

**BID FORM**  
for  
**JOLIET JUNIOR COLLEGE, MFP**  
Joliet, IL 60431  
**GILBANE JOB NO. 4764**

**BID RELEASE 22, BID PACKAGE 10B**  
**Signage Work**  
**Signage & Wayfinding**  
**November 30, 2010**

**MANDATORY PRE-BID:** December 7, 2010  
TIME: 9:00 AM CST  
LOCATION: Joliet Junior College  
Building "J" – Room J0010  
Last date for Bidder's questions is 12/14/10 by 2:00 PM

SUBMIT 1 ORIGINAL  
AND 2 COPIES

PROPOSAL DUE DATE: January 4, 2011  
TIME: 9:00 AM CST  
BID OPENING LOCATION: Joliet Junior College  
Building "J" - Room J0006/J0007

Joliet Junior College, Illinois Community College District No. 525  
Office of Business and Auxiliary Services  
1215 Houbolt Road  
Room H1018  
Joliet, Illinois 60431-8938  
Attn: Judy Mitchell, Director of Business and Auxiliary Services

FORWARD  
PROPOSAL TO

FIRM NAME:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, the undersigned.

- A. Proposes to furnish all labor, materials, equipment, and services as required to satisfactorily complete all **Signage Work** herein described as **Bid Package No. 10B** as required for the construction and completion of the **Signage & Wayfinding** in accordance with the Drawings and Specifications as prepared by Legat Architects and their Consultants, the Contract Documents, Project Manual Volumes 1 and 2 dated November 5, 2010, this Bid Form, and all documents incorporated by reference. It is expressly understood by the Bidder that each of the enumerated documents as set forth in this paragraph are incorporated by reference as part of the Bid Proposal.
  
- B. All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_  
\_\_\_\_\_) (\$ \_\_\_\_\_ )  
(Show amount in both words and figures, in case of discrepancy the lesser amount shown will govern)

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The Lump Sum Bid Price above EXCLUDES all applicable sales, consumer, use and other similar taxes for the project on the equipment and materials to be incorporated into the work (project is tax-exempt); INCLUDES all insurance premiums required to meet Schedule "A" - Insurance Specifications; and INCLUDES all premiums for Performance and Labor & Material Payment Bonds in the sum of one hundred ten percent of the Contract price.

- C. Bidder agrees that upon award of the contract by Joliet Junior College if written notice of the acceptance of this bid is mailed or delivered to the undersigned within sixty (60) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet with representatives of Joliet Junior College and Gilbane Building Company at Joliet Junior College's office or at a mutually agreed upon location to execute the contract which is included as an Exhibit within this Project Manual. The Trade Contractor's contract will be held by and made with Joliet Junior College; Gilbane Building Company will be acting on the behalf of Joliet Junior College as their Construction Manager (agent). A Performance Bond and Labor & Material Payment Bond will be delivered to the Construction Manager at the time of execution of the Contract on the form contained within the Project Manual identifying Joliet Junior College and Gilbane Building Company as dual obligees. Failure to execute said contract within ten (10) days after receipt of written Notice to Proceed may be considered a default under the obligation of the bid bond. Insurance certificates shall be provided before starting on-site activities if such activities occur before the Contract is signed.

By submitting its bid, the Bidder hereby agrees that the Owner may, in its sole discretion, decide which combination of base bid plus alternates, (if any) would provide the Owner with the most efficient expenditure of the Owner's funds with respect to any particular Bidder. Owner's selection and determination of which combinations of base bid plus alternates (if any) would provide the most efficient expenditure of the Owner's funds shall form the basis of awarding the contract. By submitting its bid, Bidder further agrees that the sum total of the base bid plus alternates (if any) as so determined by the Owner separately for each Bidder shall be deemed to be such Bidder's bid for purposes of determining the lowest responsible Bidder for such portion of the work or for such bid package. Such determination by the Owner shall not be subject to challenge by the Bidder.

- D. The above price includes all stipulations and requirements of Supplement Numbers: \_\_\_\_\_, which have been received and accepted by the undersigned.

E. MILESTONE SCHEDULE DATES

See the Draft Milestone/Sequencing Schedule for reference. Dates and durations given are for reference only and are subject to change. Each awarded Trade Contractor, within 30 calendar days of being notified of their award, shall provide a CPM schedule (utilizing Primavera Project Planner or SureTrack software) to the Construction Manager defining scope of work items, items requiring fabrication, etc.; each with their respective anticipated start dates, end dates and durations. Trade Contractor is to identify any areas of potential conflict which may impact the Draft Milestone/Sequencing Schedule durations and/or milestones and/or prevent the Trade Contractor in meeting the expected start and finish dates identified in the Draft Milestone/Sequencing Schedule. All work is to be completed in accordance with the Draft Milestone/Sequencing Schedule Dates as follows:

Bid Release 22- Milestone Schedule Dates (Estimated)

	<b>Start</b>	<b>Finish</b>
Bid Proposals Due	-	01/04/11
Anticipated Dates for Bid Scope Review	01/05/11	01/06/11
Anticipated Date of Contract Award – Notification	1/19/11	-
Anticipated Contract Issuance (Insurance, Bond, etc.)	1/19/11	2/4/11
Anticipated Preconstruction Meeting	1/25/11	-
Submittals/Review/Procurement	2/1/11	3/31/11
Exterior Campus Site Signage	5/20/11	7/29/11
Facility Services Building Signage	3/14/11	3/18/11
Greenhouse Signage	4/11/11	4/15/11
Campus Center Signage	4/30/11	6/30/11
Natural Sciences Addition & Renovation Signage - Mod A	7/16/12	8/3/12
Natural Sciences Addition & Renovation Signage - Mod B	9/1/11	9/25/11
Automotive Service Technology Signage	7/18/11	7/22/11
Health Professions Center Signage	8/1/12	9/21/12

F. TRADE-SUBCONTRACTORS

The following trade subcontractors are proposed for the item of work listed. Trade Subcontractors are subject to review per the General Conditions. List only firms that will supply labor at the site.

<b>ITEM OF WORK</b>	<b>TRADE SUBCONTRACTORS</b>

G. NOT USED

H. UNIT PRICES

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. ALL Unit Prices submitted shall be complete in-place prices and include all costs for overhead, profit, bond costs, labor, materials, equipment, engineering, shop drawings and any other incidentals related to the completion of the Work. **Prices must be held firm from date of bid thru January 2013. The quantities listed below are an estimate; the College will not be held liable to purchase specified quantities.**

Sign Type	Unit Cost	Quantity	Total
<b>Exterior Signage</b>			
1.1 Primary Identification with LED (at airport)	\$	1	\$
2.1 Primary Site Identification	\$	2	\$
2.2 Primary Entrance Identification	\$	3	\$
3.1 Vehicular Campus Information with LED	\$	1	\$
3.2 Vehicular Campus Information with LED	\$	1	\$
4.1 Building/ Area Listing	\$	4	\$
4.2 Building/ Area Listing	\$	2	\$
5.1 Primary Vehicular Directional	\$	1	\$
5.2 Primary Vehicular Directional	\$	4	\$
5.3 Primary Vehicular Directional	\$	9	\$
5.4 Secondary Vehicular Directional	\$	15	\$
5.5 Secondary Vehicular Directional	\$	24	\$
5.6 Secondary Vehicular Directional	\$	12	\$
5.7 Parking Lot Directional	\$	14	\$
6.1.1 Parking Lot Identification (two-sided)	\$	44	\$
6.1.2 Parking Lot Identification (four-sided)	\$	28	\$
7.1 Temporary Directional	\$	6	\$
7.2 Temporary Freestanding Sign	\$	15	\$
8.1 Pedestrian Directional	\$	31	\$
9.1 Pedestrian Directional and Map	\$	17	\$
10.1 Pedestrian Interpretive	\$	34	\$
11.1 Building Identification Symbol	\$	11	\$
11.2 Building Identification Letters	\$	216	\$
11.3 Building Freestanding ID	\$	9	\$
12.1 Truck Dock Identification/ Directional	\$	9	\$
<b>Interior Signage</b>			
1.1 Ceiling Mount, Directional (Three-Panels)	\$	1	\$
1.2 Ceiling Mount, Directional (Two-Panels)	\$	17	\$
2.1 Blade Mount, Department Identification	\$	24	\$
2.2 Blade Mount, Facility Identification	\$	25	\$
2.3 Blade Mount, Emergency Identification	\$	16	\$
3.1 Ground Mount, Directional	\$	1	\$
3.2 Column Mount, Directional	\$	1	\$
3.3 Primary Wall Directional	\$	1	\$
3.4 Secondary Wall Directional	\$	15	\$
3.5 Tertiary Wall Directional	\$	24	\$
4.1 Entrance Directory	\$	3	\$
4.2 Elevator Directory	\$	6	\$
5.1.1 Bookstore/ Information Desk Identification	\$	2	\$
5.1.2 President's Suite Identification	\$	3	\$
5.2 Department Identification	\$	19	\$
5.3 Hours Information	\$	21	\$
6.1 Toilet Identification	\$	54	\$

6.2 Room Identification	\$	228	\$
6.2.1 Room Identification with Notebar	\$	109	\$
6.3 Room Identification with Name	\$	1	\$
6.4 Room Identification with Slide-In	\$	102	\$
6.4.1 Room Identification with Slide-In & Notebar	\$	57	\$
6.4.2 Desktop Identification with Slide-In	\$	148	\$
6.4.3 Sheet Insert Sign	\$	25	
6.5 Room Identification, Room Number Only	\$	144	\$
7.1 Stairwell, Interior Identification	\$	19	\$
7.2 Stairwell, Corridor Identification	\$	20	\$
7.3 Stairwell, Area of Rescue Assistance ID	\$	116	\$
8.1 Donor Plaque/ Bar	\$	9	\$
<b>Total Cost for Signage Work</b>			\$

I. ALTERNATE PRICES

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract), which are described in the Alternate, or are reasonably inferable there from. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate prices shall also include all costs of overhead, profit and bond costs associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence. If any combination of alternates is accepted, the classrooms identified must be completed within the time periods provided.

Alternates:  
 None

J. COST ALLOWANCES

The Bidder includes the following Cost Allowances in the total Lump Sum Amount of the Base Bid for this Bid Package. See General Conditions for definition of Allowances.

**The Trade Contractor must include the cost of the allowances in the Base Bid. The Base Bid cost of this package should include the appropriate mark-up on the allowances. All work completed under the allowance will be paid at cost since the mark-up is incorporated in the base bid. Trade Contractors are not entitled to any unspent balance.**

**Cost Allowances:**

Miscellaneous Work Allowance: Miscellaneous work to be completed at the direction of the Construction Manager	\$20,000
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K. COST BREAKDOWN

In order to properly evaluate the Proposal, provide the following information. Do NOT include the cost of any alternates in base bid or in the following information. Cost breakdown shall include all related work to the subject category.

Signage Work (Total from Section H Above)	\$
<b>Allowances described above</b>	<b>\$ 20,000</b>
<b>Total Bid (Total of all items above including the Allowances)</b>	<b>\$</b>

L. SCOPE OF WORK

1. Description of Work Included:

Except for those items (if any) specifically noted in the section below entitled "Work Excluded From This Bid Package", the work of this Bid Package shall INCLUDE, but is not necessarily limited to, all of the following:

- a. All items of work required by, and/or specified in, those sections of the Specifications which are listed herein under Section M SPECIFICATIONS – Specific Sections.
- b. All items of work related to the "Scope of Work", which are indicated in the Specifications which are listed herein under Section M SPECIFICATIONS – Related Sections.
- c. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N CONTRACT DRAWINGS.
- d. The following "Specific Items to be Included" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written Scope of Work and any scope items implied by the above referenced documents, this Scope of Work shall govern.

**SPECIFIC ITEMS TO BE INCLUDED**

Perform complete "**Signage Work**" and related work as required by and in accordance with the Conditions of Contract, Drawings, Specifications, and elaborations below. The Work shall include all labor, materials, equipment, and related items necessary to complete all of the work defined in the following specification sections, except for those noted exclusions or clarifications listed below.

In general, the following clarifies the scope of work to be included. It is intended for clarification and convenience only and is not intended to limit any portion of the scope of this bid package.

1. Provide complete signage work including but not limited to all engineering, fabrication, excavation, backfill, erection, installation, electrical, concrete, reinforcement work.

2. This Trade Contractor will be responsible for all components and materials including but not limited to mow pads, fasteners, adhesives, structures, brackets, blocking, miscellaneous steel, embed plates, other structural and mounting hardware required for a complete installation.
3. The college campus will remain operational during the course of construction. This Trade Contractor is required to take extra caution while installing work, to avoid interference to owner's daily operations. There are very limited lay-down or staging areas that can be utilized for construction. Coordinate with the Construction Manager regarding the deliveries, unloading and staging areas for all the materials.
4. The buildings will be completed and opened in phases. This Trade Contractor will be required to deliver and install signage to each building/ area as it opens.
5. This Trade Contractor will be responsible for running power and data to the sign location. This Trade Contractor is also responsible for providing all wiring and components required to meet the electrical, lighting, data and telecommunication requirements as an integral part of the sign, wired back to a single point of connection on each sign.
6. This Trade Contractor is responsible to include in the base bid unit prices, cost for any hoisting, lifting, scaffolding required for the BP 10B – Signage Work scope of work.
7. This Trade Contractor shall be responsible for properly locating and mounting the designated signage as specified. Signage incorrectly mounted or mounted in the wrong location is to be removed and reinstalled correctly. This Trade Contractor shall restore the mounting surface to its original condition.
8. This Trade Contractor is responsible for furnishing all layout, surveying, etc required to complete the work.
9. This Trade Contractor will be responsible for coordinating the utility locates with JULIE (for public utilities) and Joliet Junior College (for private utilities), prior to beginning work.

#### GENERAL PROVISIONS

1. The word Trade Contractor and the word Subcontractor are used interchangeably in the documents. Therefore where the words Trade Contractor or Subcontractor are used in the document, it shall mean a Contractor having a contract with the Owner unless it is apparent by the content of the usage that the Subcontractor reference is assumed to be a Subcontractor to a Contractor having a contract with the Owner.
2. This trade contractor shall protect all adjacent areas of work. Remove protection after completion of work of this bid package and repair all damaged areas as necessary and required.
3. This Trade Contractor shall make arrangements with the Construction Manager for any storage provisions prior to mobilization. Outside storage must be coordinated with Gilbane. All areas disturbed by the action of the Trade Contractor shall be returned to their original condition at no additional expense to the owner.
4. Electronic Data and Documentation Submittal (e-Doc): Trade Contractors shall provide construction documentation in electronic documentation to support the Owner's computerized asset, maintenance, or space management systems for: Equipment tagging, Updated as-built drawings, Submittal of Construction Documents, Asset Data, etc. Updated monthly and all submittals shall be completed prior to substantial completion. Refer to Manual 1 for more information on e-Doc.

5. Should the Plans or Specifications disagree in themselves or with each other, the Trade Contractor shall provide the better quality or greater quantity of work and/or materials unless otherwise directed by written addendum to the contract.
6. Each Trade Contractor is required to provide and maintain covers and/or protection for any openings / penetrations / open excavation, etc. resulting from their scope of work until permanent installation is complete.
7. This bid package construction work is phased will require multiple mobilizations to be include in the base bid as appropriate to accommodate various areas of construction required to complete the work.
8. This Trade Contractor shall review all means of building access and make provisions to ensure that equipment provided by this Bid Package will fit through permanent doorways and/or structure.
9. This Trade Contractor is cautioned that its work will control the schedule of some of the work of other Trade Contractors. The schedule for this package is not an independent activity that can be completed early without concurrence from other effected Trade Contractors. This provision shall be considered as a part of the cost of this Bid Package.
10. Each Trade Contractor shall field verify all existing conditions as required prior to commencing of work and shall make whatever modifications necessary to facilitate the installation of new work. Trade Contractor shall immediately notify the construction manager in writing of his findings, especially upon finding unsatisfactory conditions that may affect his work and the quality of the work of others.
11. Where the General Requirements or the Technical Specifications indicate that the Trade Contractor will be “directed by” or “as indicated or designated by” the Architect all such directions, indications and/or designations etc., shall be through the Construction Manager. All work performed by a Trade Contractor as directed by or as indicated or designated by the Owner, its consultants or the Architect which has not been communicated to the Trade Contractor through the Construction Manager shall not be an added cost to the Trade Contractor’s contract with Gilbane and may be subject to rework at the expense of the offending Trade Contractor or Trade Contractors.
12. All debris and materials demolished by this Trade Contractor shall be removed from the project site daily. Stockpiling of debris on the site will not be permitted.
13. For this project, Gilbane has adopted a policy to reduce the amount of construction waste being sent to landfills by 75%. To that end, each Trades Contractor will be required to provide documentation indicating that at least 75% of their contracted construction work waste shipped from this project has been recycled. This trade contractor will be required to comply with Gilbane’s construction waste management plan which is included in the front ends. Gilbane will be monitoring the progress of the successful bidder and may recommend to the Owner to terminate his/her contract for non-performance. The following documentation will be required on a monthly basis in order to determine compliance with the waste recycling policy:
  - Monthly yardage reports of all waste shipped from the project site.
  - Monthly recycling rates for the facility in which the waste is being shipped to for processing.Please refer to the “WASTE MANAGEMENT PLAN” and project LEED Requirements for further instructions.
14. There will be limited storage and field office areas available on site. These areas may be available for short periods of time and office/storage locations will need to be relocated to accommodate construction activities. This Trade Contractor shall make arrangements with the Construction Manager

for any office or storage provisions prior to mobilization. All site areas disturbed by the action of this Trade Contractor shall be returned to its original condition at no additional expense to the owner. Trade Contractor shall coordinate all staging and storage with the Construction Manager inclusive of but not limited to, trailers, tool sheds, storage areas, etc.

15. All costs required for daily and final clean-up in connection with scope of work are to be included in the bid proposal.
16. Provide a "long lead" item listing for the following, but not limited to: equipment and materials, which are required for early order to meet the project schedule. Provide this as a separate document on company letterhead and include within two weeks of receiving the contract from Gilbane.
17. Securely cover and tie down all materials nightly or when high winds are forecast to prevent damage and wind-blown debris.
18. Coordinate with the Construction Manager the delivery, storage, crane pick points, and laydown areas for the material consistent with the Site Utilization Plans. All erection shall be from outside the building. No erection equipment such as cranes, derricks, etc. will be permitted within the building lines. Any access, erection, cribbing, pads, mats, ramps, etc. required for cranes, hoists, etc. shall be provided, maintained and removed by this Trade Contractor. This requirement will include all mats which may be required for equipment movement on-site under wet conditions or foul weather.
19. This Trade Contractor shall submit complete shop drawings for the Construction Manager and Architect's review prior to commencing work.
20. All abatement of hazardous materials (if and where applicable) will be conducted by the owner. The Trade Contractor must notify the Construction Manager immediately about any suspect material.
21. The Trade Contractor's Project Manager shall be responsible to maintain an accurate record of deviation and changes in the work and reasons there of. The Construction Manager and Architect may elect to review the status of these documents on a monthly basis. Failure on the part of the Trade Contractor to maintain the As-Built Documents will be cause to reject the Trade Contractor's monthly payment request in part or in total until the condition is corrected and the record documents are updated to reflect site conditions.
22. Trade Contractor shall immediately notify the Construction Manager in writing of his findings, especially upon finding unsatisfactory conditions that may affect his work and the quality of the work of others.
23. The campus is an extremely busy site. Traffic patterns can be very congested at times and parking lots can fill up quickly. Extreme caution should be used at all times when entering and exiting the site.
24. Each Trade Contractor shall coordinate their work with the works of other trades and with the Construction Manager.
25. This Trade Contractor must include all costs necessary to address the requirements of the Safety and Project Quality Plan included in the Project Manual.
26. The buildings on the campus shall pursue LEED certification with the United States Green Buildings Council (USGBC); see specifications for requirements and comply with responsibilities of subcontractors for this scope of work.
27. This Trade Contractor is required to fill out a Gilbane daily report and turn in to Gilbane on a daily basis.
28. The Trade Contractor shall be required to enter the RFI's, Daily Work Reports and Submittals using i-Build (requires Internet Explorer 7 or higher and active X. no other software is required). The Project

Manager and Superintendent will be required to attend a two (2) hour Computer training by Gilbane which will teach them how to use this program. Refer to Manual 1 for more information on i-Build.

The above listed items are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but are merely to highlight the major items of work.

**SPECIFIC ITEMS TO BE EXCLUDED**

The following specific item(s) of work contained in the above referenced documents are EXCLUDED from the work of this Bid Package (Contract):

- None

**M. SPECIFICATIONS**

The following Specifications, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract).

**Specific Specification Sections**

<b>SPEC SECT #</b>	<b>TITLE</b>	<b>DATE</b>
<b><u>DIVISION 01</u></b>	<b><u>GENERAL REQUIREMENTS:</u></b>	
01 10 00	SUMMARY	11/05/10
01 22 00	UNIT PRICES	11/05/10
01 30 00	ADMINISTRATIVE REQUIREMENTS	11/05/10
01 40 00	QUALITY REQUIREMENTS	11/05/10
01 60 00	PRODUCT REQUIREMENTS	11/05/10
01 70 00	EXECUTION AND CLOSEOUT REQUIREMENTS	11/05/10
01 78 00	CLOSEOUT SUBMITTALS	11/05/10
<b><u>DIVISION 10</u></b>	<b><u>SPECIALITIES</u></b>	
10 14 00	SIGNAGE	11/05/10
	<b><u>APPENDIX</u></b>	
A	EXTERIOR MESSAGE SCHEDULE – FACILITY SERVICES BLDG.	11/05/10
B	INTERIOR MESSAGE SCHEDULE – FACILITY SERVICES BLDG.	11/05/10
C	WAYFINDING & SIGNAGE STANDARDS MANUAL	11/05/10
D	QUANTITY ESTIMATES (SITE, CAMPUS CENTER, GREENHOUSE)	11/05/10

**N. CONTRACT DRAWINGS**

<b>Drawing #</b>	<b>Title</b>	<b>Rev Date</b>
<b><u>FACILITY SERVICES BUILDING</u></b>		
	<b><u>GENERAL DRAWING LIST</u></b>	
G0.00	TITLE SHEET	11/05/10
	<b><u>SIGNAGE DRAWING LIST</u></b>	
SG1.00	LOWER LEVEL SIGNAGE LOCATION PLAN	11/05/10
SG1.10	FIRST FLOOR SIGNAGE LOCATION PLAN – MODULE 1	11/05/10
SG1.11	FIRST FLOOR SIGNAGE LOCATION PLAN – MODULE 2	11/05/10

O. SIGNATURE

By executing this Bid Proposal, the undersigned represents that he is duly authorized on behalf of his/her company to submit this Proposal Form, agrees to the terms and conditions contained in the General Instructions to Bidders, and if awarded the contract, will perform in accordance with the terms and conditions of this Proposal Form and the documents which have been incorporated by reference herein. The undersigned represents that these Proposals are made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is completing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

Bidder: \_\_\_\_\_  
(LEGAL SIGNATURE)

\_\_\_\_\_  
(TYPE/PRINT NAME)

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone No.: (        ) \_\_\_\_\_

Business Fax No.: (        ) \_\_\_\_\_

Email Address: \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_  
Individual, Partnership, Corporation

The full names, address and telephone numbers of all persons interested in the Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of the Corporation.

Bid Security Enclosed: 10% of base bid total (In Favor of Joliet Junior College).

Bid Bond \_\_\_\_\_ Cashier's Check \_\_\_\_\_ Certified Check \_\_\_\_\_

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**CERTIFICATE OF BIDDER ELIGIBILITY**

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

\_\_\_\_\_, as part of its bid for \_\_\_\_\_

\_\_\_\_\_

certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Agent of Contractor

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**EXECUTE AND ATTACH TO PROPOSAL FORM**

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[Contractors With 25 or More Employees]

**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT**

\_\_\_\_\_, having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**EXECUTE AND ATTACH TO PROPOSAL FORM**

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**NON-COLLUSION AFFIDAVIT**

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

Name of Bidder: \_\_\_\_\_  
Date: \_\_\_\_\_

(If an individual)  
Signature of Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_

(Seal)

(If a Partnership)  
Firm Name: \_\_\_\_\_

Business Address of all partners of the Firm:  
\_\_\_\_\_  
\_\_\_\_\_

(Seal)

(If a Corporation)  
Name of Officers:  
President: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_  
Attest: \_\_\_\_\_  
Secretary

(Seal)

**EXECUTE AND ATTACH TO PROPOSAL FORM**

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**CERTIFICATE REGARDING  
SEXUAL HARASSMENT POLICY**

\_\_\_\_\_ [contractor], does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that [he, she, it] has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

By: \_\_\_\_\_  
Authorized Agent of Contractor

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**EXECUTE AND ATTACH TO PROPOSAL FORM**

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**CERTIFICATE REGARDING HUMAN RIGHTS ACT**

Any company or organization to be awarded a contract for goods and/or services must be in compliance with the **Human Rights Act** and all rules and regulations thereunder. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and the Rehabilitation Act of 1973.

YES \_\_\_\_\_ NO \_\_\_\_\_

**CERTIFICATE REGARDING THE PREVAILING WAGE ACT**

Our company certifies that it is eligible for bidding on public contracts, and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130/0.01-12(2000), and has not disregarded their obligations to employees under the Prevailing Wage Act on two (2) separate occasions, and that they, or any firm, corporation, partnership or association in which such contractors or subcontractors have an interest, are not prohibited from being awarded any contract or subcontract for a public works project. In addition, Joliet Junior College is requesting all Bidders/Awarded Trade Contractors to employ labor from a recognized apprenticeship training program as a condition of award.

YES \_\_\_\_\_ NO \_\_\_\_\_

**CERTIFICATE REGARDING VALID BUSINESS LICENSE**

Our company is eligible to do business in the State of Illinois and have submitted as part of this bid a valid business license and the Federal Employer Tax Identification Number (FEIN) or Social Security Number for individuals. Further, if applicable, our company will employ apprentices who are properly indentured into a Joint Apprenticeship Training Program which is registered and certified with the United States Department of Labor, Bureau of Apprenticeship and Training.

YES \_\_\_\_\_ NO \_\_\_\_\_

**FEIN Number** \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Agent of Contractor

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**EXECUTE AND ATTACH TO PROPOSAL FORM**

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**BIDDER INFORMATION FORM**

**Bidder Information Form is to be submitted with each Bid Form.**

- 1) Total Bonding Capacity: \$ \_\_\_\_\_  
Single Project Bonding Capacity: \$ \_\_\_\_\_  
Work Currently Bonded: \$ \_\_\_\_\_
- 2) Work now under contract: \$ \_\_\_\_\_  
Work in place last year: \$ \_\_\_\_\_  
Average annual sales last 3 years: \$ \_\_\_\_\_
- 3) Current Experience Modification Rating (EMR): \_\_\_\_\_
- 4) Has firm ever failed to complete a contract: \_\_\_\_\_
- 5) Submit two (2) Owner or Architect/Engineer References:
  - a. Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
  - b. Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
- 6) Contractor Qualifications:
  - a. The Owner may require from any Bidder, prior to award of the contract, a detailed statement regarding the business organization, years in service, and the technical organization and plant of the Bidder that is available for the work contemplated.
  - b. The competency and responsibility of the bidders and of their proposed Subcontractors may be considered in making awards.

By \_\_\_\_\_

Authorized Agent of Contractor

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**EXECUTE AND ATTACH TO BID FORM**