

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 PHASE 3
TITLE: REPAIR AND REPLACE ROOFS
LOCATION: WESTERN ILLINOIS UNIVERSITY, MACOMB, ILLINOIS
USING AGENCY: ILLINOIS BOARD OF HIGHER EDUCATION
COUNTY: MCDONOUGH

PROJECT DESCRIPTION: Removal of existing roofing system down to existing deck at multiple buildings and install new EPDM membrane, insulation and cover board. The repair, cleaning and sealing at the exterior façade of Malpass Library is also part of the project.

TRADE
GENERAL

COST RANGE
under \$3,000,000 _____

BID DATE/TIME
12/12/2023 11:00 am

SPECIAL BID INSTRUCTIONS:

Bids and bid modifications for this project will only be accepted via the CDB’s e-Builder Bidding Program or via an alternative file transfer system (if experiencing a technical issue – see instructions below). No faxed bid modifications will be allowed. No In-Person submittals of bids will be allowed. Bids and bid modifications will not be allowed via mail.

TO SUBMIT BIDS VIA e-BUILDER:

- Click the URL on CDB’s Bid Information webpage for the specific project for which you wish to submit a bid. A separate URL will be included with each bid opportunity.
- Log into the e-Builder Bid Portal. If you have not previously used the Bid Portal, you may create an account by clicking the “Create Account” button on the login page and entering the required information.
- For Step 1 Bid Form, vendors should enter bid amounts, including any alternates.
- For Step 2 Response Documents, which is the second tab in the middle of the screen, vendors should upload required documents as a PDF. These documents include the 00 41 00 - Bid Form, 00 41 01 – Subcontractor Requirements, 00 41 04 - PC-2 Form, 00 41 05 - MBE WBE PBE VBE Program Requirements, 00 41 06 - Bid Bond, 00 41 08 - Standard Terms and Conditions, and 00 41 09 - Certifications and Disclosures.
- For Step 3 Additional Information, the vendor must enter data about its organization, i.e. IPG Number, contact name.
- After clicking Submit, an email will be sent to the sender’s email address to confirm receipt of the bidding documents.
- It is the vendor’s responsibility to ensure that its bid and all required documentation are attached in the portal.
- For additional assistance related to the e-Builder system, email CDB@OnIndus.com. Questions submitted through the e-Builder module will not reviewed or responded to.

In the event that the bidder experiences technical errors uploading and submitting its bid or bid modification into the system, the bidder must submit a screenshot of the error it receives to CDB.CPO@illinois.gov prior to the bidding deadline. Once the error has been submitted, a vendor will be provided detailed instructions on submitting its bid or bid modification via an alternative file transfer system. CDB will evaluate the information provided in the email and, in consultation with the CPO’s office, determine if the bid should be accepted or rejected.

BID MODIFICATIONS:

Modifications to bids submitted through the e-Builder portal shall be made in the portal at any time prior to the bidding deadline by logging into the e-Builder system, recalling the previously submitted bid, and submitting the revised bid amounts.

In the event that the bidder experiences technical errors when making a modification to its bid in the e-Builder portal, the bidder must submit a screenshot of the error to CDB.CPO@illinois.gov prior to the bidding deadline. Once the error has been submitted, a vendor will be provided detailed instructions on submitting its bid or bid modification via an alternative file transfer system. CDB will evaluate the information provided in the email and, in consultation with the CPO's office, determine if the bid should be accepted or rejected.

BID OPENING:

The public bid opening will be conducted on TUESDAY, December 12, 2023 at 2:00 pm 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://illinois.webex.com/illinois/j.php?MTID=mda53c821e27a4131f5e7f729c961050a>

Meeting number (access code): 2633 586 6604

Meeting password: arJ37MC9xRc

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*.

Obtain Plans From: ARCHITECTONICS, INC.
510 MAINE STREET, FL 10
QUINCY, ILLINOIS 62301
217-222-0554

Refundable Plan Deposit: None

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Pre-Bid Meeting (*Not Mandatory*): A Pre-Bid meeting will be held at the Project Site, on Wednesday, November 28, 2023 at 10:30 AM, meet at the “Physical Plant” Building on the campus of the Western Illinois University, 1201 N. Western Avenue, Macomb, McDonough County, Illinois (reference sheet G001 “Site Map” for location).

All current COVID safety precautions shall be followed.

- A. Prequalification. Bidders 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/WBE/PBE/VBE. MBE/WBE/PBE/VBE firms must be certified or registered with the State of Illinois Commission on Equity and Inclusion as an MBE, WBE, PBE, 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 Prevailing Wage Act (820 ILCS 130/1-12).
- D. Registration with the Illinois Procurement Gateway (IPG). All new and renewing vendors that request either Architect/Engineer, Construction Manager/Program Manager, or Contractor prequalification must be an “Active (Accepted)” registrant in the IPG. Vendors not subject to prequalification renewal prior to time of bid 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.
- E. Certifications and Disclosures. New vendors and vendors renewing prequalification must have an approved Illinois Procurement Gateway registration number and completed Form B. Vendors not subject to prequalification renewal prior to time of bid have the option to 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, 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 \$100,000 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.
- 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

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CAPITAL DEVELOPMENT BOARD

Jim Underwood
Executive Director

Heather Oxley
Project Manager
217-299-2974
Heather.Oxley@illinois.gov

- J. Standard Documents for Construction. Unless otherwise instructed, reference throughout the contract documents to the Standard Documents for Construction shall be interpreted to include reference to the most recent Supplement to the applicable Standard Documents for Construction.