

BIDDING & CONTRACT REQUIREMENTS
00 11 13 – Advertisement for Bids

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

CDB PROJECT #: 818-010-103
TITLE: REPAIR AND REPLACE ROOFS - PHASE TWO
LOCATION: WESTERN ILLINOIS UNIVERSITY
1 UNIVERSITY CIRCLE
MACOMB, IL 61455
USING AGENCY: ILLINOIS BOARD OF HIGHER EDUCATION
COUNTY: MCDONOUGH

PROJECT DESCRIPTION: Phase 2 consists of roof replacement at Knoblauch Hall (T4011) with new EPDM roof system, and exterior improvements at Malpass Library (T4105).

Single Trade Delivery Method:

<u>TRADE</u>	<u>COST RANGE</u>	<u>BID DATE/TIME</u>
GENERAL	under <u>\$900,000.00</u>	<u>May 26 , 2021 at 5:30 PM</u>

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.

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
- 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.

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- 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
- 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 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

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- 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
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BID OPENING:

The public bid opening will be conducted on FRIDAY, May 28, 2021 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): 133 078 7209

Meeting password: afMheZui738

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, Women, Persons with Disabilities, and Veteran Business Subcontractor/Supplier Participation is Applicable.

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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 Thursday, May 6, 2021 at 10:30 AM, meet at the "Physical Plant" Building on the campus of the Western Illinois University, Macomb, McDonough County, Illinois (reference sheet G001 "Site Map" for location).
All current COVID safety precautions shall be followed.

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 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.
- 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.

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- I. 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

**In order to ensure timely recognition of your protest,
please email the protest to the Protest Review Office at:
EEC.LegalStaff@Illinois.gov and cc: CDB.CPO@Illinois.gov**

Facsimile: (217) 558-1399

CAPITAL DEVELOPMENT BOARD

Jim Underwood
Executive Director

Heather Oxley
Project Manager
217-624-2211 phone
heather.oxley@illinois.gov