REQUIREMENTS**

The successful bidder will be required to enter into a contract with the County Of Grundy consistent with the terms of this Request for Proposal which should contain the following terms:

##### **A. Prevailing Wage**

All contracts for the construction of public works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). 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 Contractor agrees that no additional notice is required, and that the Contractor shall be responsible to notify each subcontractor of the wage rates set forth in this contract. A copy of the prevailing wage rates is posted on the Grundy County website at <http://www.grundyco.org/bids-and-rfp/>. If wage rates change during the course of the project, the new rates will be available on County and State websites.

##### **B. Certified Payroll Requirements (Public Act 94-0515)**

Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor. 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. Forms are available on the Illinois Department of Labor website at <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

##### **C. Insurance**

The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County

##### **Commercial General Liability**

Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than \$1,000,000.

**Automobile Liability**

Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than \$500,000.

**Workers' Compensation**

Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.

**Additional Insured**

The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

**Evidence of Insurance**

Grundy County shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;

Grundy County shall be provided with sixty (60) days prior notice, in writing, of Notice of Cancellation or material change.

Insurance Notices and Certificates of Insurance shall be provided to:

County of Grundy  
Attn: County Board Secretary  
1320 Union Street  
Morris, IL 60450

**D. Hold Harmless Agreement**

The Vendor agrees to indemnify, save harmless and defend the County of Grundy, their agents, servants, and employees, and each of them against and hold 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. 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 Grundy, their agents, servants, or employees or any other person indemnified hereunder.

# CONTRACTOR BID AGREEMENT

TO: Grundy County Administration Center  
1320 Union Street  
Morris, IL. 60450

The undersigned bidder, in compliance with your advertisement for bids for work as specified, and related documents prepared by or at the direction of Grundy County, and being familiar with all conditions surrounding the work, including availability of labor and material, does hereby propose to furnish materials, labor, equipment and services and pay for same and shall perform all work required for the completion of the Project, in accordance with the Contract documents and at the price provided.

**The undersigned bidder understands that prevailing wages must be paid in connection with the work, and agrees to maintain and provide to the owner upon its request, required documentation to support compliance with the Illinois Prevailing Wage Act, in accordance with the law.**

Bidder certifies this bid to be for the project described in the Instruction to Bidders document and to be in accordance with plans, specifications and Contract documents, including the invitation for bids.

In no event shall any delays or extensions of time be construed as cause or justification for payment of extra compensation to the Contractor. Any claims for an increase of the Contract time shall be made in writing to the County within seven (7) days of the cause.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **BID AMOUNTS AS DESCRIBED IN SECTION VIII**

### **PROJECT**

1. \_\_\_\_\_

2. \_\_\_\_\_

# REFERENCES

## COUNTY OF GRUNDY

List below current business references for whom you have performed work similar to that required by this proposal.

Facility: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_