

**BID FORM**  
**for**  
**JOLIET JUNIOR COLLEGE, MFP Ph1**  
**Joliet, IL 60431**  
**GILBANE JOB NO. 4764**

**BID RELEASE 28, BID PACKAGE 06M**  
**GENERAL TRADES WORK**  
**BUILDINGS J & K RENOVATIONS – PHASE 2**  
**December 13, 2011**

**MANDATORY PRE-BID:** December 20, 2011  
**TIME:** 10:00 AM CST  
**LOCATION:** Joliet Junior College  
Theater K1000  
Last date for Bidder's questions is 01/02/2012 by 2:00 PM

SUBMIT 1 ORIGINAL  
AND 2 COPIES

**PROPOSAL DUE DATE:** January 09, 2012  
**TIME:** 2:00 PM CST  
**BID OPENING LOCATION:** Joliet Junior College  
Board Room A3104

Joliet Junior College, Illinois Community College District No. 525  
Office of Business and Auxiliary Services  
1215 Houbolt Road  
Campus Center – Room 3102  
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 General Trades Work herein described as Bid Package No. 06M as required for the construction and completion of the Building J 3<sup>rd</sup> Floor Renovations in accordance with the Drawings and Specifications as prepared by Legat Architects (Architect) and their Consultants, the Contract Documents, Project Manual Volumes 1 and 2, dated December 13, 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.

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 amount shown in words will govern)

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. Start dates for each area are subject to areas being vacated by current occupants and completion of abatement activities by others, if required. Start dates earlier than 03/05/2012 are dependent on the Contractor returning signed contract, bonds, and certificates of insurance prior to the start date. Completion dates are mandatory to meet Owner requirements for occupancy for academic purposes. Contractor shall collaborate with other Trades to meet these dates, and shall include in their proposal all costs to meet these dates, should accelerated procedures be required. Renovation of areas that will be occupied during renovation (noted below) shall be phased as directed by Gilbane to permit Owner operations during the renovation.

Bid Release 28 - Milestone Schedule Dates (Estimated)

	<b>Start</b>	<b>Finish</b>
Contract Award (Board Meeting)	02/07/2012	02/07/2012
Contracting, insurance, bonds, etc.	02/08/2012	02/29/2012
Anticipated Mobilization Date	03/05/2012	03/05/2012
Submittals and Review	02/27/2012	04/09/2012
Area 1A: Art Gallery	03/19/2012	06/01/2012
Area 1B: Cafe	03/19/2012	06/22/2012
Area 13: First Floor of K	05/28/2012	06/29/2012
Area 2A: Second Floor of K	07/02/2012	07/18/2012
Area 3A: Third Floor of J (Music Department)	03/06/2012	07/27/2012
Complete Punchlist and Contract Closeout	07/30/2012	09/28/2012

<b>AREA 1A</b>	<b>ART GALLERY</b>
<b>Room Number</b>	<b>Room Description</b>
J1004	Art Gallery
J1004A	Gallery Workroom
J1010	Storage
J1011	Storage

<b>AREA 1B</b>	<b>CAFE</b>
<b>Room Number</b>	<b>Room Description</b>
J1057	Cafe
J1057A	FS Storage
J1057B	FA Storage
J1070	Vending

<b>AREA 1C</b>	<b>FIRST FLOOR K</b>
<b>Room Number</b>	<b>Room Description</b>
K1001	Future Black Box
K1001A	Storage
K1003	Classroom

<b>AREA 2A</b>	<b>SECOND FLOOR K</b>
<b>Room Number</b>	<b>Room Description</b>
K2009	Classroom

<b>AREA 3A</b>	<b>THIRD FLOOR J</b>
<b>Room Number</b>	<b>Room Description</b>
J3001A	Corridor
J3002	Future Storage
J3002A	Area of Refuge
J3002B	Custodial
J3003	Corridor
J3004	Unassigned
J3004D	Media
J3006	Faculty

<b>AREA 3A(con)</b>	<b>THIRD FLOOR J</b>
<b>Room Number</b>	<b>Room Description</b>
J3026B	Recording Tech Storage
J3028	Mechanical
J3029	Music Storage
J3030	Band
J3031	IDF Closet
J3032	Shelled Space
J3033	Corridor
J3033A	Corridor

J3007	General Music Theory	J3034	Choir
J3008	Faculty	J3035	Corridor
J3009	Vocal Studio	J3037	Lobby
J3010	Faculty	J3039	Lobby
J3011	Vocal Studio	J3041	Mechanical
J3012	Faculty	J3045	Toilet
J3013	Faculty	J3047	Mechanical
J3014	Media Office	J3047A	Boiler Room
J3014A	Media Conference	J3047B	Electrical
J3015	Recording Tech Classroom	J3048	Corridor
J3016	Media Storage	J4025	Classroom
J3017	Piano	J4032	Mechanical
J3018	Recording Lab	J4040	Mechanical
J3018A	Storage	J4042	Classroom
J3019	Corridor	J4052	Shared Office
J3021	Corridor	J4053	Mechanical
J3023	Mechanical	J4060	Mechanical
J3026	Area of Refuge		

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

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, and shall remain firm for the period of the contract. Deductive unit prices will be calculated at no less than 85% of the additive unit price.

Unit Prices (furnished and installed unless noted otherwise):	
<u>Description</u>	<u>Cost</u>
Ceiling Tile complete in place; based on 100 sf	\$ /sf
Ceiling Grid complete in place; based on 100 sf	\$ /sf

Metal Studs complete in place; based on 20 lf	\$	/lf
New Door & Frame complete in place; based on one set	\$	/set
Paint Existing Door & Frame; based on one set	\$	/set

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. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

Alternate No.1: Perform all work associated with converting existing rooms J1057, J057A, J1057B, J057C, J1057D & J057E into the new Café Space (Rooms J1057, J1057A, J1057B & J1070) as indicated on the drawings.

\$ \_\_\_\_\_

Alternate No.2: Perform all work associated with renovating Classrooms K1001, K1001A, K1003 & K2009 on the First and Second Floors of Building K, as indicated on the drawings.

\$ \_\_\_\_\_

Alternate No.3: Furnish and install Fabric-Wrapped Acoustical Wall Panels

\$ \_\_\_\_\_

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	General Clean-up Allowance: This cost will be used for clean-up of unidentifiable trash and debris as directed by the Construction Manager, and will be deducted from the Contract Sum to pay for clean-up services. Costs for this scope of work item are over and above costs for clean-up required by this Trade Contractor for their daily clean-up/general conditions. This requirement	\$ 5,000.00
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	does not eliminate this Trade Contractors responsibility for the daily clean up of his/her work efforts.	
2	Miscellaneous Work Allowance: Miscellaneous work to be completed at the direction of the Construction Manager	\$35,000.00
3	Miscellaneous Safety Allowance: To complete maintenance of safety items above and beyond the requirements specified in the bid documents, through the duration of the project as directed by the Construction Manager	\$10,000.00
3	Dumpster Allowance For dumpsters as directed by the Construction Manager	\$20,000.00
4	Temporary Partitions Allowance: Miscellaneous temporary partition work above and beyond the requirements in the bid documents. Work under this allowance will be completed at the direction of the Construction Manager	\$20,000.00
5	Floor Protection Allowance: Miscellaneous floor protection work above and beyond the requirements in the bid documents. Work under this allowance will be completed at the direction of the Construction Manager	\$10,000.00
	<b>Total of all Allowances</b>	<b>\$100,000.00</b>

**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**

Relocation and Storage of Furniture & equipment indicated to be salvaged	\$
Selective Demolition	\$
Patching and Refinishing	\$
Drywall Partition Assemblies	\$
Doors, Frames & Hardware	\$
Prefinished Aluminum Louver	\$
Painting	\$
Roller Shades	\$
Masonry Work	\$

Gypsum Board Work	\$
Hardware	\$
Existing Ceiling Removal, Replacement & Patching	\$
Aluminum Truss Work	\$
xx	\$
xx	\$
Acoustical Ceilings	\$
Fabric-Wrapped Acoustical Wall Panels	\$
Acoustical Curtains & Misc. steel supports	\$
Markerboards and Tackboards	\$
Relocation of Piano lab Millwork Stations	\$
Roofing Work	\$
Final Cleaning	\$
Hoisting	\$
General conditions	\$
Cleanup of own debris (this is above and beyond the cost identified in Allowance #1)	\$
<b>Total sum of Allowances described above</b>	<b>\$ 100,000.00</b>
Total bond cost	\$
Mobilization	\$
Shop drawings and submittals	\$
Miscellaneous not included above (define below)	\$
<b>Total Bid (Total of all items above including the Allowances)</b>	<b>\$</b>

2. Quantity Breakdown

Item	Quantity	Material Cost	Installation Cost	Total Cost
Drywall Partitions	SF			
Drywall Ceilings	SF			
Acoustical Ceiling Tile	SF	\$	\$	\$
Ceiling Grid	SF	\$	\$	\$
Painting	SF	\$	\$	\$

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 all "General Trades 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 demolition, removal, salvage & reinstallation as shown on the contract documents. This includes all flooring, walls, doors, frames, windows, framing, drywall, casework, flooring, signage, ceilings, projectors & screens (salvage to owner), existing equipment (refer to contract documents for salvage requirements) , etc., as shown on the contract documents. For equipment that requires disconnects, the demolition work will be performed by the respective Mechanical and Electrical contractors. Removal and proper disposal to the dumpster will be required by this trade contractor.
2. Prior to demolition, carefully remove and store in a secure place, any equipment indicated on the drawings to be reused in the existing renovated portion of the building. Remove to storage trailers provided by the Owner any furniture or equipment items to be salvaged.
3. If determined necessary by the Construction Manager, any cast underlayment work for patching of the existing slab or patching of floors due to demolition work will be done against the Miscellaneous Work Allowance.
4. The existing flooring in certain areas is being removed under a separate bid package.
5. This Trade Contractor is responsible for all roof work, including pipe curbs, repair and flashing of roof penetrations by other trades, and shall generally function as the "Roofing Contractor" referred to in the

Contract Documents. All materials and work shall be supplied and performed in accordance with the roofing system manufacturer's requirements to maintain the roof warranty.

6. The General Trades Contractor to provide complete all interior aluminum truss post (12" Superlite Truss systems by James Thomas Engineering) systems complete with framing, clips, and floor mounting base plates. Provide support, backing and all means of attachment to the adjacent structure. Provide all hardware and locks that are integral with this truss system.
7. Remove and replace existing drywall ceilings where required for work of other trades. Patch and repair all openings left in interior and exterior walls or roof after demolition by any trade, whether shown on architectural, plumbing, mechanical or electrical drawings.
8. The existing building has a post-tensioned concrete structure. This Trade Contractor will be responsible for providing an X-Ray scan and layout of the post-tensioned cables, for utilization for all cutting & coring work by all Trade Contractors. The X-ray scan work will be done against the Miscellaneous Work Allowance.
9. Provide all cutting, coring and patching work as necessary to complete the scope of work in this bid package. All patching work should be done properly to ensure a smooth and leveled finish. Use extreme caution while doing any cutting or coring work and coordinate the location of penetrations to completely avoid the post-tensioned cables. Written approval must be taken from the Construction Manager prior to any coring, drilling or floor cutting work.
10. Provide complete all hollow metal frames and doors, glazing, wood doors, all related hardware, supports, fasteners and accessories. This includes interior and exterior (hollow metal) frames, doors, and hardware. This Trade Contractor is responsible for the Hardware shall be stored in a locked temporary storage room with inventories kept of material stored and installed. This Trade Contractor is responsible to coordinate with the Construction Manager. Some of the door hardware will be furnished by the Owner (refer hardware specification section) for installation by this Trade Contractor. This Trade Contractor will be responsible to coordinate and receive/ uncrate/ store deliveries from the Owner's Hardware Vendor for all the Owner Furnished Hardware. All wood doors are to be provided pre-finished. Provide door undercuts as required by the mechanical and architectural drawings.
11. Install all access doors and panels provided by others. Coordinate the location of the access doors and panels with the Mechanical Trade Contractor.
12. Provide door hold open devices as specified, supply the electrical portion of the hold open devices to the Electrical Trade Contractor for installation, the non electrical portion of door hold open devices will be installed by this bid package.
13. Provide all masonry work, including all patching, lintels, concrete masonry units, expansion anchors, reinforcing, masonry ties, grout, incidentals, and accessories necessary for a complete installation of all masonry work shown on the contract documents.
14. Perform interior drywall partition layout in advance of the installation of the partitions as required for the use of other trades. This additional mobilization will be only to install top track to structure to define interior partitions prior to the scheduled installation of overhead piping and ductwork in each area. This mobilization shall be included in the cost of the base bid.
15. Perform and complete all interior & exterior gypsum board work (partitions, soffits, fascias, ceilings, shaft wall assemblies etc.), including all fire rated assemblies, metal stud framing, all gypsum board, wallboard, backing board, moisture resistant gypsum board, sheathing board, soffit board, cement board, insulation, framing components, joint treatments, and accessories. This trade contractor shall review all contract documents and include all required patch work and refinishing for items removed by this package as well as all other trades. Provide all supplemental framing and support for work

supported or suspended from the work of this bid package, including fire extinguisher cabinets, etc. Provide all supplemental framing and support to bridge around interferences such as ductwork, equipment, etc., including trapeze hangers, and to support the work of others (light fixtures, grilles, diffusers, devices, etc.).

16. Provide all building insulation in soffits, partitions, stud framing, roof and similar conditions.
17. Furnish and install all miscellaneous rough carpentry including all blocking and bracing in walls, soffits or ceilings, sheathing, fire-treated plywood as required per the contract documents. This includes all the wood blocking (in walls, soffits or ceilings) required for own work as well as work of other Trade Contractors, including but not limited to markerboards/tackboards, fire extinguisher cabinets and other equipment mounted from drywall partitions . It is the responsibility of this Trade Contractor to provide bracing and blocking as necessary to ensure the stability and integrity of the overall stud wall assemblies. Coordinate blocking requirements with other Trade Contractors. Any required blocking, not coordinated in a timely manner prior to wallboard installation, shall be provided by this Trade Contractor and any costs for replacement or repair of wallboard resulting from the untimely coordination of blocking installation shall be the responsibility of this Trade Contractor.
18. Provide all caulking, sealants, backing material and incidentals required in drywall work, including all sealants where the drywall work abuts with other trades work. Caulk at perimeter of all hollow metal frames in drywall partitions. Provide all sound insulation and all acoustical sealant at all partitions and ceilings provided under this bid package. Provide all firesafing and firestop sealant at the top of all partitions and where the work of this package abuts other materials and as detailed and specified.
19. Provide complete acoustical ceilings, including all lay-in ceilings, all acoustical tile ceiling panels, grid systems, hangers, supports, fascia clips, inserts, anchors, hold-down clips, closures, and other accessories for a complete installation. This Trade Contractor should assume that all perimeter and cut tiles will be installed prior to field tiles and in a separate sequence of work. Cut ceiling tile to accommodate the work of others. Provide ceiling tile for the use of other trades to install penetrating items and maintain the project schedule.
20. Provide complete all interior and exterior painting, transparent finishes, and high performance coatings work as shown on the contract documents. Remove and reinstall all switch plates, escutcheons, hardware, and other trim pieces for painting, apply protection and remove the same after completion of the painting work. Do not paint over any fire rating labels or equipment tags. Remove all factory-installed protection or tape over equipment and door/frame labels to expose labels after finish painting. Protect all adjacent surfaces (inclusive of floors) from overspray, spills, etc. Second finish coat will be installed after ceiling installation as directed by the Construction Manager; this may require a separate mobilization. Painting Trade Contractor shall be required to cut-in the second finish coat around installed ceiling grid. Remove protection after completion of painting, as directed by the Construction Manager, and clean/repair all damaged areas as necessary and required. The Final Coat is to be installed after all other finishes (ceilings, millwork, flooring, cabinets, MEP trim, etc) are completed.
21. Include in your base bid an additional 50 man-hours for touch-up painting of walls, door frames, other painted surfaces, etc. due to unknown causes. Man-hours expended for this item of work shall be directed by the Construction Manager. Include the cost of material and labor for this touchup work in your base bid. Please note the labor and material required for this item of work shall not be used for this Contractor's punchlist items or work otherwise required in this bid package. Hours expended to be tracked on a Time & Material ticket. Unused hours will be deducted from the contract.
22. Furnish and install all Finish Carpentry and Architectural Wood Casework work as shown on the Bid Documents. Provide all fasteners, miscellaneous supports, blocking, backing and joint sealants required.

23. Furnish and install all Fabric Wrapped Panels (Acoustical Wall Systems) per the contract documents. Provide all fasteners, miscellaneous supports, blocking, backing and joint sealants required.
24. Furnish and install all Roller Shades, Acoustical Curtains, Drapery Track and Draperies. Coordinate dimensions with the openings and provide all fasteners, miscellaneous supports, blocking, backing, track, nylon carriers, cords, accessories and joint sealants required. Furnish and install the tube steel, angles and other misc. metal required for the Acoustical Curtains.
25. Coordinate dimensions and locations of Fire Extinguisher Cabinets and Fire Hoses with Mechanical Trade Contractor for proper wall rough-in.
26. Furnish and install all visual display surfaces including markerboards, tackboards, enclosed tackboards, tack strip etc. Provide all accessories, mounting brackets, blocking etc, required for a complete installation. Coordinate location of boards with the Electrical Work Contractor to ensure proper clearance with electrical outlets, light switches, projection screens, projectors and any other wall-mounted device.
27. The General Trades Contractor to provide complete all interior aluminum truss post (12" Superlite Truss systems by James Thomas Engineering) systems complete with framing, clips, and floor mounting base plates. Provide support, backing and all means of attachment to the adjacent structure. Provide all hardware and locks that are integral with this truss system.
28. 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.
29. 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.
30. This Trade Contractor is responsible for protecting their work after installation until occupancy and final turn-over to the Owner. Using clean, non-staining, reinforced building paper or reinforced plastic sheets provide wall to wall protection over 100% of the surface of materials installed in the hallways and corridors. Securely tape all seams and joints in paper and plastic sheets. This protection material is to be approved by Gilbane prior to installation.
31. 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. The cost for providing the dumpsters will be deducted from the Dumpster Allowance. 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.
32. This Trade Contractor shall furnish for use by all trades, two trash gondolas for each floor with ability to pass through all door openings.
33. This contractor shall be responsible for providing a final cleaning of all areas upon completion

#### 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. The Construction Manager shall approve trade Contractor's Project Manager and Full Time, On-Site Superintendent (s). The Project Manager and Superintendent will be qualified and be able to make decisions on items that have contractual implications that may occur so as not to delay the progress of the project. The Project Manager and Superintendent shall not be changed without prior written approval of the Construction Manager.
3. 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.
4. 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.
5. 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.
6. Before Substantial Completion of the contract, each Trade Contractor shall provide a Record Document indicating the as-built conditions including concealed locations and elevations. Record Documents shall incorporate all requirements as indicated in the Specifications and elsewhere in the bid documents. Upon approval of Record Document, the Trade Contractor shall provide electronic files of all documents as well as two hard copies. Electronic record files shall be in PDF format.
7. The Trade Contractor shall be required to enter the RFI's, Daily Work Reports and Submittals using iBuild (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 which will teach them how to use this program. Refer to Manual 1 for more information on iBuild.
8. 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. Trade Contractor is responsible for all Drug Screen and Safety requirements, as outlined in the Safety Policy.
10. 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.
11. 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.
12. 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.

13. The Service Elevator at the east end of Building J may be utilized at pre-arranged times for delivery of materials and removal of debris. Use must be coordinated around use by the Owner, who will occupy portions of the building during the renovation. Deliveries that are not scheduled in advance with Gilbane's Project Manager may be refused access to the loading dock and elevator.
14. 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. At times, disruptive activities may be stopped or rescheduled to accommodate the Owner's use of occupied areas of the building, for activities such as classes or exams. These provisions shall be considered as a part of the cost of this Bid Package.
15. Each Trade Contractor shall coordinate their work with the works of other trades and with the Construction Manager.
16. 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.
17. The Owner has employed a testing agency for this project. This Trade Contractor shall conform to all testing requirements as identified within the Contract Documents. The Trade Contractor shall provide 48 hour notice to the Construction Manager prior to date testing agency needs to be on site to perform tests.
18. 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 it's 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. This Trade Contractor must include all costs necessary to address the requirements of the Safety and Project Quality Plan included in the Project Manual.
19. Each Trade Contractor shall submit a CPM schedule utilizing Primavera Project Planner or SureTrack software within 30 days after notice to proceed. This schedule shall include all construction activities of the Trade Contractor and shall abide by all the requirements indicated in the bid documents pertaining to Critical Path Method Scheduling. The schedule shall include detailed information indicating dates work activities will occur in each Area of the occupied buildings. Monthly updates of the schedule are required to be submitted along with the monthly Application for Payment.
20. 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.

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. Painting of stainless steel.
2. Abatement of Hazardous substances.
3. Workroom J3004 & Workroom J3004A

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**

<u>Number</u>	<u>Title</u>	<u>Date</u>
<b>DIVISION 1 – GENERAL REQUIREMENTS</b>		
01 10 00	SUMMARY	12/13/11
01 30 00	ADMINISTRATIVE REQUIREMENTS	12/13/11
01 40 00	QUALITY REQUIREMENTS	12/13/11
01 42 16	DEFINITIONS	12/13/11
01 60 00	PRODUCT REQUIREMENTS	12/13/11
01 61 16	VOLATILE ORGANIC COMPOUND (VOC) RESTRICTIONS	12/13/11
01 61 16.01	ACCESSORY MATERIAL VOC CONTENT CERTIFICATION FORM	12/13/11
01 70 00	EXECUTION REQUIREMENTS	12/13/11
01 78 00	CLOSEOUT SUBMITTALS	12/13/11
<b>DIVISION 2 – SITE CONSTRUCTION</b>		
02 41 00	DEMOLITION	12/13/11
<b>DIVISION 4 – UNIT MASONRY</b>		
04 20 00	UNIT MASONRY	12/13/11
<b>DIVISION 5 – METALS</b>		
05 50 00	METAL FABRICATIONS	12/13/11
<b>DIVISION 6 – WOOD &amp; PLASTICS</b>		
06 10 00	ROUGH CARPENTRY	12/13/11
06 20 00	FINISH CARPENTRY	12/13/11
06 41 00	ARCHITECTURAL WOOD CASEWORK	12/13/11
<b>DIVISION 7 – THERMAL &amp; MOISTURE PROTECTION</b>		
07 84 00	FIRESTOPPING	12/13/11
07 90 05	JOINT SEALERS	12/13/11
<b>DIVISION 8 – DOORS &amp; WINDOW</b>		
08 11 13	HOLLOW METAL DOORS AND FRAMES	12/13/11
08 31 00	ACCESS DOORS AND PANELS	12/13/11
08 35 16	FOLDING GRILLES	12/13/11
08 71 00	DOOR HARDWARE	12/13/11
08 71 00.10	HARDWARE SETS	12/13/11
	ACCESS CONTROL RESPONSIBILITY MATRIX	12/13/11
08 80 00	GLAZING	12/13/11
<b>DIVISION 9 – FINISHES</b>		
09 21 16	GYPSON BOARD ASSEMBLIES	12/13/11
09 22 16	NON-STRUCTURAL METAL FRAMING	12/13/11
09 51 00	ACOUSTICAL CEILINGS	12/13/11
09 83 22	ACOUSTIC DRAPERIES	12/13/11
09 84 00	ACOUSTICAL ROOM COMPONENTS	12/13/11
09 90 00	PAINTS AND COATINGS	12/13/11
<b>DIVISION 10 – SPECIALTIES</b>		
10 11 01	VISUAL DISPLAY BOARDS	12/13/11
10 26 01	WALL AND CORNER GUARDS	12/13/11
10 44 00	FIRE PROTECTION SPECIALTIES	12/13/11
<b>DIVISION 12 – FURNISHINGS</b>		
12 22 16	ROLLER SHADES TRACK AND ACCESSORIES	12/13/11

**Related Specification Sections**

**DIVISION 9 – FINISHES**

09 65 00	RESILIENT FLOORING	12/13/11
09 68 13	TILE CARPETING	12/13/11

**DIVISION 21 – FIRE PROTECTION**

21 05 00	BASIC FIRE SUPPRESSION REQUIREMENTS	12/13/11
21 05 29	FIRE SUPPRESSION SUPPORTS AND ANCHORS	12/13/11

**DIVISION 22 – PLUMBING**

22 05 00	BASIC PLUMBING REQUIREMENTS	12/13/11
22 05 03	THROUGH PENETRATION FIRESTOPPING	12/13/11
22 05 05	PLUMBING DEMOLITION FOR REMODELING	12/13/11
22 05 29	PLUMBING SUPPORTS AND ANCHORS	12/13/11
22 05 53	PLUMBING IDENTIFICATION	12/13/11
22 07 19	PLUMBING PIPING INSULATION	12/13/11
22 10 00	PLUMBING PIPING	12/13/11
22 10 30	PLUMBING SPECIALTIES	12/13/11
22 30 00	PLUMBING EQUIPMENT	12/13/11
22 40 00	PLUMBING FIXTURES	12/13/11

**DIVISION 23 – HEATING, VENTILATING AND AIR CONDITIONING (HVAC)**

23 05 00	BASIC HVAC REQUIREMENTS	12/13/11
23 05 03	THROUGH PENETRATION FIRESTOPPING	12/13/11
23 05 05	HVAC DEMOLITION FOR REMODELING	12/13/11
23 05 13	MOTORS	12/13/11
23 05 29	HVAC SUPPORTS AND ANCHORS	12/13/11
23 05 48	VIBRATION ISOLATION	12/13/11
23 05 53	HVAC IDENTIFICATION	12/13/11
23 05 93	TESTING ADJUSTING AND BALANCING	12/13/11
23 07 13	DUCTWORK INSULATION	12/13/11
23 07 16	HVAC EQUIPMENT INSULATION	12/13/11
23 07 19	HVAC PIPING INSULATION	12/13/11
23 09 00	CONTROLS	12/13/11
23 09 13	INSTRUMENTATION	12/13/11
23 11 23	NATURAL GAS PIPING	12/13/11
23 21 00	HYDRONIC PIPING	12/13/11
23 21 23	HVAC PUMPS	12/13/11
23 22 00	STEAM AND STEAM CONDENSATE PIPING	12/13/11
23 22 18	STEAM AND STEAM CONDENSATE SPECIALTIES	12/13/11
23 23 00	REFRIGERATION PIPING AND SPECIALTIES	12/13/11
23 25 00	CHEMICAL (WATER) TREATMENT	12/13/11
23 31 00	DUCTWORK	12/13/11
23 33 00	DUCTWORK ACCESSORIES	12/13/11
23 34 23	POWER VENTILATORS	12/13/11
23 36 00	AIR TERMINAL UNITS	12/13/11
23 37 00	AIR INLETS AND OUTLETS	12/13/11
23 40 00	AIR CLEANING	12/13/11
23 51 00	BREECHINGS, CHIMNEYS AND STACKS	12/13/11
23 52 33.14	HIGH EFFICIENCY NON-CONDENSING FINNED WATER TUBE BOILERS	12/13/11
23 62 13	AIR COOLED CONDENSING UNITS	12/13/11
23 73 13	INDOOR MODULAR AIR HANDLING UNITS	12/13/11
23 81 21	COMPUTER ROOM AIR CONDITIONING UNITS	12/13/11
23 82 00	TERMINAL HEAT TRANSFER UNITS	12/13/11

**DIVISION 26 – ELECTRICAL**

26 05 00	BASIC ELECTRICAL REQUIREMENTS	12/13/11
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26 05 03	THROUGH PENETRATION FIRESTOPPING	12/13/11
26 05 05	ELECTRICAL DEMOLITION FOR REMODELING	12/13/11
26 05 13	WIRE AND CABLE	12/13/11
26 05 26	GROUNDING AND BONDING	12/13/11
26 05 27	SUPPORTING DEVICES	12/13/11
26 05 31	BOXES	12/13/11
26 05 33	CONDUIT	12/13/11
26 05 35	SURFACE RACEWAYS	12/13/11
26 05 53	ELECTRICAL IDENTIFICATION	12/13/11
26 09 33	LIGHTING CONTROL SYSTEMS	12/13/11
26 22 00	DRY TYPE TRANSFORMERS	12/13/11
26 24 16	PANELBOARDS	12/13/11
26 24 19	MOTOR CONTROLS	12/13/11
26 27 26	WIRING DEVICES	12/13/11
26 28 13	FUSES	12/13/11
26 28 16	DISCONNECT SWITCHES	12/13/11
26 29 23	VARIABLE FREQUENCY DRIVES	12/13/11
26 51 00	LIGHTING	12/13/11
<b>DIVISION 27 COMMUNICATIONS</b>		
27 05 00	BASIC COMMUNICATION SYSTEM REQUIREMENTS	12/13/11
27 05 05	TECHNOLOGY DEMOLITION FOR REMODELING	12/13/11
27 05 26	COMMUNICATIONS GROUNDING	12/13/11
27 05 28	INTERIOR COMMUNICATION PATHWAYS	12/13/11
27 05 53	IDENTIFICATION AND ADMINISTRATION	12/13/11
27 11 00	COMMUNICATION EQUIPMENT ROOMS	12/13/11
27 13 00	BACKBONE CABLING REQUIREMENTS	12/13/11
27 15 00	HORIZONTAL CABLING REQUIREMENTS	12/13/11
27 17 10	TESTING	12/13/11
27 17 20	SUPPORT AND WARRANTY	12/13/11
27 41 00	PROFESSIONAL AUDIO/VIDEO SYSTEM	12/13/11
27 53 13	CENTRAL CLOCK SYSTEM	12/13/11
<b>DIVISION 28 – ELECTRONIC ACCESS AND SECURITY</b>		
28 13 00	ELECTRONIC ACCESS CONTROL	12/13/11
28 31 00	FIRE ALARM AND DETECTION SYSTEMS	12/13/11

N. CONTRACT DRAWINGS

Drawing #	Title	Rev Date
<b><u>GENERAL DRAWING LIST</u></b>		
G-100	Title Sheet	12/13/11
<b><u>ARCHITECTURAL DRAWING LIST</u></b>		
A-000	Legends, Notes, Partition Types and Door Schedule	12/13/11
A-001	Code Information	12/13/11
A-101-J	Partial Ground Floor and First Floor Demolition Plans-Building J	12/13/11
A-101-K	First Floor Demolition Plan-Building K	12/13/11
A-102-J	Second Floor Demolition Plan-Building J	12/13/11
A-102-K	Second Floor Demolition Plan-Building K	12/13/11
A-103-J	Third Floor Demolition Plan-Building J	12/13/11
A-104-J	Fourth Floor Demolition Plan-Building J	12/13/11
A-111-J	First Floor Plan-Building J	12/13/11
A-111-K	First Floor Plan-Building K	12/13/11
A-112-K	Second Floor Plan-Building K	12/13/11

**BP 06M General Trades Work**

A-113-J	Third Floor Plan-Building J	12/13/11
A-114-J	Fourth Floor Plan-Building J	12/13/11
A-115-J	Roof Plan-Building J	12/13/11
A-121-J	Partial Ground Floor and First Floor Reflected Ceiling Plan-Building J	12/13/11
A-123-J	Third Floor Reflected Ceiling Plan-Building J	12/13/11
A-201	Elevations and Details	12/13/11
A-301	Wall Sections	12/13/11
A-401	Enlarged Plans	12/13/11
A-402	Plan Details	12/13/11
A-501	Typical Roof Details	12/13/11
A-901	Finish Plans	12/13/11

**MECHANICAL DRAWING LIST**

M-101-J	First Floor Demolition Plan-Building J-Mechanical	12/13/11
M-102-J	Second Floor Demolition Plan-Building J-Mechanical	12/13/11
M-103-J	Third Floor Demolition Plan-Building J-Mechanical	12/13/11
M-111-J	First Floor Plan – Building J – Mechanical	12/13/11
M-112-J	Second Floor Plan – Building J – Heating	12/13/11
M-113-J	Third Floor Plan-Building J-Ventilation	12/13/11
M-114-J	Fourth Floor Plan-Building J-Mechanical	12/13/11
M-213-J	Third Floor Plan-Building J-Heating	12/13/11
M-115-J	Roof Plan-Building J-Mechanical	12/13/11
M-400	Mechanical Details	12/13/11
M-401	Mechanical Details	12/13/11
M-500	Mechanical Control Diagrams	12/13/11
M-501	Mechanical Control Diagrams	12/13/11
M-600	Mechanical Schedules	12/13/11
M-601	Mechanical Schedules	12/13/11

**PLUMBING DRAWING LIST**

P-103-J	Third Floor Demo Plan-Building J-Plumbing & Fire Protection	12/13/11
P-111-J	First Floor Plan-Building J-Plumbing & Fire Protection	12/13/11
P-112-J	Second Floor Plan-Building J-Plumbing & Fire Protection	12/13/11
P-113-J	Third Floor Plan – Building J – Plumbing & fire Protection	12/13/11
P-400	Plumbing Details and Material List	12/13/11

**ELECTRICAL DRAWING LIST**

E-000	Electrical Cover Sheet	12/13/11
E-001	Electrical Site Plan	12/13/11
E-101-J	First Floor Demolition Plan-Building J-Lighting	12/13/11
E-103-J	Third Floor Demolition Plan-Building J-Lighting	12/13/11
E-111-J	First Floor Plan-Building J-Lighting	12/13/11
E-113-J	Third Floor Plan-Building J-Lighting	12/13/11
E-201-J	First Floor Demolition Plan-Building J-Power & Systems	12/13/11
E-202-K	Second Floor Demolition Plan-Building K- Power & Systems	12/13/11
E-203-J	Third Floor Demolition Plan-Building J- Power & Systems	12/13/11
E-211-J	First Floor Plan-Building J- Power & Systems	12/13/11
E-211-K	First Floor Plan-Building K- Power & Systems	12/13/11
E-212-K	Second Floor Plan-Building K- Power & Systems	12/13/11
E-213-J	Third Floor Plan-Building J- Power & Systems	12/13/11
E-215-J	Roof Plan-Building J - Power & Systems	12/13/11
E-300	Enlarged Plans-Electrical	12/13/11
E-301	Enlarged Plans-Electrical	12/13/11
E-400	Electrical Details	12/13/11
E-401	Electrical Details	12/13/11

E-402	Electrical Details	12/13/11
E-500	Electrical Medium Voltage One-Line Diagram-Sub Central 'D'	12/13/11
E-501	Electrical One-Line Diagram-Building J-West	12/13/11
E-502	Electrical One-Line Diagram-Building J-East	12/13/11
E-503	Electrical One-Line Diagram-Building J-Emergency Power	12/13/11
E-600	Electrical Schedules	12/13/11
E-601	Electrical Schedules	12/13/11
E-602	Electrical Schedules	12/13/11

**TECHNOLOGY DRAWING LIST**

T-000	Technology Cover Sheet	12/13/11
T-111-J	First Floor Plan-Building J-Technology	12/13/11
T-111-K	First Floor Plan-Building K-Technology	12/13/11
T-112-J	Second Floor Plan-Building J- Technology	12/13/11
T-112-K	Second Floor Plan-Building K- Technology	12/13/11
T-113-J	Third Floor Plan-Building J- Technology	12/13/11
T-300	Enlarged Plans- Technology	12/13/11
T-302	Enlarged Plans- Technology	12/13/11
T-301	Enlarged Plans- Technology	12/13/11
T-400	Technology Details	12/13/11
T-401	Technology Details	12/13/11
T-500	Technology Riser Diagram	12/13/11
T-600	Technology Material List	12/13/11

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.

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 \_\_\_\_\_, 2012.

\_\_\_\_\_  
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 \_\_\_\_\_, 2012.

\_\_\_\_\_  
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 \_\_\_\_\_, 2012.

\_\_\_\_\_  
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 \_\_\_\_\_, 2012.

\_\_\_\_\_  
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 \_\_\_\_\_, 2012.

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

**EXECUTE AND ATTACH TO BID FORM**