

BIDDING & CONTRACT REQUIREMENTS  
**00 11 13 – Advertisement for Bids**

The State of Illinois, Capital Development Board (CDB) will receive sealed bids for:

CDB PROJECT #: 546-280-013  
TITLE: REPAIR AND REPLACE HVAC SYSTEMS, INTERIOR RENOVATION,  
UPGRADE ELECTRICAL AND PLUMBING SYSTEMS  
LOCATION: QUINCY READINESS CENTER  
702 KOCHS LANE  
QUINCY, IL 62301  
USING AGENCY: DEPARTMENT OF MILITARY AFFAIRS  
COUNTY: ADAMS

PROJECT DESCRIPTION: Replace existing HVAC systems at the Armory Quincy (H2902). The existing plumbing and electrical systems will also be upgraded as part of this project.

Single Prime Delivery Method:

<u>TRADE</u>	<u>COST RANGE</u>	<u>BID DATE/TIME</u>
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**Either the Single Prime Bidder or a protected subcontractor must be listed for each trade provided on the Bid Form. Only one protected subcontractor may be listed for each trade. Failure to identify the name and bid proposal cost of each listed protected subcontractor on the provided Bid Form or providing more than one protected subcontractor for each trade will be a material deficiency (no time will be allowed after bid opening to remedy deficiency) and will result in the rejection of the bid. All protected subcontractors listed must be prequalified with CDB in accordance with CDB Standard Documents for Construction, Article 00 21 05.**

<u>TRADE</u> GENERAL	<u>COST RANGE</u> under <u>\$800,000.00</u>	<u>BID DATE/TIME</u> <u>Wednesday, July 22, 2020 at 5:30 PM</u>
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**SPECIAL BID INSTRUCTIONS:**

Due to the COVID-19 Emergency, bids will **only** be accepted via mail or email. No In-Person submittals of bids will be allowed. Bid modifications will **only** be accepted via email. No faxed bid modifications will be allowed.

All bids will be received at the CDB Springfield Office **only**. No bids will be received at the CDB Chicago Office or CDB Carbondale Office, and any packages mailed to the CDB Chicago Office or CDB Carbondale Office **will not** be forwarded to the CDB Springfield Office, and will be considered disqualified.

**TO SUBMIT BIDS VIA MAIL:**

Mail bids to:

ILLINOIS CAPITAL DEVELOPMENT BOARD  
401 SOUTH SPRING STREET  
THIRD FLOOR, WILLIAM G. STRATTON BUILDING  
SPRINGFIELD, IL 62706

CDB bid envelopes can be used to mail bid documents to CDB Springfield if bidding firms have access to them. Otherwise, the CDB Project Number, the Trade, and the Bid Date should be included on the outside of the mailing envelope.

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Bids can be sent via the US Post Office, UPS, or FEDEX, and should be sent **without** a signature required at delivery. Mailed bids will be considered on-time if the package is in CDB's mail received on, or before, the THURSDAY morning following the bid receipt deadline. No confirmation of delivery will be provided to the contractor by CDB.

**TO SUBMIT BIDS VIA EMAIL:**

Bids submitted via email will use the State of Illinois File Transfer website.

- Navigate to the following website: <https://filet.illinois.gov/filet/PIMupload.asp>
- Enter the bid email address in the "Recipient Email Addresses" box: [CDB.CPO@illinois.gov](mailto:CDB.CPO@illinois.gov)
- Enter the Vendor's email address in the "Your Email Address" box
  - You will receive a confirmation email to this email address
  - Please keep this confirmation. This will serve as your proof of receipt.
- Upload your file
  - The file size is limited to 2 GB
  - Only 5 separate files may be uploaded
    - You may upload a zip file if necessary
- Enter the appropriate bid information in the "File Transfer Email Subject (Optional)" box
  - Subject: Bid for (CDB Project Number) – (Trade) – (Bid Date)
    - Example: Subject: Bid for 805-030-020 – GENERAL – 5/6/2020
- Enter the appropriate email body information in the "Message to Recipient (Optional)" box
  - Full company name (as prequalified with CDB)
  - Company mailing address
  - Contact name
  - Contact email and phone number
  - CDB Project Number
  - Trade
  - Bid Date
  - NO pricing information should be included.
- If you are submitting your bid more than 5 days prior to the "bid opening" date please select "Advanced Options" and select the appropriate number of days for the document to remain on the servers
  - You have the option of 5 days, 10 days, or 15 days
- Please check the "I acknowledge that I have read and understand this warning" box located towards the top of the form.
- Click "Send It"
- The email confirmation will provide you with a link to the downloaded file
  - This site will show how many times the file has been downloaded

Emailed bid modifications will be considered on-time if uploaded prior to 5:30pm on the evening of the bid receipt deadline.

**BID MODIFICATIONS:**

Bids modifications submitted via email will use the State of Illinois File Transfer website.

- Navigate to the following website: <https://filet.illinois.gov/filet/PIMupload.asp>
- Enter the bid email address in the "Recipient Email Addresses" box: [CDB.CPO@illinois.gov](mailto:CDB.CPO@illinois.gov)
- Enter the Vendor's email address in the "Your Email Address" box

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- You will receive a confirmation email to this email address
- Please keep this confirmation. This will serve as your proof of receipt.
- Upload your file
  - The file size is limited to 2 GB
  - Only 5 separate files may be uploaded
    - You may upload a zip file if necessary
- Enter the appropriate bid modification information in the “File Transfer Email Subject (Optional)” box
  - Subject: Bid Modification from (Company) for (CDB Project Number) – (Trade) – (Bid Date)
    - Subject: Bid Modification for XYZ Contractors for 805-030-020 – GENERAL – 5/6/2020
- Enter the appropriate email body information in the “Message to Recipient (Optional)” box
  - Full company name (as prequalified with CDB)
  - Company mailing address
  - Contact name
  - Contact email and phone number
  - CDB Project Number
  - Trade
  - Bid Date
  - NO pricing information should be included.
- If you are submitting your bid modification more than 5 days prior to the “bid opening” date please select “Advanced Options” and select the appropriate number of days for the document to remain on the servers
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**BID OPENING:**

The public bid opening will be conducted on FRIDAY, July 24, 2020 at 10:00 am prevailing time via WebEx.

Contractors interested in attending the public bid opening may attend virtually by using the following meeting information:

When it's time, join your WebEx meeting here.

Meeting website: <https://globalpage-prod.webex.com/join>

Meeting number (access code): 281 263 812

Meeting password: 7RgwBDrJz33

Join by phone

+1-312-535-8110 United States Toll (Chicago)

+1-415-655-0002 US Toll

Meeting participants will not be able to ask questions either verbally or via the meeting's chat feature.

Minority, Female & Veteran Business Subcontractor/Supplier Participation is Applicable.

Obtain Plans From:

ARCHITECTNICS  
510 MAINE STREET, FLOOR 10  
QUINCY, IL 62301  
PHONE: 217-222-0554  
FAX: 217-223-3361

Refundable Plan Deposit: (\$100 PER SET) Deposits will be refunded in full only those who submit a bona fide bid and / or to any plan holder who returns the bidding documents in good condition to the Architect's office within a ten (10) day period following the bid opening date. If the conditions are not met, the plan deposit shall be forfeited.

Pre-Bid Meeting (*Not Mandatory*): A Pre-Bid meeting will be held at the Project Site, on Wednesday, July 8, 2020 at 10:30 AM, at the site.

INFORMATION TO BIDDERS:

- A. Prequalification. Bidders and protected subcontractors must be prequalified with CDB; allow 45 days for application processing. For an application and a copy of CDB's Standard Documents for Construction (applicable to this project), visit CDB's Website [www.illinois.gov/cdb](http://www.illinois.gov/cdb) or phone 217/782-6152 (TDD 217/524-4449).
- B. MBE/FBE/VBE. MBE/FBE/VBE firms must be certified or registered with CMS as an MBE, FBE, or VBE prior to bidding.
- C. Prevailing Wage. Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act(820 ILCS 130/1-12).
- D. Registration with the Illinois Procurement Gateway (IPG). Vendors may pre-register with the IPG and receive a vendor registration number. The IPG is a web based system that serves as the primary location for entering, organizing, and reviewing vendor information. The IPG allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with the State in advance of any particular procurement. Registration in the Illinois Procurement Gateway is optional.
- E. Certifications and Disclosures. Vendors must have an approved Illinois Procurement Gateway registration number and completed Form B, or submit the Standard Certifications and Disclosure Form(s) (Form A) with bid at time of submittal. Failure to provide a completed Form A standard certifications and financial disclosure or Form B, be registered with the Illinois Procurement Gateway, will result in rejection of bid.
- F. Subcontractors. You are also required to submit disclosure forms and standard certifications for subcontractors not considered incidental to the performance of the contract with an annual value over \$50,000 within 20 days of execution of your contract with CDB or execution of the contract between you and your subcontractor, whichever is later. A valid IPG registration number can be provided in lieu of hard copies of the standard certifications and financial disclosure forms. (See D. above.) Subcontractors must receive an Authorization to Proceed prior to performance of any work.
- G. Supplement to SDC. Bidders are advised to review Article 01 11 01, Supplement to SDC, for any revisions to the Standard Documents for Construction.

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- H. Progress Payments. Progress payments will normally be issued by the Illinois Comptroller within 30 business days after CDB receives and approves an Invoice-Voucher.
- I. For Single Prime Delivery Method Projects: Any reference in the Specifications and the Drawings for Multiple Prime Trades shall be considered as the Prime Bidding Trade.
- J. Bid Protest. Bidder may submit a written protest to the Protest Review Office following the requirements of the Administrative Rules, 44 Ill. Adm. Code 8.2075. For protests related to specifications, the Protest Review Office must physically receive the protest no later than fourteen (14) days after solicitation or related addendum was posted to the Bulletin. For protest related to rejection of individual bids or awards, the protest must be received by close of business no later than fourteen (14) days after the protesting party knows or should have known of the facts giving rise to the protest. To reach the Protest Review Office:

Chief Procurement Office  
Attn: Protest Review Office  
401 South Spring Street  
Suite 515 Stratton Office Building  
Springfield, IL 62706

Phone: (217) 558-1393  
Facsimile: (217) 558-1399  
Illinois Relay: (800) 526-0844

**CAPITAL DEVELOPMENT BOARD**

Jim Underwood  
Executive Director

Heather Oxley  
Project Manager  
217-782-8718 phone  
Heather.Oxley@illinois.gov