

DOCUMENT 001113 - ADVERTISEMENT FOR BIDS

1.1 PUBLIC NOTICE

- A. Public notice is hereby given that The Board of Library Trustees of the Wilmette Public Library, Wilmette, Illinois, hereafter referred to as the Owner, hereby advertising for Bids for a new building automation system, hereafter referred to as the Project. This Contract is subject to the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

1.2 PROJECT DESCRIPTION

- A. The project consists of installation of new building automation system software, connections, programming, testing, and training.
- B. The Owner, reserves the right to amend the Bid documents, including the plans, and specifications, Scope of Work Notes and Supplemental Conditions, at any time prior to the Bid opening.
- C. Construction Contract: Bids will be received for the following Work:
 - 1. General Contract (building automation, connections to existing equipment or controls or devices at selected locations, electrical work, conduit or other pathway work at selected locations, selective work to access wall cavities and ceiling plenums to install connections at selected locations, patching, testing and training).

1.3 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Bidder assumes responsibility for late delivery of the Bid whether by mail or by any other delivery service. It is the sole responsibility of the Bidder to see that its Bid is received in the proper time. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Due Date: August 4, 2023, 2:00 pm Prevailing Central Time
 - 2. Location: Administrative Office of the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois 60091.
- B. Bid Opening: August 4, 2023, 2:05 pm Prevailing Central Time
- C. A scope review meeting will be required by the two lowest bidders. The scope review meeting will be held virtually and invitations will be sent out and coordinated after bids are due. The meeting will take place in Microsoft Teams.

1.4 FORM OF BID

- A. All bids shall be submitted on or before the specified closing time in an opaque sealed envelope marked "Wilmette Public Library, BAS Project" on the outside.
- B. Bidders must provide two (2) copies of the bid form.
- C. Each bid must be accompanied by a bid bond or a cashier's check in the amount of 10% of the total bid, made payable to Wilmette Public Library, as a guarantee that the successful bidder will promptly execute a satisfactory contract, will furnish a satisfactory performance bond and payment bond and proceed with the work. Upon failure to do so, the bidder shall forfeit the amount deposited as liquidated damages and no mistakes or errors on the part of the bidder shall excuse the bidder or entitle the bidder to a return of the aforementioned amount.
- D. Certifications:
 - 1. The Bidder shall certify compliance with Illinois statutes governing
 - a. Prevailing Wage,
 - b. Tax Exemptions,
 - c. Drug Free Work Place,
 - d. Equal Opportunity Employment, and
 - e. Sexual Harassment.
 - 2. The Bidder shall also certify that the Bidder is not barred from bidding on the Project, or entering into this Contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, or any similar offense of "bid rigging" or "bid rotating" of any state of the United States.
 - 3. The Bidder shall certify that they have and will maintain a COVID 19 policy consistent with prevailing State of Illinois requirements. Policy will be adapted as State requirements are modified.
- E. No bid can be withdrawn or modified after the time set for receipt of bids and pending consideration of the action upon same by the Owner. In no event will action upon bids be deferred beyond 60 days from the time set for receipt of bids.
- F. The ability of the apparent low bidder(s) to successfully execute the Work in accordance with the contract documents and on time will be considered by the Owner in making an award. The bid shall be let to the lowest responsive, responsible bidder as determined by Owner.
 - 1. The Contract will be awarded to the lowest responsive, responsible Bidder.
 - 2. In determining the responsibility of any Bidder, the Owner may take into account other factors in addition to financial responsibility, such as past records of its or other entity's transactions with the Bidder, experience, ability to work cooperatively with the Owner and its staff, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to, familiarity with projects of similar complexity, ability to provide service for the system following installation of BAS software, open source software that allows the Owner to seek multiple proposals for servicing the BAS, reliability, reputation, competency, skill, efficiency, facilities and resources.

3. The Bid will be awarded in the Owner's best interests based on these and other legally-allowable considerations.
 4. The Owner and its representatives and agents may make any investigations deemed necessary to determine the ability of the Bidder to perform the Work. The Bidder shall furnish any information and data requested by the Owner for this purpose.
- G. The Owner reserves the right to reject any and all bids or parts thereof, or waive any technicalities and irregularities in the bidding, and to disregard all nonconforming or conditional Bids or counter-proposals that are in the opinion of the Owner, to be in the best interest of the Owner.
- H. The successful bidder shall be required to provide a Performance Bond and a Material and Labor Payment Bond in the amount of 100% of the Contract Amount, as well as liability and property insurance as required within the Bidding Documents before commencing work. The successful bidder shall enter into a formal contract based on the conditions and requirements in the Bidding Documents which will be incorporated into the contract.

1.5 PRE-BID MEETING AND SITE VISITS

- A. Bidders will examine the Bid Documents, the existing conditions and location in which said work is to be done, and judge for themselves all the circumstances and surrounding conditions affecting the cost and nature of the work. All bids will be presumed to be based on such examination, familiarity and judgment.
- B. A mandatory Pre-Bid meeting and tour will be held for contractors interested in bidding on the project.
1. Pre-Bid Meeting & Tour: July 14, 2023, 1:00 pm Prevailing Central Time.
 2. Location: Auditorium of the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois 60091.
 3. The Library will be not be open for prospective bidders to tour on their own.
 4. Prospective bidders are encouraged to review the bid documents and submit questions and identify areas to which they would like access in advance of the pre-bid conference. The Library will make reasonable efforts to open ceilings in key areas.

1.6 DOCUMENTS

- A. All Bids shall be based on Drawings and Project manuals prepared by Engberg Anderson, Inc. and dated June 30, 2023 and any addenda supplied prior to bid opening.
- B. The drawings and specifications are scope documents indicating the general scope of the project, and as such, do not necessarily indicate or describe all of the work required for the full performance and completion of the work. A Contract is awarded on the basis of such documents, with the understanding that the Contractor is to provide coordination and furnish and install all items required for the proper installation of the work, and for a complete and functioning system in accordance with all requirements of the Contract Documents.

- C. Bid documents will be available from June 30, 2023. The electronic source for documents is BHFx Plan Room and the link is <http://www.bhfxplanroom.com>.
 - 1. Online access will be provided to all registered bidders and suppliers.
 - 2. Printed Procurement and Contracting Documents: Can be purchased. All printing costs will be the responsibility of the bidders.

- D. Viewing of Documents
 - 1. Documents may be viewed at the Administrative Office of the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois 60091.

1.7 TIME OF COMPLETION

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

1.8 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work.

- B. Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

- C. Although price is a major consideration, product quality, references, service, delivery time and past experience, if applicable, will also be considered. No Bid will be considered unless the Bidder shall furnish evidence satisfactory to the Owner that they have the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the Contract and execute the Project should the Contract be awarded to them.

1.9 AUTHORITY

- A. Published upon order of the Board of Trustees of the Wilmette Public Library, Cook County, Illinois.

END OF DOCUMENT 001113