

**BID FORM
FOR
JOLIET JUNIOR COLLEGE, MFP Ph1
JOLIET, ILLINOIS 60431
GILBANE JOB NO. 4764**

**BID RELEASE 20, BID PACKAGE 10C
MOVE SERVICES
CAMPUS CENTER BUILDING WORK
January 25, 2010**

MANDATORY PRE-BID: February 1, 2011
TIME: 9:00 AM CST
LOCATION: Joliet Junior College
Bldg T - Room T1000
Last date for Bidder's questions is 02/07/11 by 2:00 PM

SUBMIT 1 ORIGINAL
AND 2 COPIES

PROPOSAL DUE DATE: February 14, 2011
TIME: 2:00 PM CST
BID OPENING LOCATION: Joliet Junior College
Bldg T - Room T1002

Joliet Junior College, Illinois Community College District No. 525
Office of Business and Auxiliary Services
1215 Houbolt Road
Room H1018/H1019
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 **Campus Center Moving Services** herein described as **Bid Package No. 10C** as required for the Occupancy of the Campus Center all in accordance with the Project Manual Volume 1 and 2, dated January 25, 2011, 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.

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 lower amount will govern)

- B. 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 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or delivered to the undersigned within sixty (60) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet with representatives of Joliet Junior College and Gilbane Building Company at Joliet Junior College's office or at a mutually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. JJC CAMPUS MOVE SCHEDULE DATES

All work is to be completed in accordance with the Move Schedule included in Volume 2 - Campus Center Relocation Plan. The successful Moving Contractor is to identify any areas of potential conflict which may impact the JJC Campus Move Schedule durations and/or milestones and/or prevent the Moving Contractor from meeting the expected start and finish dates identified in the JJC Campus Move Schedule. All work is to be completed in accordance with the JJC Campus Move Schedule. The successful Moving Contractor is to include all overtime required to meet the dates identified in the Schedule.

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.

ITEM OF WORK	TRADE SUBCONTRACTORS

G. NOT USED

H. UNIT PRICES

Provide labor rates to be used in pricing any optional or change condition work that may be required. Rates are to be complete billing rates and are to include wages, taxes, fringes, insurance, other related costs, overhead and profit.

HOURLY LABOR RATES			
	Straight Time	Over Time	Premium Time
<i>List days/hours for time:</i>			
Supervisor			
Mover			
Packer			
Installer (Shelving/Furniture)			

<u>Unit Pricing</u>		
	Unit Cost	Units
Corrugated Moving Cartons		
Color-coded Labels		
Rental Crates		
PC move (including monitor & peripherals)		
Other		

I. ALTERNATE PRICES

Alternates: N/A

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:

1	Miscellaneous Work Allowance: Miscellaneous work to be completed at the direction of the Construction Manager	\$10,000.00
	Total of all Allowances	\$10,000.00

K. COST AND QUANTITY BREAKDOWN

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here. Do NOT include the cost of any alternates in base bid or in the following information. Cost and quantity breakdown shall include all related work to the subject category.

1. Cost Breakdown

Project Management	\$
Protection of adjacent areas of work & fixture/furnishings	\$
PC / Equipment Packing/Moving Costs	\$
Printer Packing/Moving Costs	\$
Library Shelves – Cost for disassembling, packing, moving & building the shelves	\$
Library Collection Packing/Moving Costs	\$
Crate Rental Costs	\$
60 Additional Crate Rental Costs (including dollies)	\$
Labels and Placards	\$
Misc. Packing Material Costs	\$
General conditions	\$
Total bond cost	\$
Total sum of Allowances described above	\$10,000.00
Miscellaneous not included above (define below)	\$
Total Bid (Total of Above)	\$

L. SCOPE OF WORK

SPECIFIC ITEMS TO BE INCLUDED

Perform complete all "Campus Center Move Services" and related work as required by and in accordance with the Conditions of Contract, Campus Center Relocation Plan, Quality Plan, Safety Plan, 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 all labor, materials, equipment and incidentals necessary to complete the Move to the Campus Center as indicated in Volume 2 - Campus Center Relocation Plan, dated 01/25/11 and as elaborated below.
2. Provide a full-time dedicated Superintendent or Project Manager for the duration of the project. This individual shall attend all required Quality and Safety meetings and be on site when any of his/her forces or subcontractors are working on the Joliet Junior College premises. This individual shall familiarize himself with the Schedule, Quality and Safety plans prior to the project, and shall report the the Gilbane Relocation Manager and the JJC Move Coordinators.
3. The Move Contractor shall furnish, deliver, move and pick up rental packing crates as indicated in the JJC Campus Move Schedule. The rental of these crates shall include (1) one dolly for every (3) three crates. Refer to Volume 2 for the required Crate quantity.
4. Include in your base bid an additional 60 crates and 20 dollies for miscellaneous files and equipment to be packed as directed by the Construction Manager. Supply normal packing materials including bubble wrap, tape, ziplog bags and multiple color pressure sensitive adhesive labels to go with these additional crates. Include the cost of the items noted above and labor for this misc work in your base bid. Additional Crates and dollies which are used will be tracked on a Time & Material ticket. Cost of unused crates, dollies and packing material will be deducted from the contract.
5. The Mover shall furnish packing materials including bubble wrap, Ziploc bags for computer peripherals, tape, and multiple color pressure sensitive adhesive labels that will leave no residue upon removal.
6. PC's shall be packed, moved, unpacked and placed on the work surface of the receiving location in the new Campus Center. The mover shall furnish computer bags to the JJC IT Department prior to the move date. The JJC IT staff shall disconnect, bag peripherals, and reconnect the PC's in the new Campus Center. The Mover shall provide labels for the PC's, Monitors and Peripheral bags that will be filled out and affixed to the equipment by the JJC Staff.
7. Personal and networked printers shall be prepped before the move (ink cartridges removed, toner removed, components locked, etc.) by the Joliet Junior College IT Staff. The mover shall take the necessary precautions to move these printers in a manner that will not damage them or cause leaking of ink or toner. The Joliet Junior College IT staff will be responsible to bring the printers back online after the move, including installation of ink or toner and releasing hardware locks.
8. Reference the Furniture Plans dated January 19, 2011 for additional information in regards to the new seating layout and location of the existing furniture and files which need to be

- relocated. The existing furniture to be moved into the new Campus Center is differentiated with a grey hatch.
9. All labor shall be provided per the requirements of **the project** labor agreement. Disassembly and reassembly of furniture as required shall be by union carpenters.
 10. In the Library, the mover shall pack approximately 90% of the collection in the Phase 1 move. These books shall be moved to the Campus Center and remain packed until after the library shelving has been refinished and installed in the new Campus Center.
 11. The mover shall disassemble and stack the library shelving once the books have been removed. Once the shelves have been painted and cured, the mover shall pack and protect them as required for the move to the Campus Center. The mover shall install the refinished library stack shelving in the new Campus Center. The Mover is responsible for packing the library books in the alphabetical/numerical order they are in the existing library so they can then unpack and organize in the same order at their new location.
 12. The Mover's Project Manager shall work with the Gilbane Relocation Manager and the Library staff to establish range charts for the shelving of the books in the new library.
 13. Reference the Site Utilization Plan, dated 12/2/10. Moving truck access point #3 and the move down the corridor from D and H building into the Campus Center can be utilized on Fridays only.
 14. J building has (2) two passenger elevators and (1) freight elevator. One of the two passenger elevators may be used for the move on Fridays only. The mover shall be responsible to protect the finishes during use.
 15. Floors two and three of the Campus Center shall be accessed with the Elevator #1 south and west of the Bookstore. The mover shall be responsible to protect the finishes during use. Any damage to the elevator or other finishes in the building will be back charged to the Moving Company.
 16. A portion of the Food Service move shall be frozen and refrigerated food. The mover shall take whatever precautions are required to maintain a safe storage temperature for these materials during the move.
 17. Relocated file cabinets shall be leveled and ganged together in their final location in the Campus Center.
 18. The Contractor's employees must take into consideration the environment around them when holding conversations with fellow employees as well as JJC staff as to not interrupt classes that may be in session, or students in concourses that may be studying.
 19. Profanity/foul language, derogatory remarks or harassment of students will not be tolerated and will be an immediate means for the employee dismissal from the project.
 20. 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. **Dumpsters for the completion of this work shall be provided by the General Trades contractor.** Please note for this project, Gilbane has adopted a policy to reduce the amount of construction waste being sent to landfills by 75%. To that end, the successful General Trades contractor will be required to provide documentation indicating that at least 75% of the entire construction 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.

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. 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.
3. 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.
4. Review the Construction schedule provided carefully. Construction will be completed in phases, and multiple mobilizations will be required. There will be no additional compensation for multiple mobilizations or any overtime.
5. This trade contractor shall protect all adjacent areas of work. Remove protection after completion of the work of this bid package and repair all damaged areas as necessary and required.
6. This trade contractor shall be responsible for protection of his or her own work during the duration of this trade contractor's scope of work. This trade contractor is also responsible for covering his or her own work as required by specification.
7. 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.
8. 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.
9. Each Trade Contractor shall coordinate their work with the works of other trades and with the Construction Manager.
10. In addition to the requirements for safety defined in the Conditions of Contract and the Construction Manager's Safety Plan, the Trade Contractor shall submit within two weeks of Notice to Proceed a detailed safety plan defining its intentions and procedures to be used on the project to comply with all requirements of OSHA and Project Safety Program, including work rules, fall protection, hoisting procedures, protection of other trades and finished materials, etc.
11. This Trade Contractor must include all costs necessary to address the requirements of the Safety and Project Quality Plan included in the Project Manual.

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):

1. Packing of materials with the exception of PC's, Monitors, PC Peripherals and the Library Collection.

M. SPECIFICATIONS:

CAMPUS CENTER RELOCATON PLAN – Dated 01/25/11 (Volume 2)

N. CONTRACT DRAWINGS

Drawing #	Title	Date
	GENERAL DRAWING LIST	
I0.11	Level 1 Module 1 – Furniture Plan	01/19/10
I0.12	Level 1 Module 2 – Furniture Plan	01/19/10
I0.22	Level 2 Module 2 – Furniture Plan	01/19/10
I0.32	Level 3 Module 2 – Furniture Plan	01/19/10

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 _____, 2011.

NOTARY PUBLIC

EXECUTE AND ATTACH TO PROPOSAL FORM

[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 _____, 2011.

NOTARY PUBLIC

EXECUTE AND ATTACH TO PROPOSAL FORM

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

**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 _____, 2011.

NOTARY PUBLIC

EXECUTE AND ATTACH TO PROPOSAL FORM

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 _____, 2011.

NOTARY PUBLIC

EXECUTE AND ATTACH TO PROPOSAL FORM

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 _____, 2011.

NOTARY PUBLIC

EXECUTE AND ATTACH TO BID FORM