INVITATION TO BID

BIDDER'S QUOTATION REFERENCE:  Greenhouse Repairs

BID OPENING DATE:   Friday, Jan 28 at 10:30 AM CST in CC 102

INSTRUCTIONS TO BIDDER

1. General

The Board of Trustees of Illinois Central College invites you to submit a bid proposal for **Greenhouse Repairs**. Bid proposals will be due and read aloud on Friday, January 28, 2021 at 10:30AM CST in CC 102. Masked individuals are welcome to attend the bid opening. Virtual invites can be requested from purchasing@icc.edu to watch the live opening remotely.

2. Submitting your Bid

Bids can be submitted one of two ways:

1.) **Via e-mailing:** purchasing@icc.edu. E-mail subject line: “Greenhouse Repairs” High importance. A receipt confirmation will be returned.

2.) **Via BidNet:** [https://www.bidnetdirect.com/illinois/illinoiscentralcollege](https://www.bidnetdirect.com/illinois/illinoiscentralcollege)

Unsigned or late bids will not be considered. Compliance with the above conditions will be at the sole discretion of the Purchasing Department, Illinois Central College.
3. Specifications

These specifications as prepared by Illinois Central College are attached and complete. Bidder's must, in compliance with these specifications:

   a) clearly identify the manufacturer and model of all equipment called out in the specifications,
   b) provide catalog sheets of all equipment being bid, with sufficient data to determine compliance with specifications,
   c) identify all exceptions to the specifications as written necessary for any item of equipment being bid.
   d) bid only new equipment.

4. Public Information

All materials submitted by bidder(s) will be made available for public inspection. This information will be available for public inspection during normal business hours at the Purchasing Department, Illinois Central College, East Peoria, Illinois. Every bidder is hereby warned that no part of his proposal or any other material submitted may be marked as confidential information, and that any material so designated by the bidder will be made public information by its inclusion in this proposal.

5. Clarification of Bids

Illinois Central College reserves the right to obtain clarification of any point in a firm's bid or to obtain additional information. Failure of a bidder to respond to such a request for additional information or clarification could result in rejection of the bidder's proposal.

6. Errors and Omissions

All documents shall be completed as requested by the College. No claim for errors or omissions in the bidding will be considered. Should a bidder find during examination of specifications or other contract documents, discrepancies, omissions, ambiguities or conflict among contract documents or be in doubt as to their meaning, it is the responsibility of the bidder to notify the Purchasing Coordinator who will issue the necessary clarifications to all prospective bidders by means of addenda.

If an error in pricing is found, the bidder will be released from obligation if: 1) such error is realized prior to recommendation for award to the College Board of Trustees and 2) the bidder requests in writing to withdraw his price which resulted in the error, prior to recommendation for award to the College Board of Trustees. Any bidder submitting a request to withdraw a price after recommendations have been made to the College Board of Trustees will be advised that withdrawal at this point would be cause for and result in disqualification of entire bid document. All inquiries concerning the above should be addressed to the Purchasing Coordinator.

7. Warranty and Guarantee

The contractor warrants and guarantees to the owner that all material and equipment will be new unless otherwise specified and that all work will be of good quality and free from faults or defects and in accordance with the requirements of the contract documents and the standards of good engineering practice. All unsatisfactory work, all faulty or defective work and all work not conforming to the requirements of the contract documents shall be considered defective. Prompt notice of all defects shall be given to the contractor. All defective work, whether or not in place, may be rejected, corrected or accepted as provided in this section. Neither observations by the engineer nor inspections, tests or approvals by persons other than the contractor shall relieve the contractor from its obligations to perform the work in accordance with the requirements of the contract documents.
All items shall have a 100% warranty against defects in material and workmanship for a period of not less than one (1) year which shall start when the equipment has been installed, tested and accepted unless hereinafter otherwise specified. This includes: leakage, air infiltrations, and faulty operation. When the manufacturer's normal warranty period is greater than 180 days, such longer period shall apply. Any exceptions shall be clearly specified in writing and furnished with the bids. Exceptions to this section are not encouraged.

8. Tax Exempt Status

Illinois Central College is exempt from paying sales tax under the statutes of the State of Illinois. The College tax exemption identification number is E9993-0293-06.

9. Tie Bids

In the event of a tie bid between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in-district vendors shall be decided by the earliest received stamp.

10. Firm Prices

All prices are to be F.O.B. Illinois Central College, East Peoria, Illinois, freight prepaid and allowed. Prices, terms and conditions shall be considered for a period of sixty (60) days from the date of bid opening unless otherwise agreed to by Illinois Central College. Prices must cover any changes in wages rates which occur during the performance of the work.

11. Award

The award of the contract, if it's awarded, will be to the lowest responsible bidder to meet specifications as indicated in the bid documents. Illinois Central College reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award. This purchase will be presented for approval at the Board of Trustees Meeting on Thursday, February 17, 2021. A purchase order will be issued to the successful bidder thereafter.

12. Payment

Payment will be made in accordance with the policies and procedures of the Illinois Community College Act and the Board of Trustees of Illinois Central College. Payment will be made in approximately forty-five (45) days following receipt and acceptance of equipment by the College.

13. Acknowledgment of Addenda

Signature of company official on original bid document shall be construed as acknowledgment of receipt of any and all addenda pertaining to this specific bid. Identification of addenda by number, should be noted on the contract proposal form, as provided.

14. Affirmative Action

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability or veteran status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.
15. **Bid Proposal Form**

The Bid Proposal Form is included in the bid documents and is in a fillable Adobe format. Bid proposal forms must be completed by typewriter or computer. Handwritten prices are sometimes difficult to read and therefore will not be accepted.

Bids by corporations must be executed in the corporate name by the president or a Vice-President (or other corporate officer) accompanied by evidence of authority to sign and the corporate seal shall be affixed and attested by the incorporation shall be shown below the signature.

All bids must be signed. Unsigned bids will not be considered. All names must be typed or printed below the signature to ensure legibility.

16. **Disclaimers**

Any Invitation to Bid issued may or may not result in an award of contract(s). However, Illinois Central College reserves the right to cancel any Invitation to Bid at any time and for any reason and to reject all bids. Receipt of bid materials from Illinois Central College or submission of a bid proposal to Illinois Central College confers no rights upon the vendor nor obligates Illinois Central College in any manner.

The determination of whether any bid by a vendor does or does not conform to the conditions and specifications of this Invitation to Bid is the responsibility of Illinois Central College.

Any contract resulting in an award from this Invitation to Bid is invalid until properly approved and executed by Illinois Central College.

A contract resulting from the Invitation to Bid shall not preclude Illinois Central College from obtaining equipment from other vendors if the successful vendor for this Invitation to Bid is unable to satisfy the project needs in an acceptable manner.

17. **Anticipated Timeline**

The work may begin upon Board of Trustee’s approval. The College would like all work to be completed by May 1st 2022. If the bidder anticipates difficulty meeting the delivery/install date due to current market or supply chain issues, please disclose this in **PART II** of the Bid Proposal Form.

18. **Site Inspection**

Bidders may make arrangements to inspect the site for the purpose of accumulating pricing information by e-mailing purchasing@icc.edu to schedule a walk-through. The location of the Site Inspection is: Horticulture Land Lab, Illinois Central College, One College Drive, East Peoria, Illinois 61635. Attendees are asked to be masked.

19. **Compliance with Legislation, Laws, Ordinances and Statutes**

Each contractor, subcontractor, material dealer, and any other who provide labor, material or services of any kind who do work of any kind in connection with this project for any trades, must comply at all times, in all respects with all applicable provisions of all Federal, State, County and Municipal laws, ordinances and statutes.

These provisions are a part of (a) contract documents; and (b) contract between the contractor and each subcontractor, or material dealer as though fully written in each contract.
20. Insurance

The successful bidder will purchase and maintain, during the life of this contract, such public liability and property damage insurance as shall protect him, and any Vendor performing work covered by this contract from claims for personal injury including accidental death, as well as claims for property damages, which may arise from operations under this contract, whether such operations are by himself or by any Vendor or by anyone directly employed by either of them, and the amounts of insurance shall be as stated on the Sample Certificate of Insurance, Accord 25-S Form bound herein at the end of these Instructions to Bidder. The Certificate of Insurance must include a 30-day notice of cancellation clause. Such insurance shall save harmless Illinois Central College from claims arising from this contract. The levels of coverage listed below represent minimum acceptable coverage.

- Workers Compensation:
  State: Statutory
  Applicable Federal: Statutory

- Employer's Liability Insurance:
  $1,000,000 per Accident
  $1,000,000 Occupational Disease

- Commercial Comprehensive Liability Insurance including Contractual Liability:
  The Vendor shall add Illinois Central College as primary non-contributory to the commercial comprehensive liability policy coverage with minimum limits of:
  Each Occurrence $1,000,000
  Aggregate $1,000,000
  Policy shall have a thirty (30) day cancellation clause.

- Business Auto Liability (including owned, non-owned and hired vehicles):
  Bodily Injury
  $1,000,000 per person
  $2,000,000 per accident
  Property damage:
  $1,000,000   OR
  Combined Single limit:
  $1,000,000

- Environmental Liability
  The Vendor shall maintain a minimum $1,000,000 per occurrence environmental liability policy naming Illinois Central College as primary and non-contributory to the policy. The policy shall have a thirty (30) day cancellation clause.

Bidder’s insurance carrier shall be rated no less than A+. The successful bidder must submit a Certificate of Insurance to the College prior to the commencement of any work under this contract. Illinois Central College should be named as insured for this policy.

21. Prevailing Wage

The successful bidder must pay not less than the prevailing hourly wage rate determined by the Illinois Department of Labor for the county where the contract is executed and the craft or type of worker needed to execute the contract. See the prevailing wage scale attached.

If, during the course of work under this contract, the Department of Labor revises the prevailing rate hourly wages to be paid under this contract for any trade or occupation, the bidder shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the Contract Sum.
In compliance with the Office of the Attorney General, the following is also required of all bidders:

Payment of Prevailing Wage:
- The Act requires that all laborers, workers and mechanics employed by or on behalf of a public body in the construction of public works be paid the general prevailing rate of hourly wages (including allotments for training and approved apprenticeship programs, health and welfare, insurance, vacation and pension benefits) for work of a similar character in the locality in which the work is performed. See 820 ILCS 130/3. The Act contains all relevant definitions, including those for the terms “public body”, “public works” and “general prevailing rate of hourly wages”, which will assist you in the understanding its requirements and your responsibilities. See 820 ILCS 130/2.
- The Illinois Department of Labor publishes the current prevailing wage rate. See https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx. The rate is revised regularly and such revision takes effect immediately.

Specifications and Contractual Language:
- Public bodies must insert a provision or stipulation requiring the payment of the prevailing wage rate into every public works resolution or ordinance, call for bids, project specification and contract. See 820 ILCS 130/4(a).
- Contractors and subcontractors must insert a provision or stipulation regarding the payment of the prevailing wage rate into every public works project and bid specification, subcontract, and contractor’s bond. See 820 ILCS 130/4(b), (c).
- Contractors or construction managers who have been awarded public works contracts must post the relevant prevailing wage rate(s) at a location on the project site that is easily accessible by workers. See 820 ILCS 130/4(f).

Record-Keeping Responsibilities:
- All contractors and subcontractors must create and keep for at least five years, records of all laborers, mechanics, and other workers employed by them on a public works project. See 820 ILCS 130/5(a) (1).
- These records must include each worker’s name, address, telephone number (if available), social security number, classification(s), hourly wages paid in each pay period, number of hours worked each day, and the starting and ending times of each work day. Each contractor and subcontractor is required to make these records available for inspection by the public body’s agents or Illinois Department of Labor officials at a reasonable time and place upon seven business days’ notice. See 820 ILCS 130/5(a) (1), (b).

Certified Payroll Records:
- A contractor or subcontractor participating in a public works project must also submit a Certified Payroll the public body every month. This Certified Payroll must consist of a complete copy of the records required to be kept under Section 5(a)(1) of the Act, discussed above (with the exception of daily work starting and ending times). See 820 ILCS 130/5(a)(2).
- The monthly Certified Payroll shall also include a statement signed by the contractor or subcontractor submitting that: (1) the records are true and accurate; (2) the hourly rate paid to each worker is not less than the general prevailing wage rate required; and (3) the contractor or subcontractor is aware that filing a Certified Payroll that he or she knows to be false in a class B misdemeanor. See 820 ILCS 130/5(a)(2).
- The Act requires that a public body shall keep all Certified Payrolls submitted pursuant to the Act for at least five years. See 820 ILCS 130/5(a)(2).

Failure to comply with the Act’s Requirements:
- No public works project may be instituted unless the provisions of the Act have been met. The Illinois Department of Labor is empowered to sue for injunctive relief against the awarding of any public works contract, or continuation of work under any such contract, if it is not in compliance with the Act’s prerequisites. Contracts that are not in compliance with the Act’s prerequisites are void as against public policy. See 820 ILCS 130/11.
Please note that this is not a complete list of all relevant requirements and prerequisites under the Act. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. For a full understanding of all of the Act’s requirements and prerequisites, as well as the text of the Act and all related regulations, please see the Illinois Department of Labor’s website.

22. Supervision of Work

The contractor shall have in charge of the work at all times, a thoroughly competent superintendent who shall report directly to a designated representative of the College, for all aspects of the contract work compliance, with respect to the specifications.

**BID SPECIFICATIONS**

**Part I. General**

A. Successful bidder will provide complete repairs as stated in sections below.

B. Illinois Central College requires that all labor to be based on local prevailing wages.

C. The successful bidder shall have had at least five (5) years’ experience in building or maintaining greenhouses of the type specified.

D. The successful bidder will protect product against damage and discoloration. Store off ground and on dunnage.

**Part II. Greenhouse System**

PLEASE NOTE: The following bidding plans and specifications are based on a single manufacturer’s commercial grade greenhouse system as an example of standards and quality. SYSTEMS BY OTHER MANUFACTURERS OF SIMILAR DESIGN WHICH MEET THESE SPECIFICATIONS WILL BE CONSIDERED. PLEASE DENOTE ANY DIFFERENCES IN BRAND, MAKE OR MODEL ON THE BID SPECIFICATIONS SHEETS (PAGES 7-10) IN THE SPACE PROVIDED AND SUBMIT WITH BID PROPOSAL FORM. If you have any questions regarding the acceptability of manufacturers, makes or product models prior to the bid opening, please submit them in writing to purchasing@icc.edu by Friday, January 21th, 2022 at 12PM CST. Answers will be returned via e-mail no later than Wednesday, January 26th 2022 at 12PM CST.

A. Corridor Area

   a: Remove existing general lights and provide (6) LED General Purpose Lighting Fixtures to replace the existing general lighting units. LED lights to be provided and installed by licensed electrician. Light specified are J&D Manufacturing LEDG4-24 lights which include (4) 18 watt led bulbs.

   b: Remove and replace existing Horizontal Air Flow Fans with (3) 20” Schaeffer HAF fans. HAF fans specified are Schaeffer VK20” Versa-Kool Fan with Cord.
B. **Controller System**

a: Remove existing environmental controller system that controls all zones in existing greenhouse. Replace the controller system with a Micro-Grow Procom System.

b: Controller system to include sensors, growlink package, web-based alarm system, manufacture installation of new controller system, site training, one outdoor sensor, and custom electrical drawings.

C. **Greenhouse Zone #1**

a: Remove and replace (2) WAAC6340 shutter with motor, (1) WA00AC4040 shutter with motor, remove (1) existing wet wall system and replace the wet wall system with a 4” thick x 36” Tall x 15’ Quietair Stainless Steel Evaporative Cooling System. System to include new framing, coolcell system and pads coated on one side.

b: Remove existing general lights and provide (6) LED General Purpose Lighting Fixtures to replace the existing general lighting units. LED lights to be provided and installed by licensed electrician. Light specified are J&D Manufacturing LEDG6-8 lights which include an 8ft long fixture with (6) 18 watt led bulbs.

c: Remove and replace existing Horizontal Air Flow Fans with (2) 20” Schaeffer HAF fans. HAF fans specified are Schaeffer VK20” Versa-Kool Fan with Cord.

d: Remove and replace (3) sections of automated shade curtain. Shade curtain to match existing shade curtain material.

D. **Greenhouse Zone #2**

a: Remove and replace (2) WAAC6340 shutter with motor, (1) WA00AC4040 shutter with motor, remove (1) existing wet wall system and replace the wet wall system with a 4” thick x 36” Tall x 15’ Quietair Stainless Steel Evaporative Cooling System. System to include new framing, coolcell system and pads coated on one side.

b: Remove existing general lights and provide (6) LED General Purpose Lighting Fixtures to replace the existing general lighting units. LED lights to be provided and installed by licensed electrician. Light specified are J&D Manufacturing LEDG6-8 lights which include an 8ft long fixture with (6) 18 watt led bulbs.
c: Remove and replace existing Horizontal Air Flow Fans with (2) 20” Schaeffer HAF fans. HAF fans specified are Schaeffer VK20” Versa-Kool Fan with Cord.

d: Remove and replace (3) sections of automated shade curtain. Shade curtain to match existing shade curtain material.

e: Remove and replace (3) sections of blackout curtain material. Blackout curtain to match existing curtain material.

f: Remove and replace one 4’ wide x 13’ Acrylic 16mm panel on the endwall of the greenhouse. Damaged panel to be removed and set on the ground for the college to dispose of.

E. **Greenhouse Zone #3**

a: Remove and replace (2) WAAC6340 shutter with motor, (1) WA00AC4040 shutter with motor, remove (1) existing wet wall system and replace the wet wall system with a 4” thick x 36” Tall x 15’ Quietaire Stainless Steel Evaporative Cooling System. System to include new framing, coolcell system and pads coated on one side.

b: Remove existing general lights and provide (6) LED General Purpose Lighting Fixtures to replace the existing general lighting units. LED lights to be provided and installed by licensed electrician. Light specified are J&D Manufacturing LEDG6-8 lights which include an 8ft long fixture with (6) 18 watt led bulbs.

c: Remove and replace existing Horizontal Air Flow Fans with (2) 20” Schaeffer HAF fans. HAF fans specified are Schaeffer VK20” Versa-Kool Fan with Cord.

d: Remove and replace (3) sections of blackout curtain material. Blackout curtain to match existing curtain material.

e: Remove and replace one 4’ wide x 15’ Acrylic 16mm panel on the roof of the greenhouse. Damaged panel to be removed and set on the ground for the College to dispose of.
F. Greenhouse Zone #4

a: Remove and replace (1) existing wet wall system and replace the wet wall system with a 4” thick x 36” Tall x 20’ Quietaire Stainless Steel Evaporative Cooling System. System to include new framing, coolcell system and pads coated on one side.

b: Remove existing general lights and provide (8) LED General Purpose Lighting Fixtures to replace the existing general lighting units. LED lights to be provided and installed by licensed electrician. Light specified are J&D Manufacturing LEDG6-8 lights which include an 8ft long fixture with (6) 18 watt led bulbs.

c: Remove and replace existing Horizontal Air Flow Fans with (2) 20” Schaeffer HAF fans. HAF fans specified are Schaeffer VK20” Versa-Kool Fan with Cord.

d: Remove and replace (4) sections of shade cloth curtain material. Shade cloth curtain to match existing curtain material.

e: Repair and replace leading edge piping for slope/flat/slope automated shade system.

f: Remove and replace ridge vent drive rubber bushings that are currently damaged on the system.

g: Remove and replace blackout curtain material. Blackout curtain material to match existing curtain material.

h: Remove and replace one 4’ wide x 7’ Acrylic 16mm panel on the endwall of the greenhouse. Damaged panel to be removed and set on the ground for the college to dispose of.

i: Remove and rescreen intake area of the greenhouse. New screen to match the existing material and should be completed by a professional who specializes in screen material.
BID PROPOSAL FORM must be typed, not handwritten.

BID TO: ILLINOIS CENTRAL COLLEGE

BID FROM: ________________________________
for Greenhouse Repairs.

The undersigned:
1. Acknowledges receipt of:
   A. Bid documents for “Greenhouse Repairs”
   B. Addenda No. ______________ through No. ______________.
2. Has received and examined bid documents and submits the following costs based on the specifications as written by Illinois Central College.
3. Agrees:
   A. To hold this bid open until 45 calendar days after the bid opening date.
   B. To accept provisions of "Instructions to Bidder".

___________________________________________
Address including City, State and Zip.

___________________________________________
Telephone Number and E-mail Address

BASE BID: All work to repair and replace materials as specified for the stipulated lump sum cost of:

______________________________________________DOLLARS ($_______________)

Notes for the College:

___________________________________________

___________________________________________

___________________________________________

___________________________________________

___________________________________________
Signature of Company Official

___________________________________________
Name of Company Official

___________________________________________
Title of Company Official

___________________________________________
Date
CERTIFICATION FORM - must be completed and submitted with Bid

By signing this required form, the undersigned agrees that said bidder is responsible as defined below. Minority-owned, female-owned, and person with disability-owned businesses are encouraged to apply. NOTE: THIS INFORMATION WILL BE USED AS A CRITERIA IN THE EVALUATION OF VENDORS. FAILURE TO COMPLY WITH ANY OF THE BELOW MAY RESULT IN DISQUALIFICATION OF YOUR BID.

- Successful Bidder will submit a certificate of insurance indicating the coverage required by bid specifications.
  Yes ___  No ___

- Bidder and all subcontractors will comply with all provisions of the Illinois Prevailing Wages Act.
  Yes ___  No ___

- The contractor/bidder certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.
  Yes ___  No ___

  Yes ___  No ___  Certifying Agency ____________________________

- Bidding company, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.
  Yes ___  No ___  N/A ___

The Undersigned states that the signature of the person on the signature page is the signature of a person who is authorized to sign the bid proposal. Such proposal is genuine and bidder has not directly, or indirectly, conspired, combined or agreed with any other person, officers, agents or committee of any entity to prevent free competition in the letting of the contract for the work covered by aforesaid proposal, or to fix the bid price or any item or factor thereof, or to induce any person not to enter into such competition.

THIS FORM MUST BE RETURNED WITH YOUR BID

__________________________________
Signature of Company Official

__________________________________
Title of Company Official

__________________________________
Date