

Property Committee Meeting
Monday June 26, 2023
5:00 P.M., Joseph G. Cannon Building, 2nd FL.

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to Agenda
3. Approval of Minutes – November 28, 2022
4. Audience Comments
5. Discussion of RFP presentation- Joseph G. Cannon Building - entry doors- first floor, passenger elevator upgrade/replacement, and the roof
6. Discussion- Animal Shelter Storage Building
7. Discussion- Annex- 6 N Vermilion Street
8. Executive Session:
 - A. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
 - B. Pursuant to Open Meetings act 5 ILCS 120/2 (c) (6) The setting of a price for sale or lease of property owned by the public body.
 - C. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
9. Items of Information and Committee Concerns
10. Adjournment

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Wesley Bieritz called the meeting to order at 5:00 p.m. Upon the call of roll, the following members were present: Wesley Bieritz, Joe Eakle, Jerry Hawker, Craig Golden, and Larry Baughn. Dan Wright and Mitch Weaver were excused. Breannah Hatton was absent. 5 present and 3 absent. Also present were: Steve Miller- CB Member, Steve Brandy -WDAN, and Jennifer Jenkins -B&G Administration and CB Office Manager.

Agenda Item 2 - Adoption/Amendment to the Agenda

A motion was made by Hawker, second by Eakle, to adopt the agenda as presented. Motion was carried by acclamation.

Agenda Item 3 – Approval of minutes- September 19, 2022

A motion was made by Eakle, second by Bieritz to approve the September 19, 2022 minutes. Motion was carried by acclamation.

Agenda Item 4 - Audience Comments

Agenda Item 5 – Resolution- Renaming the Vermilion County Administration Building as the Uncle Joe Cannon Vermilion County Administration Building

Baughn explained, Miller confirmed that the resolution would be modified as it was previously discussed that the building be name the Joseph G. Cannon Building. Motion by Hawker, second by Golden. Upon the call of roll, the following members voted yes to-wit: Bieritz, Eakle, Hawker, Baughn, and Golden. 5-yes and 3-absent

Agenda Item 6- Executive Session

Not necessary.

Agenda Item 7- Items of Information and Committee Concerns

Bieritz acknowledged the Building and Grounds maintenance staff for their hard work. He further explained that they do a great job in maintaining the buildings.

Hawker asked about the roof at the Vermilion County Administration building and where we were at with it. Baughn explained that we did have a gentleman take a look and we are ready to move forward in pursuing the repair.

Agenda Item 8 – Adjournment

Bieritz adjourned the meeting at 5:16.

Minutes by: Jennifer Jenkins, CB Office

INVITATION TO BID:

Vermilion County, Danville, Illinois

Bids are invited for the renovation and repair and or replacement of the public use entry doors (Northwest & Southwest) at the Joseph G. Cannon Building, 201 N Vermilion Street, Danville, Illinois.

The bid request includes compliance with Americans with Disabilities Act requirements.

Preference will be given to the design concept that ensures ADA requirements, and economy of cost.

A single lump bid will be required for the work of the project. Supplemental materials in addition to that bid form will be accepted.

Sealed bids, submitted in duplicate. will be received until 11:00 a.m. on _____ 2023, at the office of the Vermilion County Board, 201 N Vermilion, Danville, IL 61832. Bids offered after this time will not be considered. Bids will be publicly opened, read aloud at that date and time and shall be open to public inspection in the Vermilion County Board Office for a period of at least forty-eight (48) hours before an award of the contract is made.

Bid documents may be examined at the office of the Vermilion County Board. A limit of one (1) complete set of documents may be obtained at the office of the Vermilion County Board. Attendance at a bidders' conference on _____ is mandatory for consideration of any bid.

The County reserves the right to reject any or all proposals, to waive any informality in the bidding, and to accept that proposal which the County considers to be in its best interest.

A limit of one (1) complete set of the bid documents may be obtained by calling the Vermilion County Board Office at (217) 554-6000. The bid documents will also be posted on line at <https://www.vercounty.org/>

The County reserves the right to reject any or all proposals, to waive any informality in the bidding, and to accept that proposal which the County considers to be in its best interest, all as outlined in these bid instructions and specifications.

By: Larry Baughn, Jr.

Vermilion County Board Chairman

INSTRUCTION TO BIDDERS

1.01 PROJECT

Entry doors for the building at 201 N Vermilion Street, Danville, IL 61832, for the public use to access the building at either the North or South entry.

1.02 CONTACT PERSON

Kyle Richards, Vermilion County Buildings and Grounds, 217-918-2486

1.03 BIDS

Bids to be considered must be made in accordance with the instructions contained herein. A lump-sum bid is called for in the Bid Form and is required. **Bidders must however add as an attachment a breakdown of costs in any format they deem appropriate so long as the costs for items are separately set out. The County reserves the right to accept a bid for the most reasonable, efficient, and or cost-effective proposal regardless of the design so long as the proposal meets the office operations needs of the County.**

THE SPECIFICATIONS FOR THE BID ARE ATTACHED AS EXHIBIT "A" LABELED BID SUMMARY

Bids shall be submitted in duplicate on forms furnished with this specification. Additional supporting documentation will be accepted. The bidder must by interlineation or by separate document indicate their compliance with every paragraph and subparagraph of this bid specification. If a separate document is used, it must indicate compliance with all specifications or specifically point out any exceptions to these bid specifications. Bids shall be submitted in an opaque, sealed envelope on or before the time stated and shall bear the name of the individual, firm, or corporation submitting the bid and the title of the project.

If the bidder is a corporation, the proposal shall bear the legal name of the corporation and the corporation seal. The bid shall be signed by an officer authorized to bind the corporation to a contract and the signer's signature shall be attested to another office of the corporation.

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). Any bidder must acknowledge the *Contractor's Addendum* concerning compliance with all applicable State and Federal laws.

1.04 DOCUMENTS

Documents for the bid will be available for examination and will be obtainable from the Vermilion County Board office during regular business hours.

1.05 EXAMINATION OF DOCUMENTS AND PROJECT PREMISES

Upon submitting a bid, it is presumed that the bidder has acquainted himself with the Specifications prepared by the County. It is understood that omissions from the bid requirements due to the failure of the bidder to fully acquaint himself with the requirements of the Documents will not entitle the bidder to additional consideration of compensation, if awarded the contract.

Bidders will have the opportunity and are required to attend a bidders conference to inspect the project premises on _____ at 9:00 AM. Contact Kyle Richards (217) 918-2486 for questions. Bidders must provide their own ladder or other equipment if desired and provide proof of insurance if they intend to use the ladder or gain access to any roof area. Such inspections are done at the risk of the bidder and the County shall not be liable for any injury arising from any injury during the inspection of the building. Partaking of this bid process shall constitute acceptance of this condition.

1.06 INTERPRETATION OF DOCUMENTS

Interpretations of the meaning of the Bid Requirements, or of the bid Contract Documents will be valid only if issued in writing by the County as Addenda. Such Addenda will be issued no later than three days prior to the date for receiving bids. Each Addendum will be numbered and dated and issued to all prospective bidders of record at the time of issuance. Bidders may receive such addenda by providing their email to krichards@vercounty.org. The interpretations or clarifications made other than by such written Addenda will not be binding upon the County. Each bidder submitting a bid must acknowledge receipt of Addendum received in the blanks provided for this purpose in the proposal form.

Should a bidder find discrepancies in, or omissions from the Documents, or should he be in doubt as to the meaning of any requirements in the Documents, he shall at once notify the County in writing, but in no event later than seven days prior to the date for receiving proposals. Conflicting requirements brought to the County's attention subsequent to seven days prior to the date for receiving bids will be subject to the County's decision and at no additional cost to the County.

1.07 SUBMISSION OF BIDS

Bids will be received at the time and location stated in the Invitation for Bids.

Bids received after the time set for receiving bids will not be considered. Bids will be opened and read aloud immediately at 11:00 AM ON _____.

1.08 MATERIAL

No re-built, re-conditioned, re-furnished, or previously used equipment is acceptable. Refer to the description of the scope of work and damage report, marked as Exhibit A for further specifications.

1.09 METHOD OF AWARD- LOWEST QUALIFIED BIDDER

If at the time a Contract is to be awarded, the lowest base bid submitted by responsible bidder, including listed addenda, do not exceed the amount of funds then estimated by the County as available to finance the Contract, the Contract will be awarded based upon the base bids and the listed alternates as outlined in paragraph 1.12 below.

1.10 RETAIL SALES TAX EXEMPTION

Retail sales taxes shall not be included in the bid amount.

1.11 ADDITIONAL CONDITIONS

Prices must include delivery. Any damaged item must be replaced by the successful bidder.

All bidders must provide evidence of compliance with Federal Equal Opportunity Employment requirements and the Illinois Human Rights Act; produce evidence of a

federal employer tax number, proof of insurance in the amounts shown in contractor's addendum, attached.

The County will pay one half of the bid amount to begin the work and the balance upon completion and acceptance of the work by the County.

Any subcontractors must be identified in the Bid.

The award of the bid is not assignable without the written consent of the County.

1.12 AWARD OF CONTRACT

A. The County reserves the rights to waive any informality in or to reject any or all bids and to accept any bids deemed most favorable to the interest of the County after all bids have been examined and tabulated.

B. The County may award a contract on individual items within a particular group or on the total group of items.

C. Contracts shall be awarded to the lowest responsible bidder on the basis of the bid that is in the best interests of the County to accept. In awarding the contract, in addition to price, the County will consider:

D. the ability, capacity, and skill of the bidder to perform the contract to provide the service required;

E. whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

F. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;

G. the quality of the performance of previous contracts or services;

H. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

I. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

J. the quality, availability, and adaptability of the supplies or contractual services to the particular use required;

K. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and the number and scope of conditions attached to the bid.

L. the overall design and efficiency of the proposal for the purposes of public and employee entry. Proposal may outline different options, for example the number of needed doors, and the County may choose a design or proposal that differs from the County's current configuration if in the sole discretion of the County the proposal is overall in the best interests of the County and achieves the public and staffing needs of the County building for ADA appropriate standards and is of sufficient reliability expected in the field for like projects.

M. The County shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other money due the County.

MISCELLANEOUS TERMS:

1. QUALITY ASSURANCE

- A. Perform work in accordance with manufacturer's installation instructions.
- B. All materials and work must comply with the description and scope of work attached to this bid as Exhibit "A" unless the bidder is offering a better or superior option and then only with the consent of the County Board Chairman in writing.
- C. Source Limitations: No used materials will be accepted.

2. SAFETY AND SITE ISSUES

- A. The successful bidder must supply temporary electricity if any needed at the worksite
- B. The successful bidder must supply appropriate dumpsters and provide for cleanup of any debris.
- C. All applicable rules of Illinois OSHA, where required, will be observed.

3. DELIVERY, STORAGE AND HANDLING

- A. Bidder shall:
- B. Protect all materials from physical damage and from deterioration. Store in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.
- C. Store and dispose of ANY solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

4. WARRANTY

A. Contractor's Warranty: The contractor shall warrant the products with respect to workmanship and proper application for two (2) years from the effective date of the warranty issued by the manufacturer.

B. Manufacturer's Warranty: **Must be no-dollar limit type and provide for completion of repairs, replacement of membrane or total replacement of the entryway system at the then-current material and labor prices throughout the life of the warranty. In addition, the warranty must meet the following criteria: Warranty Period: 15 years from date issued by the manufacturer.**

BID FORM

TO: County Board Office

Vermilion County Board Office 2nd Floor
201 N Vermilion
Danville, IL 61832

FOR:

FROM: _____

The undersigned having familiarized himself with all requirements of the proposed Contract Documents as prepared by the County and duly issued Addenda to said Documents, as acknowledged herein, proposes to furnish all things as required by said Documents and Addenda thereto for Base Bid stated below.

BASE PROPOSAL: For _____, the bid amount is:

_____ Dollars (\$ _____).

Notes: _____

TIME OF COMPLETION

If awarded the contract, the undersigned agrees to commence work as bid herein on the date of the Notice To Proceed issued by the County, and to complete the project not later than 60 Days after the Notice to Proceed is issued unless there is a delay due to extreme weather or reasons agreed upon by the County and bidder.

BID FORM - CONTINUED

ADDENDUM RECEIPT

Receipt of the following Addenda to the Proposal Requirements and Contract Documents are acknowledged:

Addendum No. _ Dated _

Addendum No. _ Dated _

Addendum No. _ Dated _

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

BID GUARANTEE

The undersigned agrees that the County shall have the right to retain this bid for a period of Sixty (60) days from the date of receiving bids and guarantee the amount or amounts set forth herein to be firm for the same Sixty (60) day period.

It is understood and agreed that the County reserves the right to award the contract to his best interests, to reject any or all bids, to waive any informalities in the bidding, and to hold all bids for the bid guarantee period.

Signed this ____ day of _____, 20____.

Business Name

Business Address

Telephone: _____

Attest by Corporate officer (if corporation): _____

INVITATION TO BID:

Vermilion County, Danville, Illinois

Bids are invited for the renovation and repair of the passenger elevator at the Joseph G. Cannon Building, 201 N Vermilion Street, Danville, Illinois.

The bid request includes compliance with Americans with Disabilities Act requirements.

Preference will be given to the design concept that maximizes available space, ADA requirements, and economy of cost.

A single lump bid will be required for the work of the project. Supplemental materials in addition to that bid form will be accepted.

Sealed bids, submitted in duplicate, will be received until 11:00 a.m. on _____ 2023, at the office of the Vermilion County Board, 201 N Vermilion, Danville, IL 61832. Bids offered after this time will not be considered. Bids will be publicly opened, read aloud at that date and time and shall be open to public inspection in the Vermilion County Board Office for a period of at least forty-eight (48) hours before an award of the contract is made.

Bid documents may be examined at the office of the Vermilion County Board. A limit of one (1) complete set of documents may be obtained at the office of the Vermilion County Board. Attendance at a bidders' conference on _____ is mandatory for consideration of any bid.

The County reserves the right to reject any or all proposals, to waive any informality in the bidding, and to accept that proposal which the County considers to be in its best interest.

A limit of one (1) complete set of the bid documents may be obtained by calling the Vermilion County Board Office at (217) 554-6000. The bid documents will also be posted on line at <https://www.vercounty.org/>

The County reserves the right to reject any or all proposals, to waive any informality in the bidding, and to accept that proposal which the County considers to be in its best interest, all as outlined in these bid instructions and specifications.

By: Larry Baughn, Jr.

Vermilion County Board Chairman

INSTRUCTION TO BIDDERS

1.01 PROJECT

Elevators for the building at 201 N Vermilion Street, Danville, IL 61832, for the public use to access three above surface floors and a basement.

1.02 CONTACT PERSON

Kyle Richards, Vermilion County Buildings and Grounds, 217-918-2486

1.03 BIDS

Bids to be considered must be made in accordance with the instructions contained herein. A lump-sum bid is called for in the Bid Form and is required. **Bidders must however add as an attachment a breakdown of costs in any format they deem appropriate so long as the costs for items are separately set out. The County reserves the right to accept a bid for the most reasonable, efficient, and or cost-effective proposal regardless of the design so long as the proposal meets the office operations needs of the County.**

THE SPECIFICATIONS FOR THE BID ARE ATTACHED AS EXHIBIT "A" LABELED BID SUMMARY

Bids shall be submitted in duplicate on forms furnished with this specification. Additional supporting documentation will be accepted. The bidder must by interlineation or by separate document indicate their compliance with every paragraph and subparagraph of this bid specification. If a separate document is used, it must indicate compliance with all specifications or specifically point out any exceptions to these bid specifications. Bids shall be submitted in an opaque, sealed envelope on or before the time stated and shall bear the name of the individual, firm, or corporation submitting the bid and the title of the project.

If the bidder is a corporation, the proposal shall bear the legal name of the corporation and the corporation seal. The bid shall be signed by an officer authorized to bind the corporation to a contract and the signer's signature shall be attested to another office of the corporation.

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). Any bidder must acknowledge the *Contractor's Addendum* concerning compliance with all applicable State and Federal laws.

1.04 DOCUMENTS

Documents for the bid will be available for examination and will be obtainable from the Vermilion County Board office during regular business hours.

1.05 EXAMINATION OF DOCUMENTS AND PROJECT PREMISES

Upon submitting a bid, it is presumed that the bidder has acquainted himself with the Specifications prepared by the County. It is understood that omissions from the bid requirements due to the failure of the bidder to fully acquaint himself with the requirements of the Documents will not entitle the bidder to additional consideration of compensation, if awarded the contract.

Bidders will have the opportunity and are required to attend a bidders conference to inspect the project premises on _____ at 9:00 AM. Contact Kyle Richards (217) 918-2486 for questions. Bidders must provide their own ladder or other equipment if desired and provide proof of insurance if they intend to use the ladder or gain access to any roof area. Such inspections are done at the risk of the bidder and the County shall not be liable for any injury arising from any injury during the inspection of the building. Partaking of this bid process shall constitute acceptance of this condition.

1.06 INTERPRETATION OF DOCUMENTS

Interpretations of the meaning of the Bid Requirements, or of the bid Contract Documents will be valid only if issued in writing by the County as Addenda. Such Addenda will be issued no later than three days prior to the date for receiving bids. Each Addendum will be numbered and dated and issued to all prospective bidders of record at the time of issuance. Bidders may receive such addenda by providing their email to krichards@vercounty.org. The interpretations or clarifications made other than by such written Addenda will not be binding upon the County. Each bidder submitting a bid must acknowledge receipt of Addendum received in the blanks provided for this purpose in the proposal form.

Should a bidder find discrepancies in, or omissions from the Documents, or should he be in doubt as to the meaning of any requirements in the Documents, he shall at once notify the County in writing, but in no event later than seven days prior to the date for receiving proposals. Conflicting requirements brought to the County's attention subsequent to seven days prior to the date for receiving bids will be subject to the County's decision and at no additional cost to the County.

1.07 SUBMISSION OF BIDS

Bids will be received at the time and location stated in the Invitation for Bids.

Bids received after the time set for receiving bids will not be considered. Bids will be opened and read aloud immediately at 11:00 AM ON _____.

1.08 MATERIAL

No re-built, re-conditioned, re-furnished or previously used equipment is acceptable. Refer to the description of the scope of work and damage report, marked as Exhibit A for further specifications.

1.09 METHOD OF AWARD- LOWEST QUALIFIED BIDDER

If at the time a Contract is to be awarded, the lowest base bid submitted by responsible bidder, including listed addenda, do not exceed the amount of funds then estimated by the County as available to finance the Contract, the Contract will be awarded based upon the base bids and the listed alternates as outlined in paragraph 1.12 below.

1.10 RETAIL SALES TAX EXEMPTION

Retail sales taxes shall not be included in the bid amount.

1.11 ADDITIONAL CONDITIONS

Prices must include delivery. Any damaged item must be replaced by the successful bidder.

All bidders must provide evidence of compliance with Federal Equal Opportunity Employment requirements and the Illinois Human Rights Act; produce evidence of a

federal employer tax number, proof of insurance in the amounts shown in contractor's addendum, attached.

The County will pay one half of the bid amount to begin the work and the balance upon completion and acceptance of the work by the County.

Any subcontractors must be identified in the Bid.

The award of the bid is not assignable without the written consent of the County.

1.12 AWARD OF CONTRACT

A. the County reserves the rights to waive any informality in or to reject any or all bids and to accept any bids deemed most favorable to the interest of the County after all bids have been examined and tabulated.

B. the County may award a contract on individual items within a particular group or on the total group of items.

C. contracts shall be awarded to the lowest responsible bidder on the basis of the bid that is in the best interests of the County to accept. In awarding the contract, in addition to price, the County will consider:

D. the ability, capacity, and skill of the bidder to perform the contract to provide the service required;

E. whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

F. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;

G. the quality of the performance of previous contracts or services;

H. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

I. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

J. the quality, availability, and adaptability of the supplies or contractual services to the particular use required;

K. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and the number and scope of conditions attached to the bid.

L. the overall design and efficiency of the proposal for the elevator. Proposal may outline different options, and the County may choose a design or proposal that differs from the County's current configuration if in the sole discretion of the County the proposal is overall in the best interests of the County and achieves the public and staffing needs of the County building for ADA appropriate standards and is of sufficient reliability expected in the field for like projects.

M. the County shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other money due the County.

MISCELLANEOUS TERMS:

1. Quality Assurance

- A. Perform work in accordance with manufacturer's installation instructions.
- B. All materials and work must comply with the description and scope of work attached to this bid as Exhibit "A" unless the bidder is offering a better or superior option and then only with the consent of the County Board Chairman in writing.
- C. Source Limitations: No used materials will be accepted.

2. SAFETY AND SITE ISSUES

- A. The successful bidder must supply temporary electricity if any needed at the worksite
- B. The successful bidder must supply appropriate dumpsters and provide for cleanup of any debris.
- C. All applicable rules of Illinois OSHA, where required, will be observed.

3. DELIVERY, STORAGE AND HANDLING

- A. Bidder shall:
- B. Protect all materials from physical damage and from deterioration. Store in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.
- C. Store and dispose of ANY solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

4. WARRANTY

A. Contractor's Warranty: The contractor shall warrant the products with respect to workmanship and proper application for two (2) years from the effective date of the warranty issued by the manufacturer.

B. Manufacturer's Warranty: Must be no-dollar limit type and provide for completion of repairs, replacement of membrane or total replacement of the roofing system at the then-current material and labor prices throughout the life of the warranty. In addition, the warranty must meet the following criteria: Warranty Period: 15 years from date issued by the manufacturer.

TO: County Board Office

Attn:

Vermilion County Board Office 2nd Floor
201 N Vermilion
Danville, IL 61832

FOR:

FROM: _____

The undersigned having familiarized himself with all requirements of the proposed Contract Documents as prepared by the County and duly issued Addenda to said Documents, as acknowledged herein, proposes to furnish all things as required by said Documents and Addenda thereto for Base Bid stated below.

BASE PROPOSAL: For _____, the bid amount is:

_____ Dollars (\$ _____).

Notes: _____

TIME OF COMPLETION

If awarded the contract, the undersigned agrees to commence work as bid herein on the date of the Notice To Proceed issued by the County, and to complete the project not later than 60 Days after the Notice to Proceed is issued unless there is a delay due to extreme weather or reasons agreed upon by the County and bidder.

BID FORM - CONTINUED

ADDENDUM RECEIPT

Receipt of the following Addenda to the Proposal Requirements and Contract Documents are acknowledged:

Addendum No. _ Dated _

Addendum No. _ Dated _

Addendum No. _ Dated _

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

BID GUARANTEE

The undersigned agrees that the County shall have the right to retain this bid for a period of Sixty (60) days from the date of receiving bids and guarantee the amount or amounts set forth herein to be firm for the same Sixty (60) day period.

It is understood and agreed that the County reserves the right to award the contract to his best interests, to reject any or all bids, to waive any informalities in the bidding, and to hold all bids for the bid guarantee period.

Signed this ____ day of _____, 20____.

Business Name Business Address

Telephone: _____

Attest by Corporate officer (if corporation): _____

INVITATION TO BID:

Vermilion County, Danville, Illinois

Bids are invited for the renovation and repair and or replacement of the existing roof at the Joseph G. Cannon Building, 201 N Vermilion Street, Danville, Illinois.

A single lump bid will be required for the work of the project. Supplemental materials in addition to that bid form will be accepted.

Sealed bids, submitted in duplicate. will be received until 11:00 a.m. on _____ 2023, at the office of the Vermilion County Board, 201 N Vermilion, Danville, IL 61832. Bids offered after this time will not be considered. Bids will be publicly opened, read aloud at that date and time and shall be open to public inspection in the Vermilion County Board Office for a period of at least forty-eight (48) hours before an award of the contract is made.

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The County reserves the right to reject any or all proposals, to waive any informality in the bidding, and to accept that proposal which the County considers to be in its best interest, all as outlined in these bid instructions and specifications.

By: Larry Baughn, Jr.

Vermilion County Board Chairman

INSTRUCTION TO BIDDERS

1.01 PROJECT

Removal and/or replacement of the roof for the building at 201 N Vermilion Street, Danville, IL 61832.

1.02 CONTACT PERSON

Kyle Richards, Vermilion County Buildings and Grounds, 217-918-2486

1.03 BIDS

Bids to be considered must be made in accordance with the instructions contained herein. A lump-sum bid is called for in the Bid Form and is required. **Bidders must however add as an attachment a breakdown of costs in any format they deem appropriate so long as the costs for items are separately set out. The County reserves the right to accept a bid for the most reasonable, efficient, and or cost-effective proposal regardless of the design so long as the proposal meets the office operations needs of the County.**

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If the bidder is a corporation, the proposal shall bear the legal name of the corporation and the corporation seal. The bid shall be signed by an officer authorized to bind the corporation to a contract and the signer's signature shall be attested to another office of the corporation.

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). Any bidder must acknowledge the *Contractor's Addendum* concerning compliance with all applicable State and Federal laws.

1.04 DOCUMENTS

Documents for the bid will be available for examination and will be obtainable from the Vermilion County Board office during regular business hours.

1.05 EXAMINATION OF DOCUMENTS AND PROJECT PREMISES

Upon submitting a bid, it is presumed that the bidder has acquainted himself with the Specifications prepared by the County. It is understood that omissions from the bid requirements due to the failure of the bidder to fully acquaint himself with the requirements of the Documents will not entitle the bidder to additional consideration of compensation, if awarded the contract.

Bidders will have the opportunity and are required to attend a bidders conference to inspect the project premises on _____ at 9:00 AM. Contact Kyle Richards (217) 918-2486 for questions. Bidders must provide their own ladder or other equipment if desired and provide proof of insurance if they intend to use the ladder or gain access to the roof area. Such inspections are done at the risk of the bidder and the County shall not be liable for any injury arising from any injury during the inspection of the building. Partaking of this bid process shall constitute acceptance of this condition.

1.06 INTERPRETATION OF DOCUMENTS

Interpretations of the meaning of the Bid Requirements, or of the bid Contract Documents will be valid only if issued in writing by the County as Addenda. Such Addenda will be issued no later than three days prior to the date for receiving bids. Each Addendum will be numbered and dated and issued to all prospective bidders of record at the time of issuance. Bidders may receive such addenda by providing their email to krichards@vercounty.org. The interpretations or clarifications made other than by such written Addenda will not be binding upon the County. Each bidder submitting a bid must acknowledge receipt of Addendum received in the blanks provided for this purpose in the proposal form.

Should a bidder find discrepancies in, or omissions from the Documents, or should he be in doubt as to the meaning of any requirements in the Documents, he shall at once notify the County in writing, but in no event later than seven days prior to the date for receiving proposals. Conflicting requirements brought to the County's attention subsequent to seven days prior to the date for receiving bids will be subject to the County's decision and at no additional cost to the County.

1.07 SUBMISSION OF BIDS

Bids will be received at the time and location stated in the Invitation for Bids.

Bids received after the time set for receiving bids will not be considered. Bids will be opened and read aloud immediately at 11:00 AM ON _____.

1.08 MATERIAL

No re-built, re-conditioned, re-furbished, or previously used equipment is acceptable. Refer to the description of the scope of work and damage report, marked as Exhibit A for further specifications.

1.09 METHOD OF AWARD- LOWEST QUALIFIED BIDDER

If at the time a Contract is to be awarded, the lowest base bid submitted by responsible bidder, including listed addenda, do not exceed the amount of funds then estimated by the County as available to finance the Contract, the Contract will be awarded based upon the base bids and the listed alternates as outlined in paragraph 1.12 below.

1.10 RETAIL SALES TAX EXEMPTION

Retail sales taxes shall not be included in the bid amount.

1.11 ADDITIONAL CONDITIONS

Prices must include delivery. Any damaged item must be replaced by the successful bidder.

All bidders must provide evidence of compliance with Federal Equal Opportunity Employment requirements and the Illinois Human Rights Act; produce evidence of a federal employer tax number, proof of insurance in the amounts shown in contractor's addendum, attached.

The County will pay one half of the bid amount to begin the work and the balance upon completion and acceptance of the work by the County.

Any subcontractors must be identified in the Bid.

The award of the bid is not assignable without the written consent of the County.

1.12 AWARD OF CONTRACT

A. The County reserves the rights to waive any informality in or to reject any or all bids and to accept any bids deemed most favorable to the interest of the County after all bids have been examined and tabulated.

B. The County may award a contract on individual items within a particular group or on the total group of items.

C. Contracts shall be awarded to the lowest responsible bidder on the basis of the bid that is in the best interests of the County to accept. In awarding the contract, in addition to price, the County will consider:

D. the ability, capacity, and skill of the bidder to perform the contract to provide the service required;

E. whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

F. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;

G. the quality of the performance of previous contracts or services;

H. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

I. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

J. the quality, availability, and adaptability of the supplies or contractual services to the particular use required;

K. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and the number and scope of conditions attached to the bid.

L. the overall design and efficiency of the proposal for the purpose of roof replacement. Proposal may outline different options. The County may choose a design or proposal that differs from the County's current configuration if in the sole discretion of the County the proposal is overall in the best interests of the County and achieves the public and staffing needs of the County building and appropriate standards and is of sufficient reliability expected in the field for like projects.

M. The County shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other money due the County.

MISCELLANEOUS TERMS:

1. QUALITY ASSURANCE

- A. Perform work in accordance with manufacturer's installation instructions.
- B. All materials and work must comply with the description and scope of work attached to this bid as Exhibit "A" unless the bidder is offering a better or superior option and then only with the consent of the County Board Chairman in writing.
- D. Source Limitations: No used materials will be accepted.

2. SAFETY AND SITE ISSUES

- A. The successful bidder must supply temporary electricity if any needed at the worksite
- B. The successful bidder must supply appropriate dumpsters and provide for cleanup of any debris.
- C. All applicable rules of Illinois OSHA, where required, will be observed.

3. DELIVERY, STORAGE AND HANDLING

- A. Bidder shall:
- B. Protect all materials from physical damage and from deterioration. Store in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.
- C. Store and dispose of ANY solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

4. WARRANTY

- A. Contractor's Warranty: The contractor shall warrant the products with respect to workmanship and proper application for two (2) years from the effective date of the warranty issued by the manufacturer.
- B. Manufacturer's Warranty: **Must be no-dollar limit type and provide for completion of repairs, replacement of membrane or total replacement of the entryway system at the then-current material and labor prices throughout the life of the warranty. In addition, the warranty must meet the following criteria: Warranty Period: 15 years from date issued by the manufacturer.**

BID FORM

TO: County Board Office

Vermilion County Board Office 2nd Floor
201 N Vermilion
Danville, IL 61832

FOR:

FROM: _____

The undersigned having familiarized himself with all requirements of the proposed Contract Documents as prepared by the County and duly issued Addenda to said Documents, as acknowledged herein, proposes to furnish all things as required by said Documents and Addenda thereto for Base Bid stated below.

BASE PROPOSAL: For _____, the bid amount is:

_____ Dollars (\$ _____).

Notes: _____

TIME OF COMPLETION

If awarded the contract, the undersigned agrees to commence work as bid herein on the date of the Notice To Proceed issued by the County, and to complete the project not later than 60 Days after the Notice to Proceed is issued unless there is a delay due to extreme weather or reasons agreed upon by the County and bidder.

BID FORM - CONTINUED

ADDENDUM RECEIPT

Receipt of the following Addenda to the Proposal Requirements and Contract Documents are acknowledged:

Addendum No. _ Dated _

Addendum No. _ Dated _

Addendum No. _ Dated _

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

BID GUARANTEE

The undersigned agrees that the County shall have the right to retain this bid for a period of Sixty (60) days from the date of receiving bids and guarantee the amount or amounts set forth herein to be firm for the same Sixty (60) day period.

It is understood and agreed that the County reserves the right to award the contract to his best interests, to reject any or all bids, to waive any informalities in the bidding, and to hold all bids for the bid guarantee period.

Signed this ____ day of _____, 20____.

Business Name

Business Address

Telephone: _____

Attest by Corporate officer (if corporation): _____