



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delivered to the undersigned within sixty (60) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet with representatives of Joliet Junior College and Gilbane Building Company at Joliet Junior College's office or at a mutually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

All work is to be completed in accordance with the Milestone Schedule Dates listed below:

	<b>Start</b>	<b>Finish</b>
Bid Proposals Due	-	2/14/11
Anticipated Dates for Bid Scope Review	2/16/11	2/17/11
Anticipated Date of Contract Award – Notification	3/9/11	-
Anticipated Contract Issuance (Insurance, Bond, etc.)	3/10/11	4/4/11
Submittals/Review	4/11/11	5/13/11
Fabricate End Panels	5/27/11	7/1/11
Install End Panels	7/18/11	7/20/11
Signage Installation (by others)	7/21/11	7/22/11
Library Open for Business	7/25/11	-

**Trade Contractor is to identify any areas of potential conflict which may impact the Construction Schedule durations and/or prevent the Trade Contractor in meeting the expected start and finish dates identified in the Construction 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

NA

I. ALTERNATE PRICES

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:

1	Miscellaneous Work Allowance: Miscellaneous work to be completed at the direction of the Construction Manager	\$5,000.00
---	--	------------

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

End Panel Material Cost	\$
Installation Cost	\$
<b>Allowances described above</b>	\$ 5,000.00
Total bond cost	\$
Shop Drawings & Submittals	\$
Miscellaneous not included above (define below)	\$
<b>Total Bid (Total of all items above including the Allowances)</b>	\$
Estimated total of On-Site Man-hours (required)	(Man-hours)

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 "Bookstore Fixture and Furnishings 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 all wood end panels, filler panel, fasteners, adhesives, trim work, millwork and veneer integral to the work shown on the bid documents.
2. Provide all hardware, trim, fasteners, miscellaneous supports and joint sealants required for a complete installation.
3. All wood panels to match architect's control sample.
4. All wood panels integral to the work provided in this bid package shall be provided pre-finished.
5. Provide all required field finishing and/or field touch-up necessary for the material provided by this Trade Contractor.
6. Provide all means and methods of supporting all work of this bid package.
7. Care should be taken while installing the end panels so there is no damage to the existing shelves to which the end panels are getting attached. Consult with the CM before starting operations in/at/or near such areas.
8. 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.
9. 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 Milestone schedule dates provided carefully. There will be no additional compensation for any overtime required to complete the work indicated in the bid documents.

5. This project shall pursue a LEED certification with the United States Green Buildings Council (USGBC); see specifications for requirements and responsibilities of subcontractors.
6. 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.
7. 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.
8. 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.
9. 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.
10. Each Trade Contractor shall coordinate their work with the works of other trades and with the Construction Manager.
11. 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.
12. 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. NA

**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 1000	SUMMARY	01/25/11
01 3000	ADMINISTRATIVE REQUIREMENTS	01/25/11
01 3514	LEED CREDIT SUMMARY	01/25/11
01 3515	LEED CERTIFICATION PROCEDURES	01/25/11
01 3516	LEED SUBMITTAL FORMS	01/25/11
01 3516.01	LEED MATERIAL COST SUMMARY FORM	01/25/11
01 3516.02	LEED WOOD-CONTAINING PRODUCT LIST	01/25/11

01 3516.03	LEED METAL-CONTAINING PRODUCT LIST	01/25/11
01 3516.04	LEED NEW MATERIAL CONTENT FORM	01/25/11
01 3516.05	LEED NEW PRODUCT SOURCE FORM	01/25/11
01 4000	QUALITY REQUIRMENTS	01/25/11
01 5721	INDOOR AIR QUALITY CONTROLS	01/25/11
01 6000	PRODUCT REQUIREMENTS	01/25/11
01 6116	VOLATILE ORGANIC COMPOUND (VOC) CONTENT RESTRICTIONS	01/25/11
01 6116.01	ACCESSORY MATERIAL VOC CONTENT CERTIFICATION FORM	01/25/11
01 7000	EXECUTION AND CLOSEOUT REQUIREMENTS	01/25/11
		01/25/11
<b><u>DIVISION 06</u></b>	<b><u>WOOD, PLASTICS, AND COMPOSITES</u></b>	01/25/11
06 2000	FINISH CARPENTRY	01/25/11
06 4216	WOOD-VENEER PANELING	01/25/11

**Related Specification Sections**

<b><u>DIVISION 06</u></b>	<b><u>WOOD, PLASTICS, AND COMPOSITES</u></b>	
12 5000	FURNITURE, FIXTURES AND ACCESSORIES	01/25/11

N. CONTRACT DRAWINGS

<b>Drawing #</b>	<b>Title</b>	<b>Date</b>
	<b><u>GENERAL DRAWING LIST</u></b>	
LE	Library Floor Plan	12/20/10
LE-1	Library End Panels	12/20/10
LE-2	Library End Panels	12/20/10

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 \_\_\_\_\_

---

**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**