

RESOLUTION

VERMILION COUNTY
DEPARTMENT OF BUILDING & GROUNDS
POLICY FOR SELECTION OF CONTRACTORS &
COMPETITIVE BIDDING OF CONSTRUCTION & REPAIRS

The County of Vermilion, Illinois hereby establishes these requirements for the selection of contractors and for competitive bidding of construction and repair projects.

All contractor bidders must:

- A) Comply with all laws pre-requisite to doing business in Illinois, Vermilion County, and/or any municipality within the County.
- B) Produce evidence of a federal employer tax number or social security number.
- C) Provide evidence of compliance with Federal Equal Opportunity Employer requirements.
- D) Provide evidence of all specified insurance coverages.
- E) Comply with all provisions of the Illinois Prevailing Wage Act.
- F) Comply with any other additional requirements as expressed in this policy or within project bid specifications.
- G) Comply with any other additional requirements that Vermilion County may find beneficial. (Other additional requirements could include: weekly certified payrolls, non-compliance penalties such as fines and debarment, policies on harassment, or mandating residency requirements.)

The Department of Building & Grounds of Vermilion County Illinois, (the Department) will establish and maintain lists of pre-approved mechanical, electrical, plumbing, carpentry, HVAC, excavation, hauling, paving, roofing, masonry, painting, floor-covering and general building repair and construction contractors who wish to compete for the publicly-funded work contracts issued by the Department. The bid process used by the Department is competitive, sealed-bid bidding. Pre-qualified contractors will be invited to bid projects which are assisted or funded by the County. Applications from interested contractors are accepted at all times, and periodically the Department will advertise in the newspapers and provide information on the County's website to insure that the opportunity to participate is available to all qualified responsible contractors. Pre-qualified general contractors are placed on list according to their craft.

The Department reserves the right to solicit for bids and award a project bid to a contractor who has not been pre-qualified. Circumstances for this to occur include, but are not limited to, a specialty field, a lack of pre-qualified contractor bidders, or an emergency project. Such contractors must still meet the pre-qualified requirements, unless waived.

The Department will retain certain records pertaining to the contractors we utilize, including verification of insurance, licensures and references. This information is held by the County in the strictest confidence and utilized only to pre-qualify contractors for our list.

Contractors on the list may be deleted from the list for cause or lack of responsibility. Some examples include, but are not limited to, failure to maintain necessary insurance or licensure, failure to satisfy outstanding judgments, failure to perform, unacceptable workmanship, failure to maintain timely job progress, contract violations or failure to respond to successive invitations to bid. In the event of a dispute concerning specific performance issues within a contracted job, the contractor will be notified and reasonable time and assistance shall be provided by the Department to reach a mutually agreeable resolution. It is our policy that anytime a contractor is behind schedule on a contracted job, the contractor or any of his/her employees are the subjects of any theft, fraud or business practices investigation, or a job is stalled due a dispute, the Department reserves the right to withhold new invitations to bid. Similarly a contractor's workload to capacity ratio may be a factor in causing the Department to withhold an invitation to bid in the interest of timely job performance.

Competitive bids shall be sought when the estimated project cost exceeds \$10,000, except as permitted by the Illinois Counties Code Competitive Bids Act (55 ILCS 5/5-1022).

Notification of bid request will be communicated to the pre-qualified contractors by the Department. Every effort will be made to match the project requirements with the pre-qualified contractors' skills. Publicizing bid requests will comply with requirements of 55 ILCS 5/5-1022. Time and deadlines of bid submission will be set for each project by the Department.

Contracts are awarded to the lowest responsible bidder, except when all bids are outside the range of acceptance

established by the Department's own estimate of costs and bidding is reopened.

Bids are opened publicly in the Offices of the Vermilion County Board on the specified date. Any interested parties may attend. After receipt and opening the bids are reviewed by the Department. Totals and items are checked. Items in the bids may be deleted. The County reserves the right to accept and/or reject any or all bids, and any part of section of a bid. Projects may be bid again.

The Department also requires that all sub-contractors to be utilized on a job be named in the bid.

Bid totals are available for public view for two business days after their opening. The actual price review by the public or by competitors for each and every bid item or page is not permitted.

The Department of Building & Grounds Maintenance of Vermilion County uses the following Contractor Qualification Policy as a basic information guide to a pre-select list of general contractors and to provide an understanding of what is required of contractors.

Minimum Qualifications

Contractors desiring to do work issued by the Department must meet the minimum qualifications provided here and be placed on the approved list of eligible contractors. Contractors will be selected from the eligibility list by the Superintendent of the Department after soliciting proposals and undergoing a review.

1. Recognized Contractor Eligible contractors must have completed similar work and must provide written letters of reference from at least three (3) clients served within the last two (2) years preceding the contractor's request to be included on the eligibility list. To be considered, contractors must be capable of acquiring the necessary permits in a timely manner, and of completing work in compliance with the work description. Any work to be performed on County property located within the corporate limits of the City of Danville is subject to all requirements for contractor licensure, insurance, registration, permits, inspections and code requirements set forth by the City of Danville. All subcontractors to be utilized for Department work shall also be qualified as previously described and

licensed as required by law. Subcontractors who participate in a general contractor's bid must hold all applicable city licenses required for the craft.

2. Financial Capability The Superintendent may investigate the Contractor's available credit with material suppliers or credit rating by contacting the appropriate rating agency. A negative credit rating, record of bankruptcy, unavailability of credit necessary to facilitate the smooth uninterrupted execution of the work or other issues may be reason to disqualify a contractor.

3. Performance Bonds or Pledge of Assets To remain qualified, a contractor must, for all projects exceeding \$50,000 (fifty thousand dollars) in County funds, provide a full payment and performance bond for the total cost of the contract in question prior to the commencement of work. The Superintendent may accept an irrevocable letter of credit or other pledge of liquid assets in lieu of the performance bond in the form approved by the County's legal counsel.

4. Insurance The Contractor must submit to the Department office by May 1 of each year, evidence that the Department's insurance and licensure requirements are being met.

5. Suspension The Contractor must not be on the U.S. Department of Housing and Urban Development's debarred/suspended list.

6. Warranty Failure to conform to the warranty agreements on previous projects shall be reason to disqualify a Contractor.

7. Procedures The Contractor must conform to the County's Affirmative Action Plan and other licensing and registration regulations when applicable. Evidence of the withholding and forwarding of federal and state income taxes, Social Security and Medicare for all the Contractor's employees and the Contractor's contribution for Social Security and Medicare must be presented to the Department Office annually, as provided for proof in insurance (see #4 above).

CONTRACTOR'S PROPOSAL
BIDDING INSTRUCTIONS

Vermilion County Department of Building & Grounds Maintenance

GENERAL REQUIREMENTS:

1. The Contractor as well as any sub-contractors participating in the Contractor's bid must meet all applicable City and State licensing requirements. This also requires that continuous liability insurance and worker's compensation coverage be maintained at no less than the following levels, unless otherwise indicated in bid specifications:

Comprehensive General Liability:	\$1,000,000 CSL;
Worker's Compensation:	Illinois Statutory Requirements;
Comprehensive Automobile Liability:	\$1,000,000 CSL;
Umbrella Liability	\$2,000,000.

2. The Contractor must be pre-approved by the Department. This requires completion and submission of the forms provided, including a Statement of Contractor's Qualifications, which contains information about debarment.

3. All workmanship and materials must conform to the program's guidelines as stated in the work description, any applicable state, federal or local codes, and be of quality common to the commercial craft involved.

4. The Contractor must be familiar with the project site and the work description.

5. The Contractor must attend any scheduled pre-construction meeting when held.

DOCUMENTS:

The following documents are necessary in the preparation of a proposal:

Work Description - This report is prepared by the Superintendent of the Department. It identifies eligible work items to be bid

upon in general scope. Any floor plans included are diagrammatic only. It is the Contractor's responsibility to confirm all measurements and quantities.

Proposal Form - this IS obtained with the work description. It is to include a signature area for the Contractor and an area for the proposal amount.

INSTRUCTIONS:

1. All proposals must be submitted in ink or typewritten. Illegible proposals may be rejected. Proposals must be complete with the Proposal Form and work description included in the submitted package. The address of the project is to be noted on the outside of the envelope. The envelope must be sealed.
2. Proposals must be itemized per task on the work description form. Incorrect calculations may result in rejection of the proposal.
3. Proposals are to be submitted to the Chairman of the Vermilion County Board by the designated time and date. Contractors are invited to witness the proposal opening but attendance is not required to be awarded a project. Proposals are accepted by the Department on behalf of the people of Vermilion County. Late proposals will be rejected.
4. The Contractors must guarantee the proposed price for a period of sixty (60) days after the proposal opening date. If, after sixty (60) days, the County has not issued a Notice to Proceed on the project, the Contractor has the option of withdrawing the proposal.
5. Authorization to begin work is given with the execution of a Notice to Proceed on the project but not at any time prior to that execution.
6. The name(s) and business address(s) of all sub-contractors participating in the bid are to be listed on the proposal.

PROJECT AWARD:

The County reserves the right to accept and/or reject any or all bids, any part of section of a bid.

Projects will generally be awarded to the lowest responsible bidder. The Department does reserve the right to reject a proposal deemed to be too low for the bidder to maintain the performance standards required or to maintain sufficient job progress. Should your proposal be disqualified, it is your right to obtain the reason for the disqualification.

Contractors who are late in completion of a project will not be allowed to submit proposals on new projects until all their late projects are completed. Allowance will be made for unforeseen delays outside of the contractor's control such as change orders, material supply interruptions and uncooperative weather conditions.

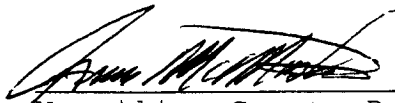
If a Contractor has Department projects currently under construction, and it is not foreseeable that any of them will be completed before the project being proposed will be issuing a Notice to Proceed, the Department may determine, based upon the capacity and past performance of the Contractor, that the Contractor will be unable to carry the additional load of another project. If a Contractor is deemed unable to manage an additional project, the Department reserves the right to award the job to the next lowest responsible bidder.

RESOLUTION

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Department of Building & Grounds
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Competitive Bidding of Construction & Repairs.

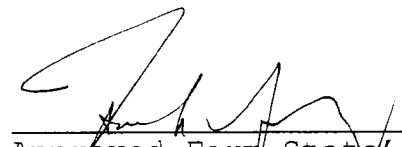
PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County Illinois at its May 13, 2008 A.D. meeting.

Dated this 13th day of May, 2008 A.D.



Vermilion County Board Chairman

ATTEST. 
Clerk of the County Board



Approved Form State's Attorney

AYE 24 NAY 0 ABSENT 3

RESOLUTION No. RESOLUTION # 08-0504