

COLLEGE OF DuPAGE  
REGULAR BOARD MEETING

STANDARD BOARD APPROVAL

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1. SUBJECT

Student Resource Center (SRC) Library Furniture Move Services.

2. BUDGET STATUS

The College estimated the total cost of this bid package to be \$60,000.00. The recommended contractor's bid is \$20,888.00 or \$39,112.00 below the estimate. These funds are being provided by the Student Resource Center Construction Budget #03-90-36800-5309001.

3. BACKGROUND INFORMATION

The SRC Library Furniture Move Services project was publicly bid in one package and includes one trade: Moving & Storage. Services include removing materials from existing shelving, labeling, storing, removing existing shelving, and re-installing materials on new shelving.

A legal bid notice was published and twenty three (23) bidders were solicited. Six (6) vendors responded of which two (2) were in-district. One (1) bidder was disqualified because the bidder did not acknowledge addenda. One (1) bid was returned because it arrived after the deadline. No minority vendors were identified.

Following is a recap of the bid tabulation:

Vendor	Bid
3MD Relocation Services	\$69,900.00
<b>Advantage Moving &amp; Storage</b>	<b>\$20,888.00</b>
<i>Armstrong Relocation Co.*</i>	<i>\$32,695.00</i>
Hollander International Storage and Moving Co.	\$35,810.00
McCollisters *	\$25,422.00
<i>Dreiske</i>	<i>Bid Returned</i>

**Recommended Vendor in Bold**

*Disqualified Vendor*

*\* In-District*

This purchase complies with State Statute, Board Policy and Administrative Procedures.

4. RECOMMENDATION

That the Board of Trustees award the bid for Student Resource Center (SRC) Library Furniture Move Services to the lowest responsible bidder, Advantage Moving & Storage, Inc., 2641 Corporate Parkway, Algonquin, IL 60102 for the bid of \$20,888.00.

BID NO: 2015 - B0038

BIDDER: \_\_\_\_\_



**COMMUNITY COLLEGE DISTRICT NO. 502**

**STUDENT RESOURCE CENTER (SRC) LIBRARY FURNITURE MOVE SERVICES  
FOR  
FACILITIES PLANNING AND DEVELOPMENT**

PRE-BID MEETING  
NOVEMBER 13, 2014 AT 11:00 AM  
STUDENT RESOURCE CENTER (SRC) – LIBRARY  
\*\*\*2<sup>ND</sup> FLOOR MAIN ENTRANCE ON NORTH SIDE OF SRC  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

**RESPONSES DUE: NOVEMBER 21, 2014 at 2:00 P.M.**

**DELIVER SEALED BIDS TO:**

**COLLEGE of DUPAGE  
PURCHASING DEPARTMENT  
425 FAWELL BLVD.  
BERG INSTRUCTIONAL CENTER  
ROOM BIC 1540  
GLEN ELLYN, ILLINOIS 60137**

Requisition Number 641177  
Dated 11/7/14

**ISSUED BY THE  
PURCHASING DEPARTMENT**



**COMMUNITY COLLEGE DISTRICT NO. 502**

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## LEGAL NOTICE

Sealed bids are invited by the College of DuPage for the following Contract for Work:

**BID NO: 2015 - B0038**  
**STUDENT RESOURCE CENTER (SRC) LIBRARY FURNITURE MOVE**  
**SERVICES BID**

The work is located at:  
Student Resource Center (SRC) Library  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL

All Drawings, Specifications and Bid Forms shall be obtained by email request to [andersons270@cod.edu](mailto:andersons270@cod.edu).

A Pre-Bid Meeting will be held **Thursday, November 13, 2014 at 11:00 AM**, local time, at the above address. The meeting location is the 2<sup>nd</sup> floor Library main entrance. For additional questions regarding the Pre-Bid Conference, please email: [careyj372@cod.edu](mailto:careyj372@cod.edu).

Sealed bids will be received in Room 1540, Berg Instructional Center (BIC), College of DuPage, 425 Fawell, Glen Ellyn, Illinois, up **to 2:00 PM, local time, on Friday, November 21, 2014**. Said bids will be publicly opened and read aloud. No bids will be received after the time specified herein.

Bids shall be submitted in triplicate on the forms provided, with bid deposit in accordance with General Instructions to Bidders, which are a part of the Specifications. Each bid shall be accompanied by a bid deposit in the amount of fifteen percent (15%) of the Base Bid, payable to the order of the Board of Trustees, College of DuPage. All questions must be submitted in writing to [andersons270@cod.edu](mailto:andersons270@cod.edu), & [careyj372@cod.edu](mailto:careyj372@cod.edu).

**No less than the general prevailing wage rates, as required or adjusted pursuant to the Illinois Prevailing Wage Act (820 ILCS 130/1-12), shall be paid to all laborers, work persons, and mechanics performing work under this contract.**

The College of DuPage reserves the right to reject any and all bids by Order of the Board of Trustees, College of DuPage, Community College District Number 502.

**INVITATION TO BID**  
**COLLEGE OF DUPAGE**  
**STUDENT RESOURCE CENTER (SRC) LIBRARY FURNITURE MOVE SERVICES**

Date: November 11, 2014

The following contract documents are included as part of this Invitation to Bid:

**CONTRACT DOCUMENTS**

- A. Legal Notice
- B. Invitation to Bid
- C. General Instructions to Bidders
- D. Additional General Provisions
- E. Pre Bid Meeting Location Drawing
- F. Drawings
- G. Bid Form
- H. Certifications

Bid package documents, drawings and specifications will be available on November 11, 2014. Each contractor should contact Shirley Anderson at [andersons270@cod.edu](mailto:andersons270@cod.edu) and request Student Resource Center (SRC) Library Furniture Move Services Bid Documents.

See legal notice for pre-bid conference and bid due date information.

Any bid received after the time and date stated above will be returned, unopened to the bidder, no matter what date it was mailed. College of DuPage shall not be responsible for bids that are not received at the specific office location indicated above by the stated deadline. It is the bidder's responsibility to ensure adequate lead times are allowed for delivery.

Prices will be **F.O.B. DESTINATION and INSTALLED**, College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137. Prices must be firm. No bids will be accepted on the basis of price prevailing at time of shipment.

Any company or organization to be awarded a contract for goods and/or services must be in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations thereunder.

Awards will be made to the lowest responsible bidder.

Brand or trade names on bid specifications are used for identification purposes only.

No bid shall be withdrawn for a period of sixty (60) days after the bid opening date without the consent of the Board of Trustees. The quantities indicated are a reasonable estimate at this time. The College of DuPage reserves the right to revise any and all quantities, up to the sixty (60) day period.

### **REQUESTS FOR INFORMATION/CLARIFICATION**

Any request for clarification of documents shall be provided in written form via e-mail to Ms. Shirley Anderson at [andersons270@cod.edu](mailto:andersons270@cod.edu) with a copy to Ms. Julie Carey at [careyj372@cod.edu](mailto:careyj372@cod.edu) no later than **Monday, November 17, 2014 at 12:00 p.m.**

### **RETAILER'S OCCUPATIONAL TAX**

The owner is exempted from all applicable Federal, State and local sales tax. Retail sales tax shall not be included in any bid amount or passed on to the Owner in any form. The Owner will provide tax exempt certificates upon request.

### **CERTIFIED PAYROLL**

Contractor shall submit to the Owner, monthly certified payroll records as a component of the Application for Payment. This submittal shall contain records for the contractor and all sub-contractors utilized for the project. All submittals shall be marked to the attention of the project manager with a transmittal sheet indicating all contents.

### **EXCEPTIONS TO SPECIFICATIONS**

All prospective Contractors must read the bid specifications and College agreement terms and conditions attached to this bid carefully. Any exceptions, including additions and/or deletions to the specifications, terms or conditions presented must be clearly stated and summarized as a separate section in the bid response. Each Contractor shall submit a detailed summary statement of any and all exceptions taken to any part of this bid with reference to the specific document, section and/or paragraph(s) involved. It shall be mutually understood that the Contractor shall comply with all specifications, terms, and conditions of the bid documents unless specifically excluded in their bid response. Unfamiliarity with the College's agreements, operations, and facilities shall not relieve the successful Contractor from the necessity of providing, without cost to the College, any materials or performing any labor or service that may be required to carry out the intent of the resulting agreements. Contractor's signature shall be construed as acceptance of, and willingness to comply with, all provisions of the bid and resulting agreements unless noted.

### **ERROR IN BID**

Where a bidder claims to have made a mistake, such mistake must be called to the attention of the Owner within twenty-four (24) hours after the opening of bids. Within forty-eight (48) hours of the bid opening, bidder shall submit to Owner original documentary evidence to the Owner's designated contracting officer with a detailed explanation of how the mistake was made. Failure to conform with this requirement precludes the bidder from withdrawing its bid based upon a bid mistake. If such notice, proof and explanations have been tendered, and the contracting officer is convinced that a bona fide mistake has been made, the contracting officer may recommend to the Board of Trustees that the bidder be allowed to withdraw its bid and recommend that the bid be awarded to the next lowest responsible responsive bidder. If the Board determines by majority vote, that the bidder has made a bona fide error, no award will be made upon such bid and the bid security will be returned.

### **COMPLIANCE**

Submissions under this Invitation to Bid shall be for items at least equal to or better than the quality and performance characteristics stated herein. The burden of proof that product and services meet specifications shall be documented by the bidder and be provided as part of the submitted proposal. Failure to provide complete documentation of the product compliance with specifications required, may result in bid rejection.

### **TIME OF COMPLETION**

Time is of the essence in the installation of the materials and the Contract will be predicated upon full compliance with the Contractor's stated time of completion for Owner's useful installation included in this proposal. The Owner will evaluate each bidder's capability in this regard in awarding the Contract. Bidders are informed that actual construction must be started immediately following the award and signing of contracts and work must be carried on continuously thereafter until completion except on written order from the Engineer.

### **SUPPLIERS AND SUB-CONTRACTORS**

Contractor shall supply the college with a listing of all suppliers and/or sub-contractors to be utilized as part of this Contract. This listing shall be provided as part of the bid. In the event that no sub-contractors are to be utilized, contractor shall submit a statement indicating so.

Bidders are reminded of the following:

1. Any request for clarification of documents shall be provided in written form via e-mail to Ms. Shirley Anderson at [andersons270@cod.edu](mailto:andersons270@cod.edu) with a copy to Ms. Julie Carey at [careyj372@cod.edu](mailto:careyj372@cod.edu) no later than **Monday, November 17, 2014 at 12:00 p.m.**
2. The Proposal Form must be filled out completely. Bids must be complete and include all work in accordance with the bid documents.
3. Bids are to include the cost of 100% Performance and 100% Labor and Material Payment Bond in accordance with General Instructions to Bidders, Article 22.
4. Bids are to include the cost of insurance in accordance with General Instructions to Bidders, Article 10.
5. College of DuPage will hold the Contract Agreement with the successful Contractor. The Form of Contract Agreement is included in the bid documents.
6. Bid security shall be submitted per the General Instructions to Bidders.

Very truly yours,  
College of DuPage

Julie Carey  
Project Manager

**END OF SECTION**



**GENERAL INSTRUCTIONS TO BIDDERS  
COLLEGE OF DUPAGE  
STUDENT RESOURCE CENTER (SRC) LIBRARY FURNITURE MOVE SERVICES  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137**

November 11, 2014

**1. SUBMISSION OF BIDS**

Bids must be made in accordance with the following instructions and format provided in the Bid Form, and must be fully completed.

**2. RECEIPT OF BID DOCUMENTS:**

Upon receipt of the Bid Package, the bidder shall immediately check that all documents listed in the Table of Contents have been received. If an item is missing, please contact Ms. Shirley Anderson of the College of DuPage at [andersons270@cod.edu](mailto:andersons270@cod.edu) and copy Ms. Julie Carey of the College of DuPage at [careyj372@cod.edu](mailto:careyj372@cod.edu).

**3. PRE-BID CONFERENCE:**

Refer to Legal Notice for date, time, and place. Agenda items include review of bidding procedure, proposal format, site utilization, schedule, scope, questions and answers.

**4. EXAMINATION OF SITE AND CONTRACT DOCUMENTS:**

Before submitting a bid, the bidder is required to carefully examine the Contract Documents, visit the site and note existing facilities, conditions, and limitations affecting the work to be performed under this Contract.

By submitting a bid, the bidder agrees it has examined the Contract Documents, has visited the site, noted all conditions and limitations affecting the work, and fully understand the nature of the work, general and local conditions.

By submitting a bid, the bidder agrees that it will not make any claim for damages or additional compensation because of lack of information, or because of any misunderstanding, or because of any misinterpretation of the requirements of the Contract.

**5. PREPARATION OF BIDS:**

Bid Forms shall be complete without alterations, erasures, or corrections.

Bids containing conditions, omissions, alterations, items not called for, or irregularities of any kind, may be rejected for failure to comply with the requirements stated herein.

Include the full business address of the bidder. Signature shall be both in longhand and typed. Partnerships must sign the proposal. In case of a proposal submitted by a Corporation, the bid shall be signed by an officer duly authorized to sign on behalf of the Corporation.

## **6. EXPLANATION TO BIDDERS:**

Where appropriate, interpretations will be confirmed by Addenda to all registered bidders who have attended the pre-bid conference. Direction received from other parties and/or not confirmed via addenda shall not be considered.

Such Addenda, issued during the bidding period, shall be acknowledged on the Bid Form and shall be included in the Contract at the time of award.

## **7. ACCEPTANCE OR REJECTION OF BIDS:**

The College of DuPage reserves the right to reject any bid if it is not deemed suitable for the purpose for which it is intended.

The bidder acknowledges the right of the Owner to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular.

## **8. TAXES:**

The Owner is exempted from all applicable Federal, State, and local sales taxes. Retail sales taxes shall not be included in any bid amount or passed on to the Owner in any form. The Owner will provide tax exempt certificates upon request.

## **9. PERMITS:**

Owner shall purchase all building and stormwater permits required. Contractors must be currently (2014) registered with DuPage County Building Department.

## **10. INSURANCE:**

Each bidder must include in his proposal all costs associated with providing insurance coverage as specified below:

The College of DuPage requires a Certificate of Insurance listing:

- I) Workmen's Compensation Insurance shall be carried for all employees employed in carrying out the work contemplated under this agreement. The insurance shall comply with all State of Illinois and Federal requirements as may relate to Worker's Compensation Insurance. Employer's Liability Insurance shall also be provided for both bodily injury and disease that may arise out of the employment of any person involved in work under this agreement.

Limits: \$500,000 Each Accident  
\$500,000 Each Disease  
\$500,000 Policy limit on disease

- II) Automobile Liability Insurance shall be carried to cover any liability arising out of the use of any automobile. This insurance shall cover owned, non-owned, leased and

hired automobiles to protect claims for bodily injury or property damage which may arise from the use of motor vehicles engaged in various operations under this Contract. Combined Single Limit of \$1,000,000 for both bodily injury and property damage.

III) General Liability Insurance shall include: Bodily Injury, Property Damage, Personal Injury, Explosion, Collapse and Underground Damage Liability Endorsements (commonly called X, C, and U hazards), Products and Completed Operations, Blanket Contractual and Broad Form Property Damage coverage, with:

Limits: \$1,000,000 Per occurrence

\$2,000,000 General Aggregate

\$1,000,000 Personal and advertising injury liability

\$2,000,000 Products and completed operations aggregate

- Include College of DuPage, its director's & officers, employees and agents as additional insured's on the policy.
- Stipulate that such insurance is primary and is not in addition to, or contributing with, any other insurance carried by, or for the benefit of College of DuPage.
- Waive any and all right of subrogation against College of DuPage
- Contain separation of insured's endorsement.
- The aggregate limit must be written per Project or per location limit

IV) Umbrella/Excess Liability Insurance shall be carried to cover any liability in excess of the limits of coverage already required and provided through the primary liability policies.

Limits: \$4,000,000 Per occurrence

\$4,000,000 Aggregate

Umbrella Excess Liability Insurance must be in excess of the Employer's Liability Insurance,

Automobile Liability Insurance, and General Liability Insurance.

V) Property Insurance shall be carried to protect all owned property brought on the premises relative to this agreement.

VI) Terms and Conditions

- Prior to the commencement of the agreement, a valid/original Certificate of Insurance evidencing that all required insurance is in force, executed by an authorized representative of the insurance company, must be sent to College of DuPage, Attn: Purchasing Supervisor. Such Certificates shall identify the specific project/contract and location.
- All Insurance companies shall be rated A VI or better by the current Best's Rating Guide and approved by the College.
- All policies of insurance must be endorsed to contain a provision giving College of DuPage a thirty- day (30) prior written notice by registered mail of any cancellation of that policy or material change in coverage.

- Receipt and review by the College or the College's Representative of any copies of insurance policies or insurance certificates shall not relieve the party to this agreement of his obligation to comply with the insurance provisions of the Agreement.
- The insurance provisions of this Agreement shall not be construed as a limitation of the responsibilities and liabilities pursuant to the terms and conditions of this Agreement, including but not limited to liability for claims in excess of the insurance limits and coverage's set forth herein.
- All policies shall be written with insurance companies licensed to do business in the State of Illinois. The College reserves the right to verify any information with the carrier.

#### **11. TEMPORARY ON-SITE FACILITIES:**

Each bidder must include in its proposal all costs for installation, maintenance, and removal of temporary sheds, field offices, all utilities, site restoration, drinking water, temporary toilet facilities, and rubbish removal required for his exclusive use.

#### **12. ENGINEERING/LAYOUT:**

Engineering refers to any shop drawings, submittals, and record drawings required for approval of the work. Each bidder must include in its unit prices all costs for engineering (no individual line item for this work will be included in the bid packages).

Any required Construction Layout will be performed by each individual Contractor and will be compensated from designated Pay Item for each project in accordance with the specifications.

#### **13. AWARD OF CONTRACT:**

The award of the contract will be made within sixty (60) calendar days after the opening of proposals to the lowest responsible and qualified bidder whose bid complies with all the requirements prescribed. The successful bidder will be notified by letter that its bid has been accepted and that it has been awarded the contract. Failure to execute performance as per the accepted bid may result in legal action by the College of DuPage to recover damages.

If a contract is not awarded within sixty (60) days after the opening of proposals, a bidder may file a written request with the Purchasing Manager on the withdrawal of its bid and the Owner will permit such withdrawal.

The bid security of all except the three (3) low bidders will be returned promptly after the bids have been checked, tabulated, and the relation of the bids established. Proposal security of the three (3) lowest bidders will be returned as soon as the contract and the bond of the successful bidder have been promptly executed and approved.

If contracts cannot be awarded promptly, the Owner may permit the three (3) lowest bidders to substitute for the bank cashier's checks, bank drafts, or certified checks submitted with their proposals as proposal guarantees, bidder's bonds executed by corporate surety companies satisfactory to the Owner, but such substitution shall not be made until a period fifteen (15) days has elapsed after the date of opening.

#### **14. RELIEF FROM BID ERRORS OR PROTEST OF ANY DISPOSITION OF A BID:**

**Error in Bid.** Where a bidder claims to have made a mistake, such mistake must be called to the attention of the Owner within twenty-four (24) hours after the opening of bids. Within forty-eight (48) hours of the bid opening, bidder shall submit to Owner original documentary evidence to the Owner's designated contracting officer with a detailed explanation of how the mistake was made. Failure to conform to this requirement precludes the bidder from withdrawing its bid based upon a bid mistake. If such notice, proof, and explanations have been tendered, and the contracting officer is convinced that a bona fide mistake has been made, the contracting officer may recommend to the Owner's Board of Trustees that the bidder be allowed to withdraw its bid and recommend that the bid be awarded to the next lowest responsible responsive bidder. If the Board of Trustees determines by majority vote, that the bidder has made a bon fide error, no award will be made upon such bid and the bid security will be returned.

**Protest of Action Taken on Bid.** Where a bidder disagrees with any action taken on its bid, or the award of any contract, the bidder shall conform to the procedures set forth herein.

#### **15. BID DISPUTES:**

**Final and Binding Arbitration.** By submitting a bid and by executing the bid submittal form, each bidder agrees to submit to final and binding arbitration any claim it has or may have against the Owner, the Architect/Engineer, Construction Manager, and their respective employees arising out of or in connection with the administration, evaluation, recommendation to award or reject any bid, or the award or rejection of any bid.

**Demand for Arbitration within 48 Hours.** An unsuccessful or successful bidder must personally serve on the Owner a written demand for arbitration within forty-eight (48) hours of the award of the contract or waive any challenge to the award or rejection of the award. The demand for Arbitration shall set forth with specificity the factual and legal basis of the challenge to the rejection or award of the bid. Within forty-eight (48) hours of receipt of the demand for Arbitration, the Owner shall respond in writing answering the factual and legal basis for the award. Either party may request and receive documentation from the other party pertaining to the basis of the award or rejection of the bid. Disputes relating to such exchange shall be resolved by the arbitrator.

**Selection of Arbitrator.** The parties shall promptly select an Arbitrator from the membership of the Society of Illinois Construction Attorneys ([www.soica.org](http://www.soica.org)) or such other arbitrator the parties expressly agree and set a date for hearing on the challenge to the bid award or rejection. If the parties are unable to agree on an Arbitrator, either party may initiate a claim before the American Arbitration Association. An Arbitrator shall be selected by a Case Manager of the American Arbitration Association on a Fast Track Procedure basis. Proceedings shall be had in accordance with the American Arbitration Association Construction Industry Arbitration Rules then in effect to the extent consistent with the provisions herein.

**Expedited Process.** A hearing shall be set as expeditiously as appropriate to allow a fair hearing and prompt disposition of the dispute without delay in issuance of a Notice to proceed and the commencement of the Project.

**Expenses of Arbitration.** All expenses pertaining to the Arbitration of the award or rejection of the bid shall be shared equally between the participants to the Arbitration.

**Final and Binding.** The decision of the arbitrator shall be final and binding and enforceable and judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction thereof.

**16. ALTERNATE SELECTION:**

Lower bidder is determined on basis of lump sum bid. The College of DuPage shall have the right to accept Alternates in any order or combination based upon the best use of available budget, at the sole discretion of the College.

**17. SAFETY:**

The Contractor shall comply with State and Federal Safety Regulations as outlined in the latest revision of the Federal Construction Safety Standards (Series 1926) and with applicable provisions and regulations of Occupational Safety and Health Administration (OSHA), and the Standards of the Williams-Steiger Occupational Health and Safety Act, 1970 (Rev.). The Contractor, Architect/Engineer, and Owner shall each be responsible for his own respective agents and employees.

**18. REGULATIONS:**

The Contractor or Subcontractor warrants that they are familiar with and they shall comply with all Federal, State, and Local Laws, statutes, ordinances, rules, and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Contract, including, without limitation, Workmen's Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours and laws and regulations with respect to use of explosives. No plea of misunderstanding or ignorance thereof will be considered. Whenever required, the Contractor or Subcontractor shall furnish the college with satisfactory proof of compliance with said Federal, State, and Local Laws, statutes, ordinances, rules, regulations, orders, and decrees.

**19. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION:**

In the hiring of employees for the performance of work under the Contract and any subcontract thereunder, no Contractor or subcontractor shall, by reason of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge, or sexual orientation, discriminate against any citizen of the United States, in the employment of Labor or workers, who are qualified and available to perform work to which the employment is related. Neither shall any Contractor or Subcontractor or any person on behalf of either discriminate against or intimidate any employee hired for the performance of work under this Contract on account of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge, or sexual orientation.

**20. PREVAILING WAGE RATES:**

All contracts for work herein are subject to the provisions of **820 ILCS 130, Ch. 48, PR. 39s-1 through 39s-12**, providing for the payment of the prevailing rate of wages to laborers, workmen, and mechanics engaged on the work. It shall be the responsibility of the contractor to monitor revisions in Prevailing Wage rates and apply such revised rates to any such contract. Rates are posted at the Illinois Department of Labor website: [www.state.il.us/agency/idol/rates.html](http://www.state.il.us/agency/idol/rates.html)

Contractor shall submit to the Owner, monthly certified payroll records as a component of the Application for Payment. This submittal shall contain records for the contractor and all subcontractors utilized for the project. All submittals shall be marked to the attention of the project manager with a transmittal sheet indicating all contents.

## **21. BID SECURITY:**

Bid security in the form of a CERTIFIED CHECK, CASHIER'S CHECK, or BID BOND made payable to the College of DuPage is an amount equal to fifteen percent (15%) of the base bid total IS REQUIRED. The bond carrier shall have a minimum Best Rating of a VI. The Bid Security shall be submitted with the bid and will be retained by the Owner if the successful bidder fails to execute the contract within ten (10) days after the notice of acceptance of their bid by the Owner. Retention of the Bid Security by the College pursuant to the terms of the bid specifications does not preclude or in any way limit any other remedies the College may have against the bidder for violation of the terms of the bid specifications or the refusal of the bidder to enter into the Contract.

## **22. PERFORMANCE AND PAYMENT BONDS:**

The successful bidders must, within ten (10) days after they have received notice of the award to them and at the time of entering into a contract with the College of DuPage, furnish a Performance Bond agreeing to perform the work in accordance with all of the provisions of the Contract, as in said Performance Bond provided and a Payment Bond agreeing to pay not less than the prevailing wages to laborers, workmen, and mechanics engaged on the work, subject to the provisions of **ch. 48, Section 39s-1 through 39s-12, Ill. Rev. Stat.** All work shall be performed in accordance with the Contract and the laws of the State of Illinois and agreeing to pay all sums of money due for labor, materials, apparatus, fixtures or machinery and transportation with respect thereto, as in said Payment Bond provided, each dated the same day as the Contract, in the forms prescribed by the College of DuPage and each in an amount equal to the Contract price and authorized to do business in the State of Illinois. These bonds shall be maintained by the Contractor and shall remain in full force and effect until final acceptance of the work by the College of DuPage. The Contractor agrees and will cause the surety to agree to be bound by each and every provision of all the Contract documents. The bond carrier shall have a minimum Best Rating of a VI.

If any surety upon any bond furnished in connection with this Contract becomes unacceptable to the College of DuPage, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the College of DuPage and all persons supplying labor or materials in the prosecution of the work contemplated by this Contract.

In the event the surety shall make any assignment for the benefit of creditors or commit any act of bankruptcy, or if it shall be declared bankrupt, or if it shall file a voluntary petition in bankruptcy, or shall in the opinion of the College of DuPage be insolvent, the Contractor agrees forthwith upon request of the College of DuPage to furnish and maintain other corporate surety with respect to said Bonds satisfactory to the College of DuPage. All costs of Performance/Payment Bonds shall be included in the Base Bid.

## **23. PROMOTIONAL INFORMATION:**

There shall be no information divulged concerning this project to anyone including, for example, information in application for permits, variances, and other approval except such as is necessary to secure the same provided that all such applications shall be first submitted to the Owner for approval. The

Contractor shall not further refer to the project in any of his promotional materials without the Owner's prior written consent.

**24. PROPOSAL MODIFICATIONS:**

It is understood that bids are in strict accordance with specification requirements. Bids shall be deemed final, conclusive, and irrevocable. No bid shall be subject to correction or amendment for any error or miscalculation, except as provided herein. Bid prices shall include cost of materials as specified, any applicable discounts and shipping.

**25. PROJECT CLARIFICATIONS:**

At the pre-bid conference, there will be an opportunity for Contractors to ask questions or seek clarifications to this bid and the attached specifications. In addition, if any Contractor submitting a bid for this project is in doubt as to the true meaning of the specification or other documents or any part thereof, they shall request clarification from the Purchasing Manager. Questions or clarifications may be submitted until **November 17, 2014 at 12:00 PM**. All questions must be submitted in writing to:

Ms. Julie Carey  
Project Manager  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
careyj372@cod.edu

Ms. Shirley Anderson  
Buyer  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
andersons270@cod.edu

No oral or telephonic questions or clarifications shall be considered unless requested by the College. Once all of the questions and request for additional information have been received, the College will publish the same along with the answers to all registered Contractors for this bid. This document will be published by 5:00 p.m. on November 18. No questions or clarifications shall be accepted for this bid after the deadline established above, to allow the College sufficient time to respond. All addenda shall become part of the bid (Contract) documents. The College shall not be responsible for any explanation, interpretation, or communication made that does not follow this procedure.

**26. CONTRACTOR QUALIFICATIONS:**

In order for a contractor to be considered for award, they must have available staff, expertise, experience, organization, and support personnel to perform this work within the time frame specified. Contractors must also adequately demonstrate the capability and expertise necessary to cope with the requirements of the work to be performed. In addition, Contractor must have been in business within the State of Illinois for a minimum of 5 years. Customer references may be required.

The College of DuPage shall be the sole entity that determines whether or not the bidders meet the following qualifications based upon the information submitted with bids and subsequent research.

Any and all bidders (General Contractor, Prime Contractors, Subcontractors, and Suppliers) who have previously contracted work and/or are currently contracted with the College of DuPage must have completed that work in accordance with all contract requirements. COD shall have the right to reject any bidding or bidders who have not fulfilled contract requirements to the satisfaction of COD.



Additional qualifications are required for those contractors and suppliers within each section of the Technical Specifications of the Project Manual. Prior to bidding, all bidders and those who wish to supply or perform any of the work must meet these requirements.

The Contractor shall list ALL sub-contractors in the appropriate location on the bid form.

Contractors and subcontractors with ongoing contracts with the College (with schedules that are concurrent with the schedule for this project) will be required to provide separate crews and Superintendents to perform the work under this Contract. Contractors and their subs with ongoing work with the College of DuPage shall provide a written list on Company letterhead of all staff assigned to current contracts and this contract.

### **27. CONTRACTOR'S AFFIDAVIT WAIVER OF LIEN:**

Contractor's affidavit and waiver of lien shall be submitted with the monthly invoices. Contractor must state all sub-contractors and status of payment for labor and materials to each. "Waiver of Lien to Date" (Form #1722, rev. 3/76) and "Final Waiver of Lien" (Form #3870CT, rev. 3/76). Payment will not be processed until these forms have been received.

All Contractors shall also submit a waiver of lien for each sub-contractor associated with the job, with their invoice. Payment will not be processed until these forms have been received.

### **28. RECORD DRAWINGS:**

All Contractors shall submit record drawings (as-builts) in duplicate, upon the completion of work. Final payment will not be processed until drawings have been received and verified as complete. All drawings submitted shall become property of the College of DuPage. An as-built engineering survey, along with other requirements for as-built documents as detailed in Section 01 78 39 of specifications, shall be completed.

### **29. ENVIRONMENTAL HAZARDS:**

The Contractor or Subcontractor shall incorporate the use of products containing the lowest available amounts of volatile organic compounds (VOC's) in the completion of all aspects of the Contract. Material Safety Data Sheets (MSDS) shall be provided to the College for any product that poses a potential health hazard from its use. In the event that products with low VOC's cannot be utilized, the Contractor shall notify the College of the situation and limit the application of such products to periods when the facilities are minimally populated. The contractor shall make every effort to keep exposure to hazardous materials below OSHA permissible limits.

The Contractor shall furnish the College with satisfactory proof of compliance whenever requested.

The contractor and all subcontractors shall comply with all applicable State and Federal EPA earthwork excavation, transportation, and placement on and off site regulations. All testing requirements and costs shall be the sole responsibility of the Contractor and not the Owner.

### **30. PAYMENT:**

The Owner will make partial payments to the Contractor monthly and will retain from the Contractor's payment requests an amount equal to 10% of the work performed until Final Payment.

### **31. CORRECTION OF WORK AFTER FINAL PAYMENT:**

Neither the final payment of this Contract, by the Owner, nor any provisions in these Contract documents shall relieve the Contractor of the responsibility for negligence in the furnishings and installations of said improvement or faulty workmanship or material which show up within the minimum guarantee period of two (2) years from the final acceptance of the work performed under this Contract, nor of the responsibility of remedying such faulty workmanship and materials. All warranties/guarantees in writing prior to submitting invoices. Payment will not be released until written warranty/guarantee is received by the College of DuPage. See specifications for work where warranties exceed two (2) years.

### **32. SCHEDULE:**

The following is listing of the important milestones that are required for this project:

- Board Approval of Bid December 18, 2014
- Start of Moving December 19, 2014
- Completion of Moving January 8, 2014
- Project Closeout/Final Completion January 15, 2014

*\*Substantial completion includes the completion of all major items of work, all areas are open to pedestrian traffic and ready for the safe use by the College.*

Contractors shall include all costs for premium time required to complete the project by the Substantial Completion Date. Failure to meet the Substantial Completion Date of January 8, 2014 will result in liquidated damages.

### **33. LIQUIDATED DAMAGES:**

The Contractor acknowledges that the Work involves construction in areas which are essential to the Owner's operations. Failure to complete the Work on or before the Contract Time(s) will result in material economic losses to the Owner. Contractor agrees to perform the Work fully and shall execute and substantially complete and finally complete the Work within the prescribed time. Should the Contractor fail to complete the Work within such times, the Contractor agrees to credit or pay, as the case may be, to the Owner for each and every day of such delay in substantial completion of the Work beyond the Contract Time the Sum of One Thousand Dollars (\$1,000.00) per day, as liquidated damages. Additionally, should the Contractor fail to finally complete the Work within such time, the Contractor shall credit or pay, as the case may be, to the Owner for each and every day of such delay in final completion of the Work the Sum of Five Hundred Dollars (\$500.00) per day, as liquidated damages. The Contractor acknowledges the difficulty in estimating the actual damages that the Owner may incur, but agrees that the amounts set forth herein are reasonable approximations of the Owner's losses due to expenses and loss of operations per diem. The Contractor agrees that these amounts are not a penalty. Such sums shall be deducted from payments otherwise due to the Contractor, then and in that event, Contractor shall be liable to the Owner for such difference, which shall be paid within thirty days after request by the Owner. The aforesaid liquidated damages relate to different damages incurred by the Owner and shall therefore be measured independently, and if necessary, concurrently.

**END OF SECTION**

## Attachment “A” General Provisions

1. Work required under this section shall include, but is not limited to, supplying all labor, materials, and equipment necessary for the project, per all contract drawings and contract specifications.
2. All work shall be completed in a professional manner by a knowledgeable General Contractor who is familiar with the type of work required.
3. General Contractor shall inspect the site of work before submitting their bid and shall familiarize themselves with the existing conditions of the project work area, including access routes, need for construction signage, various modes of protection necessary to implement the work as specified herein. Submission of a bid shall be accepted evidence that such a visit and investigation has been made. No allowance shall be made on behalf of a contractor because of existing conditions that could have been known via site visit.
4. All dimensions shall be obtained by the contractor for the accommodation of equipment and materials furnished and installed by the General Contractor.
5. The Owner will obtain and purchase the building permit, but the General Contractor will be responsible in pulling them and submitting required contractor licenses.
6. The General Contractor shall clean the job site daily and remove from the premises any waste material and debris caused by the performance of the included in the contract.
7. General Contractor shall warrant that no materials containing asbestos will be used on this project.
8. General Contractor shall be held responsible for any damage caused to the building or grounds resulting from the execution of this work. All restorations are to be completed with materials and workmanship consistent with COD standards.
9. General Contractors are prohibited from allowing their employees to work on campus who have been convicted of violent crimes or who have outstanding criminal warrants.

10. All General Contractors who employ work release persons as employees shall furnish to the College of DuPage Project Manager all names of such persons employed under the Work Release Program.
11. All General Contractors shall provide the College of DuPage Project Manager a list of supervisors in charge of the construction along with 24 hour telephone numbers and sites of construction.
12. General Contractor and their employees shall comply with all parking regulations and shall park their vehicles in authorized areas only.
13. General Contractors shall consult with the City of Naperville for state law requirements, prior to installation of any temporary fencing or directional signage. Construction compounds are to have affixed to the perimeter fences, signs that state: "Trespassing in the Compound is a Violation of State Law."
14. Contractors and their employees are to obey all laws, as well as the rules of College of DuPage when they are on College property.
15. College of DuPage students, faculty, and staff are not to be disturbed or in any way disrupted in their responsibilities. Construction personnel are to refrain from any unsavory or unwanted comments towards students, faculty, staff and visitors to campus.
16. College of DuPage is non-smoking campus. The use of tobacco products is prohibited anywhere on the campus, indoors or exterior, with the exception of within personal vehicles.
17. General Contractor and his employees shall secure all property as much as feasible to reduce theft or damage to equipment or property. Contractors are expected to work with Pepper Construction and participate in crime prevention efforts.
18. All materials shall be new, except where noted on specifications or drawings, and in manufacturer's original, unopened containers with labels intact and legible, and in sufficient quantity to allow continuity of work.
19. Storage of materials
  - A. Store all materials on clean raised platforms with protective covering.
  - B. Protect materials against damage by construction traffic
  - C. Provide continuous protection of materials
  - D. Remove damaged materials from the job site.
20. The General Contractor shall be responsible for any materials delivered to the College

during the term of the Contract. Any storage of materials provided by the College shall be at the sole risk of the Contractor.

21. The General Contractor is responsible to locate both public and private underground utilities in the area of the Work. After JULIE and private utility locating firms have been notified about the project and marked the utilities found on the work site, and prior to beginning any excavations, the General Contractor will coordinate a meeting at the site, "joint utility locate meeting", where all contractors, designer, and representatives of the College are in attendance. General contractor will provide 48 hours in advance of this meeting, a map indicating utilities located as they relate to excavation areas or areas that will be used for vehicle access. The purpose of this onsite meeting is to gain further understanding of what utilities may be impacted by the work, and to coordinate the shutdown of any utilities intended to go out of service during the implementation of the work.
22. In the event General Contractor encounters uncharted utilities during performance of the work, whether damaged or not, the General Contractor will stop work and will notify Naperville Police and Pepper Construction of the incident for inspection for further direction. After the call to campus police, the General Contractor will notify the COD Project Manager.
23. At the end of the project, any utility markings, flags, paints, etc. shall be removed by the General Contractor, restoring the area to as-like conditions or better.
24. All existing utilities found/located during the performance of the work, shall be graphically documented/recorded and these records will be turned over to COD in hard and electronic mediums.

**END OF SECTION**

**Student Resource Center  
Level 2**

**PRE BID  
MEETING  
LOCATION**



**KEY**

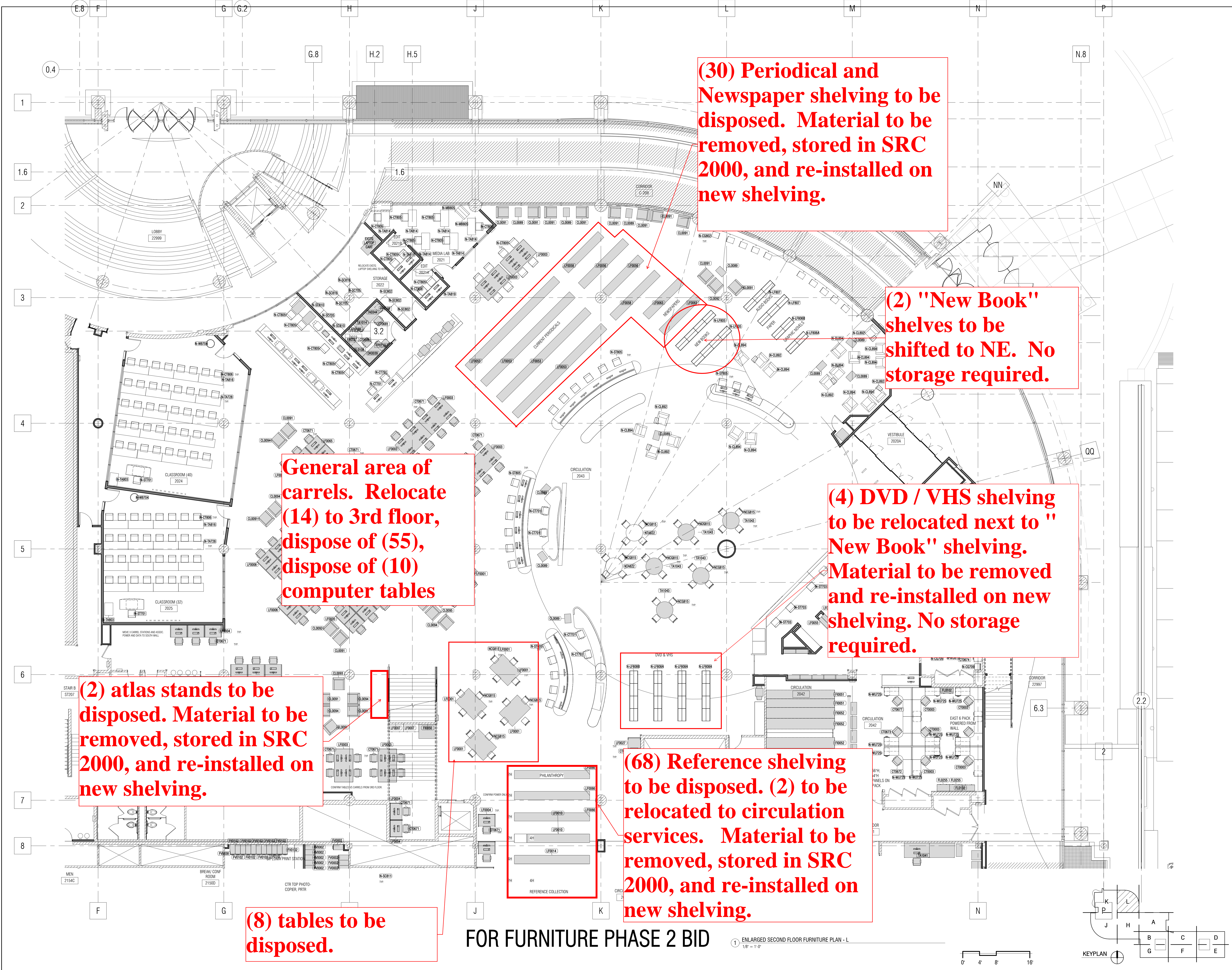
Classroom	Student Service Area	Elevator	Accessible
Office Space	Restroom	Emergency Area	Exit
Meeting Room	Other		

NORTH

No.	Issue	Date
5	DI #16.1	6/4/13
4	DI #12 BP #4 REBID & PERMIT	08/09/2012
3	DOCUMENTS ISSUE #7 BP #4	06/27/12
2	100% OWNER REVIEW & PERMIT	05/01/2012
1	50% CONTRACT DOCUMENTS	03/15/2012

Drawn By: Author  
Checked By: Checker  
Scale: AS NOTED  
Project No.: 87706.00

02 ENLARGED 2ND FLOOR FURN.  
PLAN - L  
Sheet No. AQ-113L



**(30) Periodical and Newspaper shelving to be disposed. Material to be removed, stored in SRC 2000, and re-installed on new shelving.**

**(2) "New Book" shelves to be shifted to NE. No storage required.**

**General area of carrels. Relocate (14) to 3rd floor, dispose of (55), dispose of (10) computer tables**

**(4) DVD / VHS shelving to be relocated next to "New Book" shelving. Material to be removed and re-installed on new shelving. No storage required.**

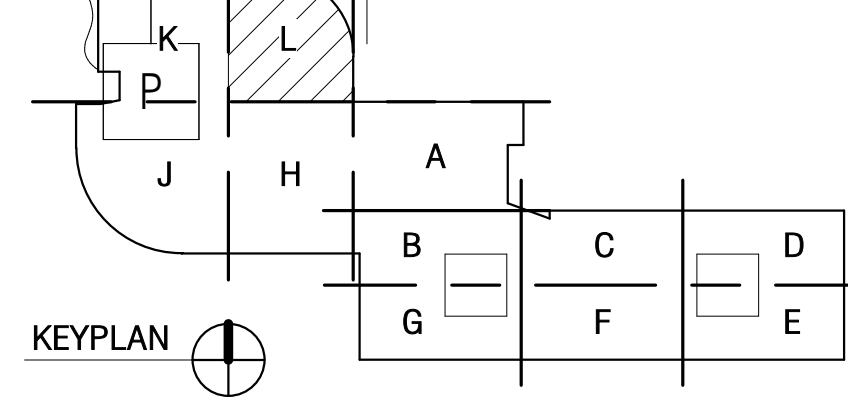
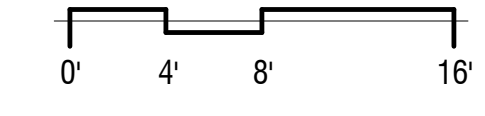
**(2) atlas stands to be disposed. Material to be removed, stored in SRC 2000, and re-installed on new shelving.**

**(68) Reference shelving to be disposed. (2) to be relocated to circulation services. Material to be removed, stored in SRC 2000, and re-installed on new shelving.**

**(8) tables to be disposed.**

**FOR FURNITURE PHASE 2 BID**

1 ENLARGED SECOND FLOOR FURNITURE PLAN - L  
1/8" = 1'-0"

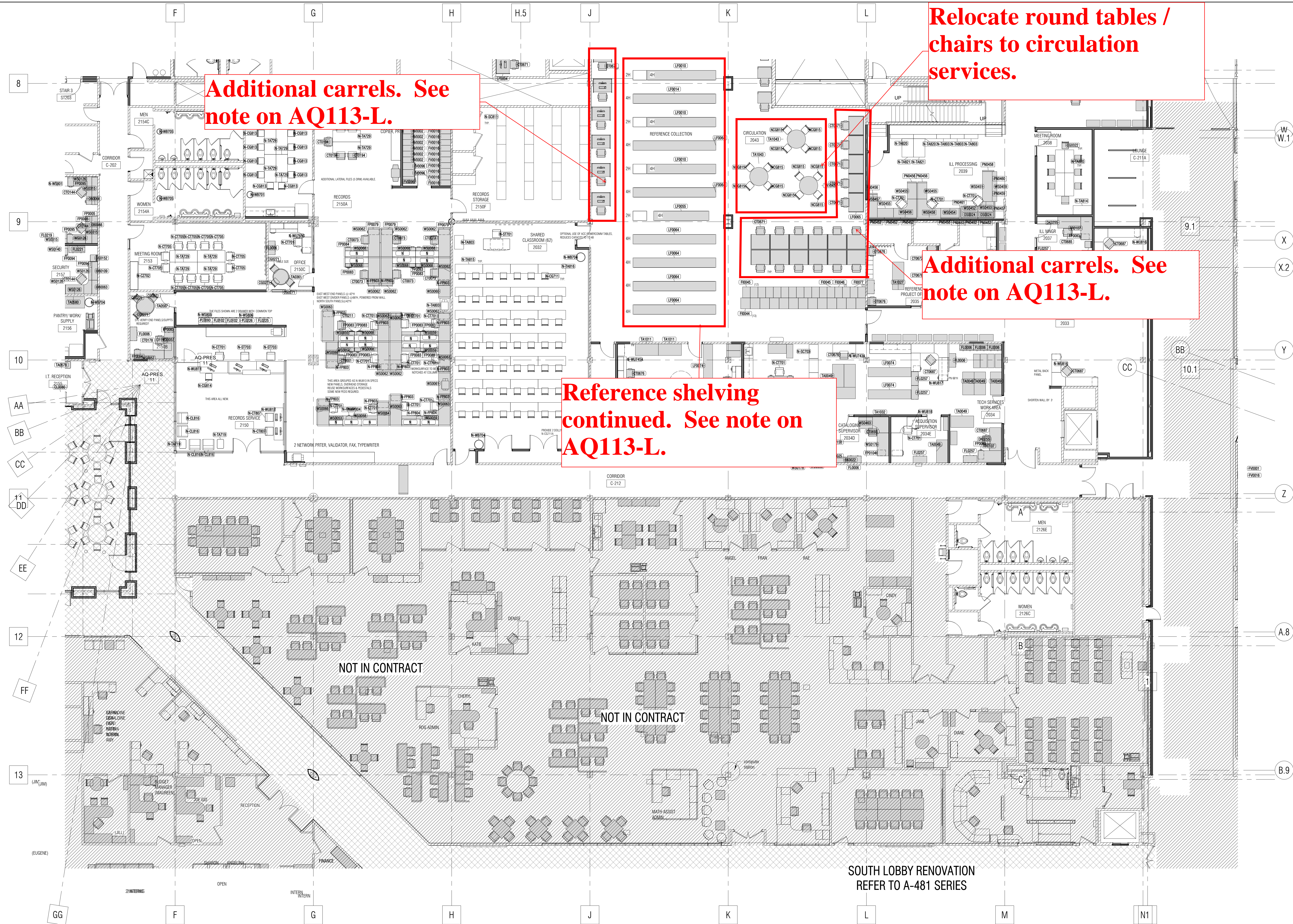


No.	Issue	Date
5	DI #16.1	6/4/13
4	DI #12 BP #4 REBID & PERMIT	08/09/2012
3	DOCUMENTS ISSUE #7 BP #4	06/27/12
2	100% OWNER REVIEW & PERMIT	05/01/2012
1	50% CONTRACT DOCUMENTS	03/15/2012

No.	Issue	Date
5	DI #16.1	6/4/13
4	DI #12 BP #4 REBID & PERMIT	08/09/2012
3	DOCUMENTS ISSUE #7 BP #4	06/27/12
2	100% OWNER REVIEW & PERMIT	05/01/2012
1	50% CONTRACT DOCUMENTS	03/15/2012

Drawn By: Author  
Checked By: Checker  
Scale: AS NOTED  
Project No.: 87706.00

02 ENLARGED 2ND FLOOR FURN PLAN - H  
- H  
Sheet No. AQ-113H



Additional carrels. See note on AQ113-L.

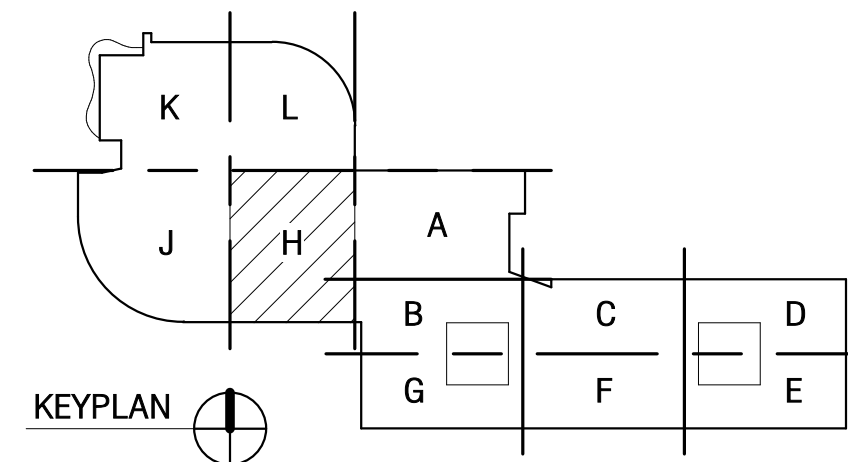
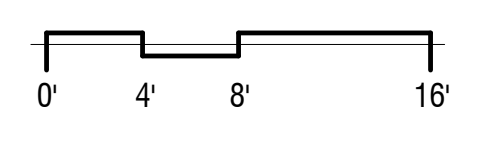
Relocate round tables / chairs to circulation services.

Additional carrels. See note on AQ113-L.

Reference shelving continued. See note on AQ113-L.

SOUTH LOBBY RENOVATION  
REFER TO A-481 SERIES

1 ENLARGED 2ND FLOOR FURN PLAN - H  
1/8" = 1'-0"



FOR FURNITURE PHASE 2 BID



No.	Issue	Date
8	DOCUMENTS ISSUE 15 PRE BID REVISIONS	1/7/13
7	DOCUMENTS ISSUE #15.1 ADDENDUM 1	12/7/12
6	DOCUMENTS ISSUE #15.1 ADDENDUM 1	12/07/12
5	ADD-010	11/27/2012
4	01' x 12' 00" x 8' REVISION PERMIT	08/09/2012
3	DOCUMENTS ISSUE #7 BP #4	06/27/12
2	100% OWNER REVIEW & PERMIT	05/01/2012
1	50% CONTRACT DOCUMENTS	03/15/2012

No.	Issue	Date
8	DOCUMENTS ISSUE 15 PRE BID REVISIONS	1/7/13
7	DOCUMENTS ISSUE #15.1 ADDENDUM 1	12/7/12
6	DOCUMENTS ISSUE #15.1 ADDENDUM 1	12/07/12
5	ADD-010	11/27/2012
4	01' x 12' 00" x 8' REVISION PERMIT	08/09/2012
3	DOCUMENTS ISSUE #7 BP #4	06/27/12
2	100% OWNER REVIEW & PERMIT	05/01/2012
1	50% CONTRACT DOCUMENTS	03/15/2012

Drawn By: Author  
Checked By: Checker  
Scale: AS NOTED  
Project No.: 87706.00

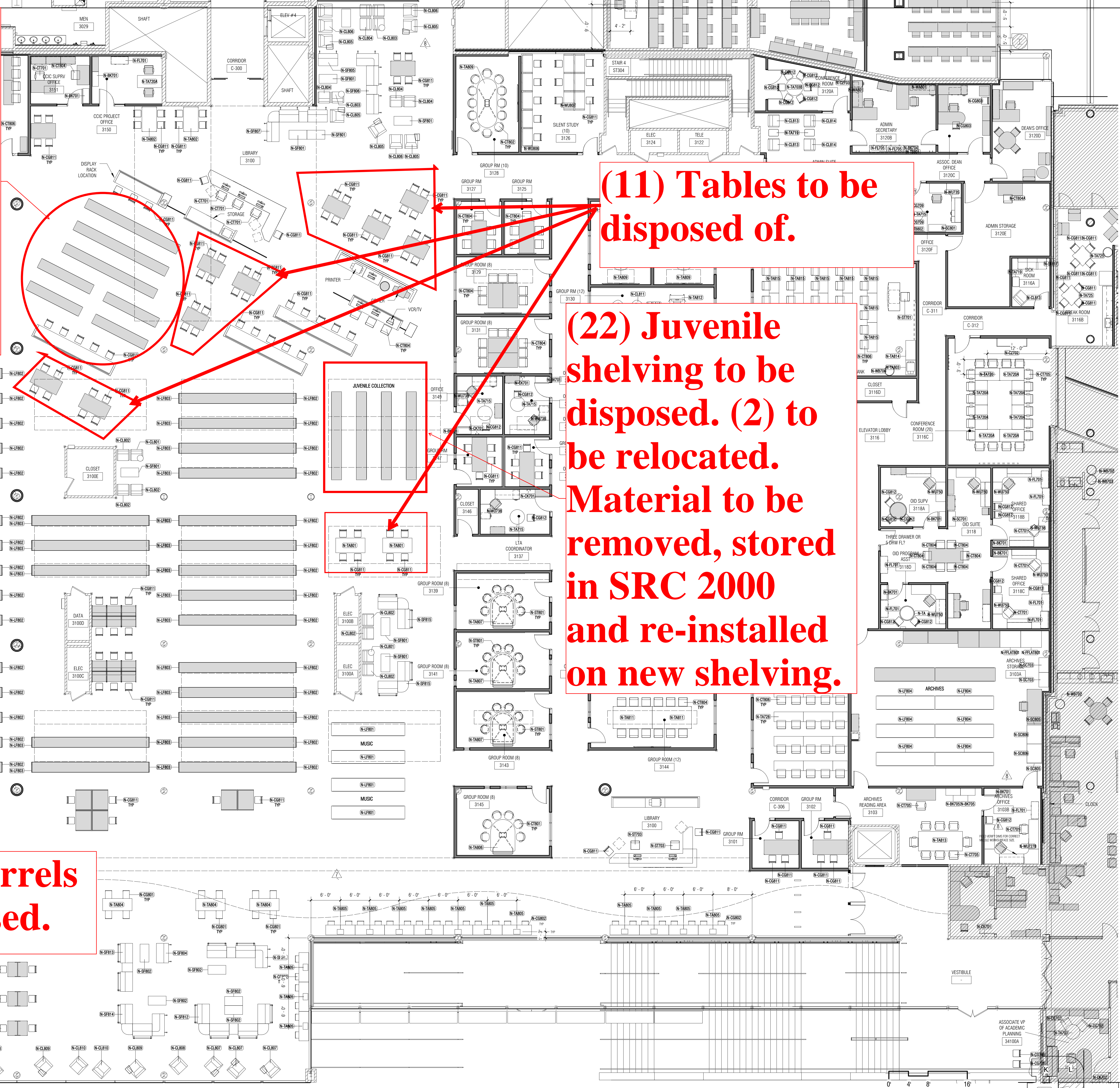
03 ENLARGED 3RD FLOOR FURN. PLAN - H  
Sheet No. AQ-114H

**(44) CCIC shelving to be disposed. Material to be removed, stored in SRC 200 and re-installed on new shelving.**

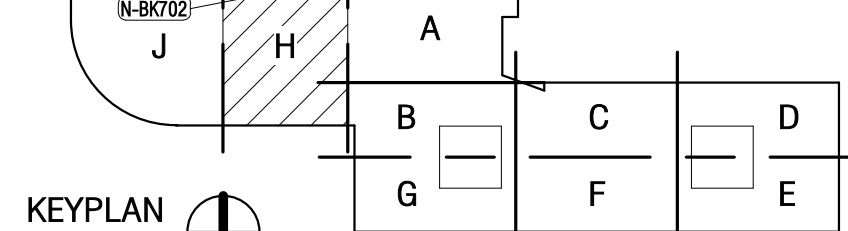
**(11) Tables to be disposed of.**

**(22) Juvenile shelving to be disposed. (2) to be relocated. Material to be removed, stored in SRC 2000 and re-installed on new shelving.**

**(9) study carrels to be disposed.**



ENLARGED 3RD FLOOR FURNITURE PLAN - H  
1/8" = 1'-0"  
FOR FURNITURE BID & CONTRACTOR REFERENCE



**BID FORM  
FOR  
College of DuPage  
STUDENT RESOURCE CENTER (SRC) LIBRARY FURNITURE MOVE SERVICES**

---

**BID DUE DATE: FRIDAY, NOVEMBER 21, 2014**

**TIME: 2:00 PM**

**LOCATION: BIC 1540  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137**

**DEADLINE FOR SUBMISSION OF WRITTEN QUESTIONS: November 17 at 2:00 PM**

To: College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Attention: Purchasing

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

Bid Form  
 SRC Library Furniture Move Services Bid Form

Item	Description	Materials	Labor	Total
<b>THIRD FLOOR</b>				
1	Pack + Relocate materials, Disassemble + Dispose of shelving (CCIC and Junvenile)	\$	\$	\$
2	Unpack materials on new shelving (CCIC and Junvenile)	\$	\$	\$
3	Dispose of tables (quantity 11)	\$	\$	\$
4	Dispose of study carrels (quantity 9)	\$	\$	\$
<b>SECOND FLOOR</b>				
5	Pack + Relocate Shelving + Unpack for DVD/VHS Shelving AND "New Book" Shelving	\$	\$	\$
6	Pack + Relocate materials, Disassemble + Dispose of shelving (Reference, Periodical, Newspaper)	\$	\$	\$
7	Unpack materials on new shelving (Reference, Periodical, Newspaper)	\$	\$	\$
8	Relocate technology (packing completed by IT), Unpack technology in new carrels (final connections by IT)	\$	\$	\$
9	Disassemble and Dispose of computer and study carrels (quantity 65)	\$	\$	\$
10	Relocate study carrels to third floor (quantity 14)	\$	\$	\$
11	Pack + Relocate materials, Dipose of atlas stands, Unpack material on new atlas stands	\$	\$	\$
12	Dispose of tables (quantity 8)	\$	\$	\$
13	Relocate round tables and chairs within 2nd floor (quantity 3)	\$	\$	\$
	<b>TOTAL BID</b>	\$	\$	\$

The Base Bid Total above EXCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet standards set forth in the Invitation to Bid, and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond as identified in the Invitation to Bid.

SCOPE MAY INCREASE OR DECREASE AFTER AWARD OF PROJECT. THE OWNER RESERVES THE RIGHT TO AWARD ON A TOTAL PACKAGE OR ITEM-BY-ITEM BASIS, WHATEVER IS IN THE BEST INTEREST OF THE COLLEGE.

- A. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within 60 days after the Bid Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of College of DuPage to execute the

Bid Form  
SRC Library Furniture Move Services Bid Form

Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the College of DuPage at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**B.** The above price includes all stipulations and requirements of Addenda No. \_\_\_\_\_, No. \_\_\_\_\_, No. \_\_\_\_\_, No. \_\_\_\_\_, which have been received and accepted by the undersigned.

**C.** Any company or organization to be awarded a contract for goods and/or services must be in compliance with the **Human Rights Act** and all rules and regulations thereunder.

Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and the Rehabilitation Act of 1973.

YES \_\_\_\_\_ NO \_\_\_\_\_

Our company certifies that it is eligible for bidding on public contracts, and is not in violation of either paragraph **33E-3** or **33E-4** of **Public Act 86-720, 720 ILCS.**

YES \_\_\_\_\_ NO \_\_\_\_\_

Our company certifies that it is eligible for bidding on public contracts, and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130/0.01-12(2000), and has not disregarded their obligations to employees under the Prevailing Wage Act on two (2) separate occasions, and that they, or any firm, corporation, partnership or association in which such contractors or subcontractors have an interest, are not prohibited from being awarded any contract or subcontract for a public works project.

YES \_\_\_\_\_ NO \_\_\_\_\_

Bid Security Enclosed: 15% of base bid total

Bid Bond \_\_\_\_\_ Cashier's Check \_\_\_\_\_ Certified Check \_\_\_\_\_

**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_

**OSHA Incident Rates: Recordable** \_\_\_\_\_

**If the below listed firm or any proposed subcontractors have been debarred in the past or are currently debarred from participating in public works projects Please check this box.**

LET IT BE KNOWN TO ALL BIDDERS THAT THE ABOVE INFORMATION WILL BE USED AS CRITERIA IN THE EVALUATION OF VENDORS. MINORITY AND WOMAN OWNED BUSINESSES ARE ENCOURAGED TO APPLY.

Bid Form  
SRC Library Furniture Move Services Bid Form

SIGNED \_\_\_\_\_

NAMED (printed) \_\_\_\_\_

TITLE \_\_\_\_\_  
(Authorized Agent)

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

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_

**CERTIFICATIONS**

THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COLLEGE LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

- A. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.*
- B. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 *et seq.*
- C. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 *et seq.*
- D. Sexual Harassment Policy. Contractor represents by the signing of this Agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
- E. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.*
- F. Fair Employment Practice Contractor is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
- G. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**ADVICE**

MINORITY/WOMAN-OWNED, DISADVANTAGED BUSINESS? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please attach copy of certification and advise certification number and expiration date below:

STATE NEGOTIATED BID/ COOPERATIVE AGREEMENT: YES \_\_\_\_\_ NO \_\_\_\_\_ Contract No. \_\_\_\_\_

Name of Certifying Entity: \_\_\_\_\_

Certification #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**SIGNATURE PAGE**

Check One:

- SOLE PROPRIETOR**  **PARTNERSHIP** (and/or JOINT VENTURE)  **LIMITED LIABILITY COMPANY**  
 **CORPORATION**

The undersigned acknowledges receipt of a full set of Contract Documents and Addenda Numbers \_\_\_\_\_ (None unless indicated here). The undersigned makes the foregoing Bid subject to all of the terms and conditions of the Contract Documents. The undersigned certifies that all of the foregoing statements of the Vendor Certifications are true and correct. The undersigned warrants that all of the facts and information submitted by the undersigned in connection with this Bid are true and correct. Upon award and execution of this Contract by the College of DuPage Board of Trustees, the undersigned agrees that execution of this Bid shall stand as the undersigned's execution of this Contract.

BUSINESS NAME: \_\_\_\_\_

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

\_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

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

CELLULAR TELEPHONE NUMBER: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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

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

Subscribed to and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2014. My commission expires: \_\_\_\_\_

X \_\_\_\_\_

Notary Public Signature

\_\_\_\_\_

Notary Seal

- \* **Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.**
- \*\* **If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**
- \*\*\* **Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.**
- \*\*\* **If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**
- \*\*\*\* **In the event that this Signature Page is signed by any persons other than the President and Secretary, attach either a certified copy of the corporate by-laws, a resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.**

**COLLEGE OF DUPAGE SIGNATURE PAGE**

ON BEHALF OF THE COLLEGE OF DUPAGE, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

\_\_\_\_\_  
SENIOR VICE-PRESIDENT ADMINISTRATION AND TREASURER

DATED AT GLEN ELLYN, ILLINOIS THIS \_\_\_ DAY OF \_\_\_\_\_, 2014

THE COLLEGE HEREBY ACCEPTS:

THE FOREGOING PROPOSAL AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT FOR

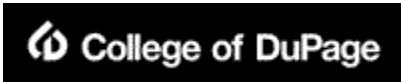
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**(SCR) LIBRARY FURNITURE MOVE SERVICES**

TOTAL AMOUNT OF CONTRACT: \$ \_\_\_\_\_  
(DOLLARS AND CENTS)

FUND CHARGEABLE: \_\_\_\_\_





## STUDENT RESOURCE CENTER (SRC) LIBRARY FURNITURE MOVE SERVICES

### ADDENDUM #1

November 14, 2014

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This addendum is issued to clarify the bid package for this project, as issued by this office on November 14 and is now considered a part thereof. In accordance with the scope of work, bidders are instructed to be advised of the following:

#### SCHEDULE

Move contractor is required to pack and relocate materials from existing shelving on December 22 – 23. Move contractor is required to unpack materials on new shelving January 7 – 9. All material being stored in SRC 2000 must be removed by January 9.

#### SCOPE OF WORK

##### SECOND FLOOR

- Move contractor required to relocate (2) sections of the Graphic Novel section to make room for the New Book and DVD/VHS shelving.

##### THIRD FLOOR

- Move contractor required to relocate (6) additional study carrels from second floor to third floor (in addition to 14 previously called out on bid documents).
- Move contractor required to dispose of (2) book bins.
- All materials are “shelf to shelf” except for the Juvenile shelving. Move contractor responsible for labeling materials to insure everything is re-installed properly.

##### GENERAL

- Move contractor will have access to SRC freight elevator, which is accessible from first floor dock, second floor and third floor library.
- **Move contractor required to provide own dumpster and dumpster service. Dumpster can be located just south of dock. Confirm final location with Julie Carey, Senior**

**Purchasing Department**  
425 Fawell Boulevard  
Glen Ellyn, Illinois 60137-6599  
<http://www.cod.edu>  
PHONE (630) 942-2813

Addendum #1

**Project Manager, before placing. Move contractor required to remove final dumpster from site when work is complete.**

**BID FORM**

Revised Bid form included in Addendum #1 to accommodate scope of work changes listed above.

Please mark "ADDENDUM 1 RECEIVED" on your response.

Sincerely,

Julie Carey

Senior Project Manager  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[careyj372@cod.edu](mailto:careyj372@cod.edu)

**BID FORM  
FOR  
College of DuPage  
STUDENT RESOURCE CENTER (SRC) LIBRARY FURNITURE MOVE SERVICES**

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**BID DUE DATE: FRIDAY, NOVEMBER 21, 2014**

**TIME: 2:00 PM**

**LOCATION: BIC 1540  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137**

**DEADLINE FOR SUBMISSION OF WRITTEN QUESTIONS: November 17 at 2:00 PM**

To: College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Attention: Purchasing

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

SRC Library Furniture Move Services Bid Form – ADDENDUM #1

Item	Description	Materials	Labor	Total
<b>THIRD FLOOR</b>				
1	Pack + Relocate materials, Disassemble + Dispose of shelving (CCIC and Junvenile)	\$	\$	\$
2	Unpack materials on new shelving (CCIC and Junvenile)	\$	\$	\$
3	Dispose of tables (quantity 11)	\$	\$	\$
4	Dispose of study carrels (quantity 9)	\$	\$	\$
5	Dispose of book bins (quantity 2)	\$	\$	\$
<b>SECOND FLOOR</b>				
65	Pack + Relocate Shelving + Unpack for DVD/VHS Shelving AND "New Book" Shelving. Relocate Graphic Novel sections to accommodate space for aforementioned shelving.	\$	\$	\$
7	Pack + Relocate materials, Disassemble + Dispose of shelving (Reference, Periodical, Newspaper)	\$	\$	\$
8	Unpack materials on new shelving (Reference, Periodical, Newspaper)	\$	\$	\$
9	Relocate technology (packing completed by IT), Unpack technology in new carrels (final connections by IT)	\$	\$	\$
10	Disassemble and Dispose of computer and study carrels (quantity 65)	\$	\$	\$
11	Relocate study carrels to third floor (quantity 20)	\$	\$	\$
12	Pack + Relocate materials, Dipose of atlas stands, Unpack material on new atlas stands	\$	\$	\$
13	Dispose of tables (quantity 8)	\$	\$	\$
14	Relocate round tables and chairs within 2nd floor (quantity 3)	\$	\$	\$
<b>GENERAL</b>				
15	Dumpster service to accommodate entire scope.	\$	\$	\$
	<b>TOTAL BID</b>	\$	\$	\$

The Base Bid Total above EXCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet standards set forth in the Invitation to Bid, and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond as identified in the Invitation to Bid.

SRC Library Furniture Move Services Bid Form – ADDENDUM #1

SCOPE MAY INCREASE OR DECREASE AFTER AWARD OF PROJECT. THE OWNER RESERVES THE RIGHT TO AWARD ON A TOTAL PACKAGE OR ITEM-BY-ITEM BASIS, WHATEVER IS IN THE BEST INTEREST OF THE COLLEGE.

- A. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within 60 days after the Bid Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of College of DuPage to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the College of DuPage at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.
- B. The above price includes all stipulations and requirements of Addenda No. \_\_\_\_\_, No. \_\_\_\_\_, No. \_\_\_\_\_, No. \_\_\_\_\_, which have been received and accepted by the undersigned.
- C. Any company or organization to be awarded a contract for goods and/or services must be in compliance with the **Human Rights Act** and all rules and regulations thereunder.

Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 and the Rehabilitation Act of 1973.

YES \_\_\_\_\_ NO \_\_\_\_\_

Our company certifies that it is eligible for bidding on public contracts, and is not in violation of either paragraph **33E-3** or **33E-4** of **Public Act 86-720, 720 ILCS**.

YES \_\_\_\_\_ NO \_\_\_\_\_

Our company certifies that it is eligible for bidding on public contracts, and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130/0.01-12(2000), and has not disregarded their obligations to employees under the Prevailing Wage Act on two (2) separate occasions, and that they, or any firm, corporation, partnership or association in which such contractors or subcontractors have an interest, are not prohibited from being awarded any contract or subcontract for a public works project.

YES \_\_\_\_\_ NO \_\_\_\_\_

Bid Security Enclosed: 15% of base bid total

Bid Bond \_\_\_\_\_ Cashier’s Check \_\_\_\_\_ Certified Check \_\_\_\_\_

**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_

**OSHA Incident Rates: Recordable** \_\_\_\_\_

**If the below listed firm or any proposed subcontractors have been debarred in the past or are currently debarred from participating in public works projects Please check this box.**

LET IT BE KNOWN TO ALL BIDDERS THAT THE ABOVE INFORMATION WILL BE USED AS CRITERIA IN THE EVALUATION OF VENDORS. MINORITY AND WOMAN OWNED BUSINESSES ARE ENCOURAGED TO APPLY.

SIGNED \_\_\_\_\_

NAMED (printed) \_\_\_\_\_

TITLE \_\_\_\_\_  
(Authorized Agent)

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

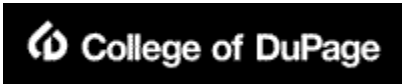
ADDRESS \_\_\_\_\_

CITY,STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_



**STUDENT RESOURCE CENTER (SRC) LIBRARY FURNITURE MOVE SERVICES**

**ADDENDUM #2**

**November 19, 2014**

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This addendum is issued to clarify the bid package for this project, as issued by this office on November 19 and is now considered a part thereof. In accordance with the scope of work, bidders are instructed to be advised of the following:

**RFI QUESTIONS AND ANSWERS**

1. Can you clarify "shelf to shelf" (third floor 3rd bullet) **ANSWER: SHELF TO SHELF INDICATES THAT THE MOVE VENDOR WILL REMOVE ALL MATERIALS FROM THE EXISTING SHELF AND RE-INSTALL MATERIAL ON NEW SHELF EXACTLY AS IT WAS PREVIOUSLY INSTALLED (SAME ORDER).**

a. How far (distance) is it from the current shelf to the destination (new) shelf. **ANSWER: PER THE BID DOCUMENTS, MATERIALS WILL BE RELOCATED TO SRC 2000 FOR STORAGE AND RE-INSTALLED ON NEW SHELVING. THE NEW SHELVING WILL BE INSTALLED IN THE SAME LOCATION AS THE EXISTING SHELVING.**

b. Will the moving of these materials be done all at one time, (during December 22nd and 23rd this portion of the move will be started and completed) **ANSWER: AS INDICATED IN ADDENDUM #1, ALL MATERIALS NEED TO BE REMOVED FROM THE EXISTING SHELVING AND RELOCATED TO SRC 2000 BY THE END OF THE DAY ON DECEMBER 23. ALL MATERIALS WILL BE REMOVED FROM SRC 2000 AND RE-INSTALLED ON THE NEW SHELVING JANUARY 7 – 9.**

c. When it states "re-installing" does this include the assembly of the new shelves or just the placement of the materials in their original order on the new shelves? **ANSWER: ASSEMBLY OF NEW SHELVES BY FURNITURE VENDOR. MOVE CONTRACTOR ONLY RESPONSIBLE FOR PLACEMENT OF MATERIALS IN**

**THEIR ORIGINAL ORDER ON THE NEW SHELVES (WITH EXCEPTION TO JUVENILE MATERIAL, WHICH WILL NOT BE SHELF TO SHELF).**

2. Can you clarify what needs to be disassembled stored and reassembled? Referring to the shelving units themselves. **ANSWER: DVD/VHS, NEW BOOK, GRAPHIC NOVEL, AND (2) REFERENCE SHELVING UNITS ARE REQUIRED TO BE RELOCATED WITHIN THE LIBRARY. MOVE CONTRACTOR TO DISASSEMBLE AND REASSEMBLE AS REQUIRED FOR RELOCATION. ALL OTHER SHELVING UNITS TO BE DISPOSED OF.**
3. Please confirm the total computer count. We understand that "per computer" will represent: 1 monitor, 1 CPU, 1 keyboard, 1 mouse and related cords...**ANSWER: THERE ARE 94 COMPUTERS. THE "PER COMPUTER" REPRESENTATION IS CORRECT.**
4. Please confirm how many feet from the dock, to the freight elevator and how many doorways if any, single or double wide? (are we able to visit, to view the dock? If so, what is the protocol?) **ANSWER: SEE ATTACHED PLAN. REQUEST TO VIEW THE DOCK SHOULD HAVE OCCURRED AT THE PRE BID MEETING ON 11/13.**
5. Please confirm, will the dumpster(s) be positioned "in the dock" so the men will be able to reach from the dock, to load with disposal items? If this is not the case, how far from the dock will the dumpsters be positioned? **ANSWER: SEE ATTACHED PLAN.**
6. How many dumpsters can be placed into the dock or designated location, at the same time, for the disposal project? **ANSWER: SEE ATTACHED PLAN. IDEALLY, ONE DUMPSTER. TWO IS ACCEPTABLE.**
7. Please verify if actual table disposal count is 29 tables. **ANSWER: CONFIRMED. 19 REGULAR TABLES WILL BE DISPOSED. 10 COMPUTER TABLES WILL BE DISPOSED.**
8. It was said during the walk through that the chairs are not being disposed of. Please confirm, will the mover's relocate the chairs? If so, will they be stored or relocated directly to a new location and/or remain in the same area which they are currently? If being moved/stored, are you able to confirm a "chair count"? Stacking: Desk Chairs: (to clarify, chairs that are with the 3 round tables will be moved, with said tables, near the circulation desk) **ANSWER: THERE ARE 94 ROLLING CHAIRS AND 22 STACKING SLED CHAIRS. CHAIRS MAY NEED TO BE PUSHED OUT OF THE**



**WAY IN SURROUNDING AREAS, BUT DO NOT NEED TO BE RELOCATED INTO STORAGE.**

9. Please confirm: Periodical & Newspaper shelving count. The Bid/Map notes: "30" shelving units, we count 61. Are all being disposed of? If 31 are remaining, will they require packing along with the initially noted 30? **ANSWER: THERE ARE 6 NEWSPAPER UNITS AND 55 PERIODICALS UNITS. ALL ARE BEING DISPOSED OF.**

10. With the increase of 6 additional carrels being moved to the 3rd floor, will that lower the amount of carrels being disposed of? Or will it remain, 55 ? **ANSWER: THE NUMBER BEING DISPOSED OF WILL DECREASE.**

11. Please confirm, the 20 carrels being moved to the 3rd floor. They are single individual carrels, correct? Not the ones that are positioned as (8 carrels as a 1pc unit, or 6 carrels as a 1pc unit). **ANSWER: CORRECT. THEY ARE INDIVIDUAL, FREESTANDING CARRELS.**

**DRAWINGS REFERENCED ABOVE (ATTACHED)**

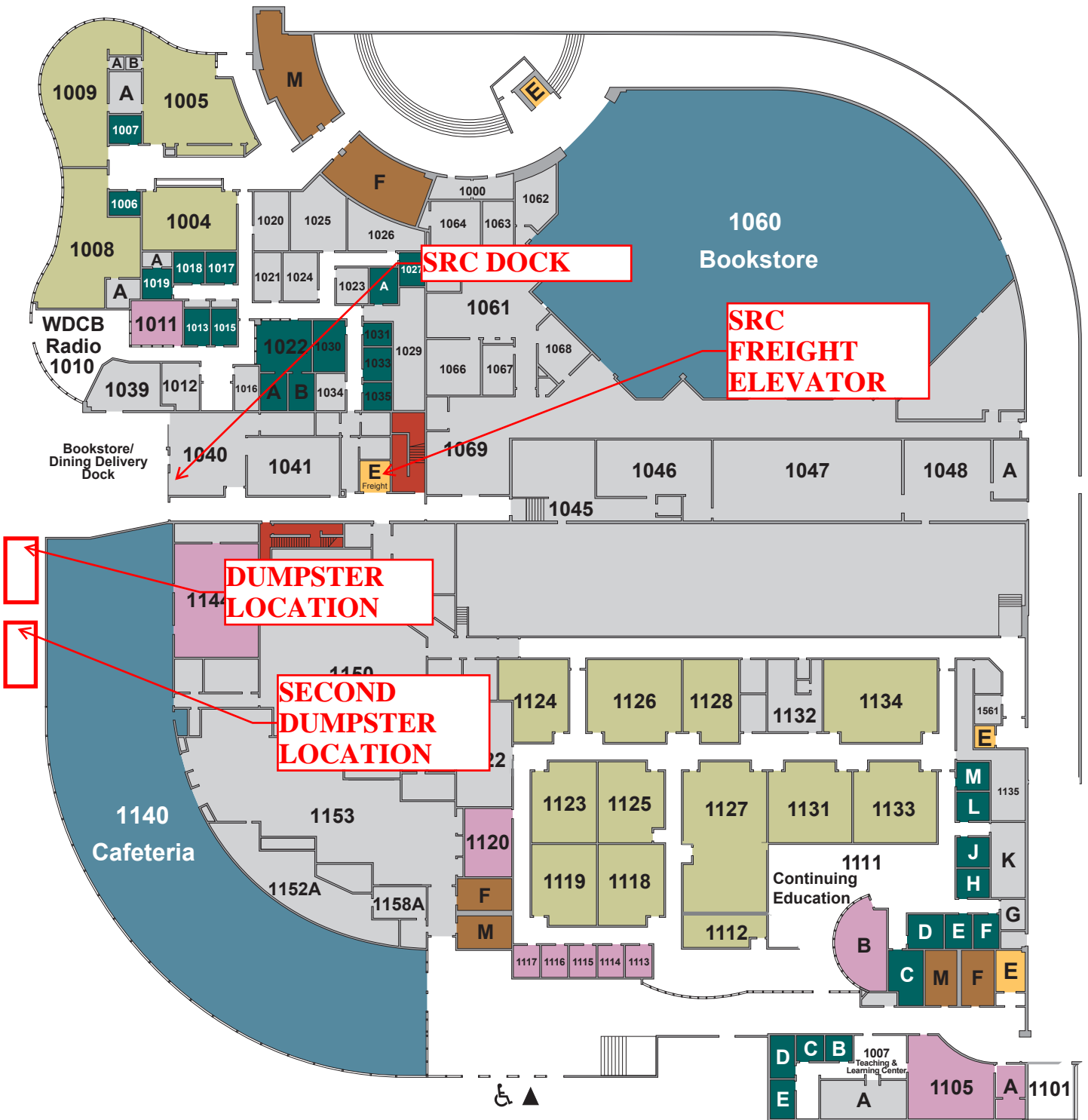
Please mark "ADDENDUM 2 RECEIVED" on your response.

Sincerely,

Julie Carey

Senior Project Manager  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[careyj372@cod.edu](mailto:careyj372@cod.edu)

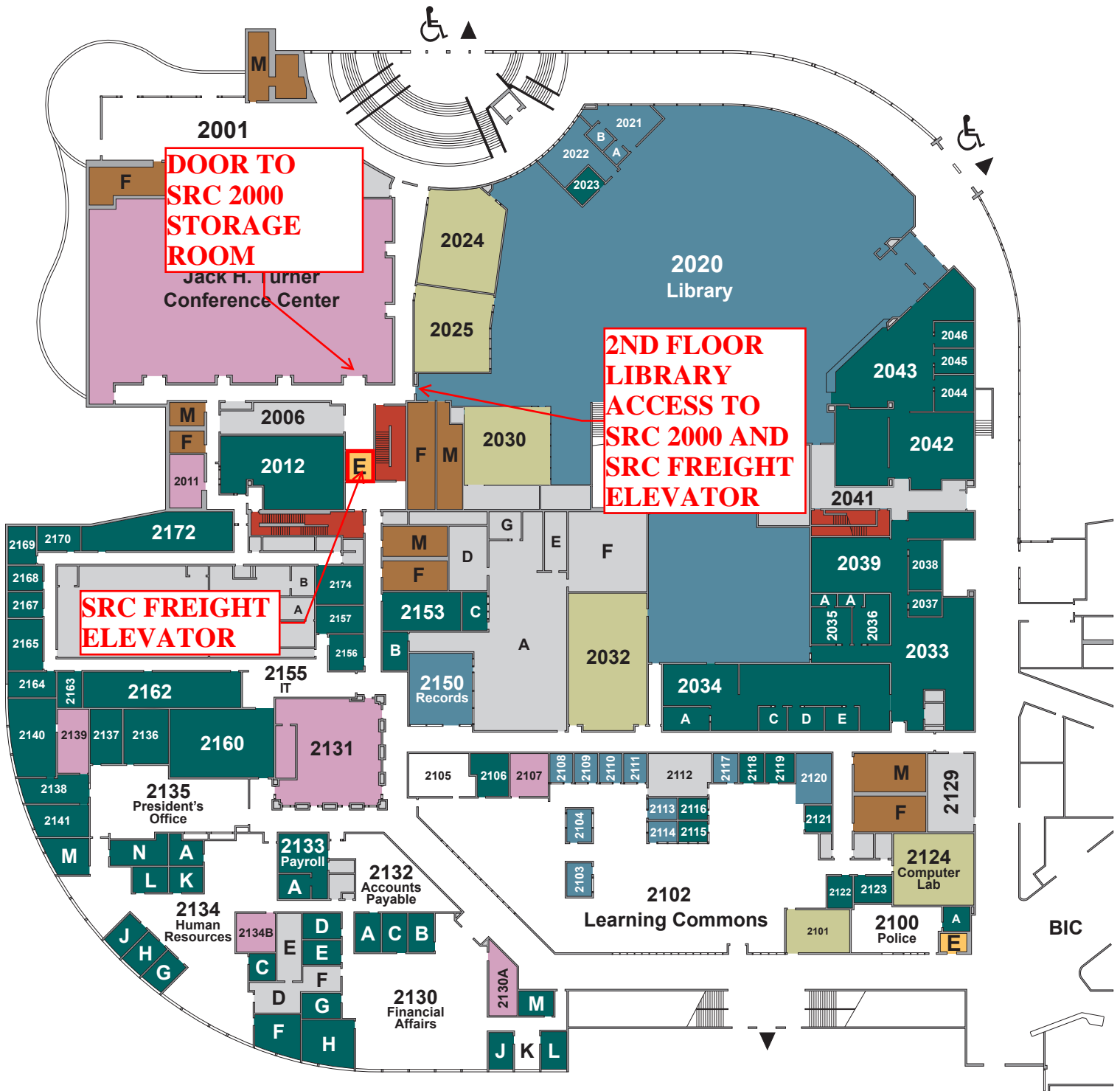
# Student Resource Center Level 1



KEY			
	Classroom		Student Service Area
	Office Space		Elevator
	Meeting Room		Emergency Area
	Restroom		Other
	Under Construction		Accessible
			Exit



# Student Resource Center Level 2



**DOOR TO  
SRC 2000  
STORAGE  
ROOM**

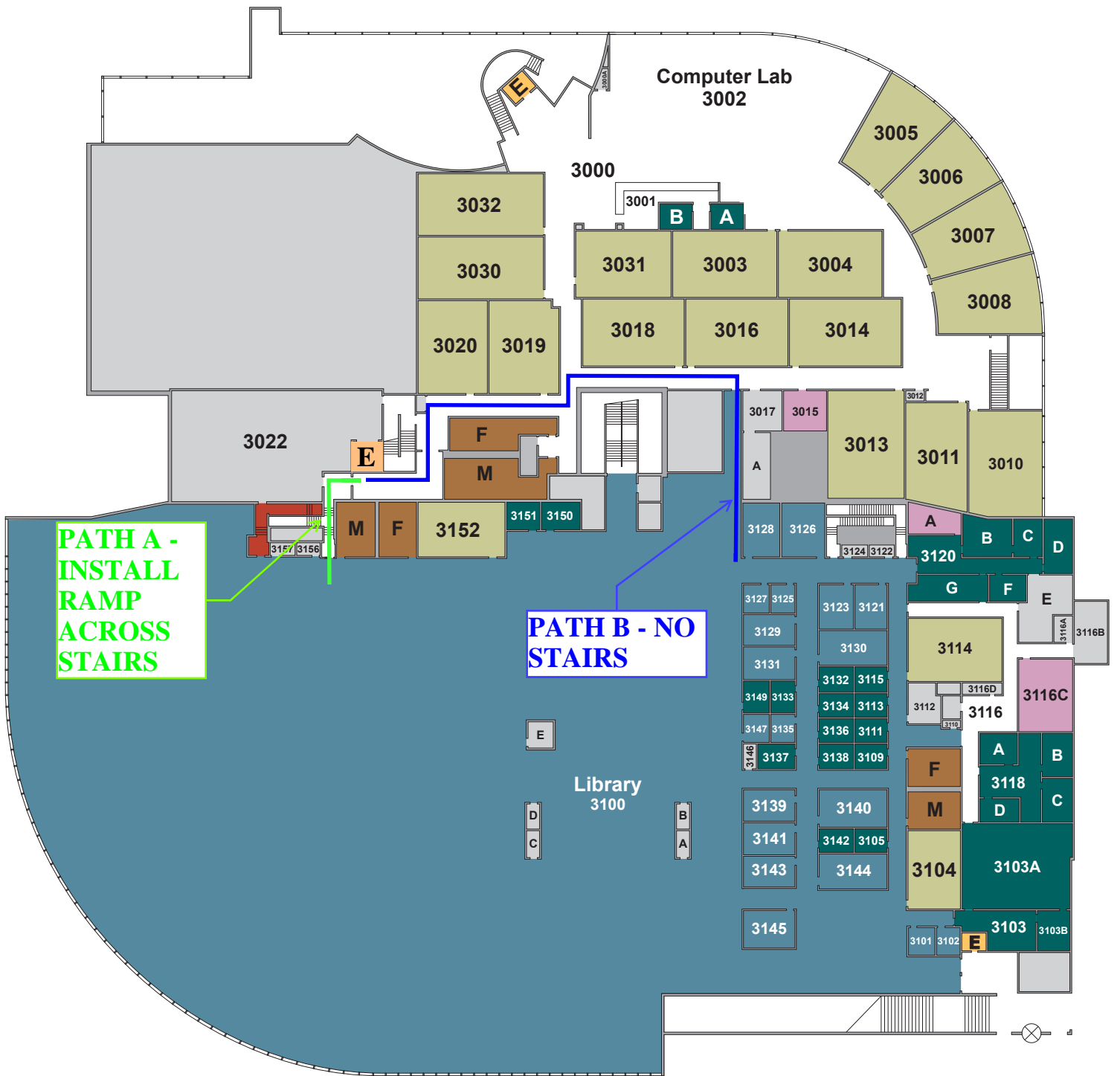
**2ND FLOOR  
LIBRARY  
ACCESS TO  
SRC 2000 AND  
SRC FREIGHT  
ELEVATOR**

**SRC FREIGHT  
ELEVATOR**

KEY			
Classroom	Student Service Area	Elevator	Accessible
Office Space	Restroom	Emergency Area	Exit
Meeting Room	Other		

NORTH

# Student Resource Center Level 3



KEY			
Classroom	Student Service Area	Elevator	Accessible
Office Space	Restroom	Emergency Area	Exit
Meeting Room	Other		

NORTH