

Firm Name: _____

BID FP # 24-0403

I

CALL FOR BIDS

**INSTRUCTIONS AND SPECIFICATIONS
FOR**

LEDGES GOLF COURSE CLUBHOUSE ROOF REPLACEMENT

The Board of Commissioners of the Forest Preserves of Winnebago County will receive sealed bids in the Winnebago County Forest Preserve District Headquarters, 5500 Northrock Drive, Rockford, Illinois 61103, until **10:30 AM on Thursday, April 25, 2024**.

A public opening and reading will be held at this date and time.

No pre-bid meeting will be held. Project Questions should be directed to Vaughn Stamm, Director of Operations, Forest Preserves of Winnebago County, 815-516-2652.

ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:

**“LEDGES CLUBHOUSE ROOF REPLACEMENT”
10:30 A.M., Thursday, April 25, 2024**

The Board of Commissioners reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any bid. Information is available from the Forest Preserves of Winnebago County Headquarters, 5500 Northrock Drive, Rockford, IL. 61103, Telephone (815) 877-6100 or the Forest Preserve website <http://winnebagoforest.org> or email Vaughn Stamm at vstamm@winnebagoforest.org.

The documents constituting component parts of the Bid Form are the following:

- I Call for Bids**
- II Requirements for Bidding and Instructions to Bidders**
- III Information Sheet**
- IV Detailed Specifications**
- V Bid Forms**

Legal Advertisement for Bids published in the Rockford Register Star on April 7, 2024, or visit the Forest Preserve website <http://winnebagoforest.org>

END OF CALL FOR BIDS

II

REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS

PREPARATION OF PROPOSAL

The Bidder must submit his proposal on forms furnished in this solicitation. All blank spaces on the proposal form must be filled in. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Bids or proposals shall be sealed in an envelope and marked as required in the instructions. The bid or proposal is contained in these documents and must remain attached hereto when submitted.

ADDENDUMS

Winnebago County Forest Preserve District reserves the right to amend the project requirements up to 72 hours prior to bid opening. Addendums will be posted on the Winnebago County website at winnebagoforest.org. Bidder is responsible for ensuring acknowledgement of any and all addendums prior to final bid submittal. Bidders must acknowledge addendums on the bid form or the bid will be rejected.

TAXES NOT APPLICABLE

The Winnebago County Forest Preserve District as a Governmental Unit pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore, those taxes should be excluded from bid. Illinois Exemption E9992-3483-06.

PROMPT PAYMENT ACT

The bid should provide that all payments are subject to the Local Governmental Prompt Payment Act.

FREEDOM OF INFORMATION

Any responses and supporting documents submitted in response to a bid or proposal will be subject to disclosure under the Illinois Freedom of Information Act.

WITHDRAWAL OF BIDS OR PROPOSALS

Any bidder may withdraw their bid or proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of bids or proposals by signing a request therefore. However, no bidder shall withdraw or cancel his bid or proposal for a period of sixty (60) days after said advertised closing time for the receipt of bids or proposals; the successful bidder shall not withdraw or cancel their bid or proposal after having been notified by the Forest Preserve that said bid or proposal has been accepted by the Forest Preserve Board of Commissioners.

CATALOGS

Each bidder shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work they propose to furnish.

CANCELLATION

The Winnebago County Forest Preserve District reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions and specifications of this contract.

II

REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS (CONTINUED)

COST OF BID OR PROPOSAL

Expenses incurred in the preparation of proposals in response to this bid or proposal is the Bidder's sole responsibility.

USE OF TRADE NAMES

In cases where a specified item is identified by a manufacturer's name, trade name, or other references, it is understood that the bidder proposes to furnish the item identified. If the bidder proposes to furnish an "equal," the proposed "equal" item must be so indicated in the written bid or proposal. The Forest Preserve shall be the sole determiner of the equality of the substitute offered.

DELIVERIES

All materials shipped to the Winnebago County Forest Preserve District must be shipped F.O.B. designated location, County of Winnebago, Rockford, Illinois.

DEVIATIONS, EXCEPTIONS OR ALTERNATES

Deviations, exceptions or alternates from terms, conditions, or specifications shall be described fully, on bidder's letterhead, signed, and attached to the Request for Bid or Proposal. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their bid or proposal. If deviations, exceptions or alternates are submitted, it is the Winnebago County Forest Preserve sole and final decision whether specifications have been met and will be considered for award.

CASH DISCOUNTS

In determination of award, cash discounts will only be considered when all other conditions are equal.

ORDERING

Purchase Orders shall be placed directly to the contractor by an authorized agency. No other purchase orders are authorized.

COMPLIANCE WITH LAWS

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all federal, state, county and municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful bidder must be authorized to do business in the state of Illinois, and must be able to produce a certificate of good standing with the state of Illinois upon request.

Bidder/Contractor must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Bidder/Contractor must require any and all subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this bid and/or termination of this Agreement.

In the event federal or state funds are being used to fund this contract; additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the vendor will in no

II

REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS (CONTINUED)

way be cause for release of this obligation. If the Forest Preserve becomes aware of violation of any laws on the part of the vendor, it reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary.

PREVAILING WAGE

All bidders must bid prevailing wages.

SUBSTANCE ABUSE PREVENTION

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

Bidders and their Subcontractors (if applicable) certifies that the entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635, or certifies that the contracting entity has in place for all of its employees not covered by a collective bargaining agreement that deals with subject of the Act, and will attach the substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

BID PROTEST

Any actual or prospective Bidder, Offeror, or Contractor who believes they have been adversely affected in connection with the solicitation or award of a contract may, within seven calendar days of the solicitation, Bid Due Date or award, by mail or have served, a letter of protest to the Forest Preserve. The Forest Preserve will respond to the protest within five calendar days.

DISPUTES

In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Forest Preserve, or authorized representative shall be final and binding to all parties.

ENTIRE AGREEMENT

These Standard Terms and Conditions of Bid or Proposal shall apply to any contract or order awarded as a result of this Request for Bid except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

II

REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS (CONTINUED)

PAY REQUEST

Forest Preserve makes payments once a month after the Board of Commissioners approval of invoices. The Board meets the third Wednesday of each month. The last day a pay request can be submitted for payment for the month is eight days before the Board meeting or the Tuesday a week before the Board Meeting.

When applicable Contractors are to submit a Waiver of Lien and Certified Payroll forms with requests for payment

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Non-Discrimination Clause.

NON-COLLUSION

The Bidder, by its officers, agents or representatives (hereafter referred to as the Bidder) present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidders, or with any public officer of the Winnebago County Forest Preserve District, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Bidder or Bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this bid.

NON-BARRED BIDDING

The Bidder certifies, by submission of this proposal, that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The bidder certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal. Additionally, for all new contractors and vendors to be

II

REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS (CONTINUED)

paid the Forest Preserve Office will review the Excluded Parties List System prior to requesting the vendor be created in our accounting system.

The Bidder, by signing the bid form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders".

END OF SECTION REQUIREMENTS FOR BIDDERS AND INSTRUCTIONS TO BIDDERS

III

INFORMATION SHEET

INTENT

It is the intention of these specifications to describe the general requirements for the construction and installation of a new roof at the Ledges Golf Course Clubhouse, 7111 McCurry Road, Roscoe, IL 61073.

All parts not specifically mentioned in the scope of these specifications which are necessary to provide complete installation shall be furnished by the successful bidder. These specifications shall be construed as minimum.

GENERAL SCOPE OF WORK

The work described in these specifications represent the minimum requirements for construction and installation of a new roof:

- Removal of existing Shingles, Underlayment, Drip Edge, Flashing (except fireplace chimney), Vents, and Boots
- Replacement & Installation of new 7/16" OSB Deck Sheeting (to replace rotting, decaying, or sagging sections - only as needed)
- Installation of CertainTeed 30# Felt Underlayment or GAF Tigerpaw Synthetic or equal
- Installation of Certain Teed Landmark Pro architectural asphalt shingles or equal (80 sq of shingles/2 sq of starter/4 sq of hip & ridge = approx. 86 total sq's)
- Installation of ice guard ("WinterGuard") to 24" inside interior walls at all eaves.
- Installation of new;
 - Drip edge & Gutter Apron (white)
 - Galvanized 12" metal in all valleys
 - Ridge cap vent
 - "Broan type" 5" or 6" ventilation cover (x 2)
 - 8" furnace vent - rain cap and storm collar (x 2)
 - Lead pipe jack vent flashing boots (x 4)
 - 18" gravity roof ventilators (x 4) with flashing
 - Exhaust cap (x 2)
- Re-use existing gutters and downspouts
- Thoroughly clean grounds & gutters of all roofing materials, to be disposed of off-site.
- Building must be kept open and accessible for customers and employees.

PRE-BID CONFERENCE

No pre-bid conference will be held. Bidders may inspect or view the building at any time during normal business hours, 8:00am- 4:30pm, M-F. All project questions should be directed to Vaughn Stamm, Director of Operations, Forest Preserves of Winnebago County, Rockford, IL., 61103, 815-516-2652.

III

INFORMATION SHEET (CONTINUED)

INSURANCE

Contractor shall provide insurance to protect him and the District from claims, which may arise out of, or resulting from operations on this construction. Proof of insurance shall be submitted to the Forest Preserve District prior to construction. This insurance shall include the following types and limits:

- | | |
|---|---------------------------|
| A. Workmen's Compensation | Illinois Statutory Limits |
| Employers Liability | \$500,000 |
| B. Comprehensive General Liability form | |
| Limits - Bodily Damage | \$300,000 per occurrence |
| | \$500,000 aggregate |
| Property Damage | \$100,000 per occurrence |
| | \$200,000 aggregate |
| C. Auto Insurance; Comprehensive form including, owned; non-owned and hired autos, uninsured motorists. | |
| Limit - Same as General Liability | |

PAYMENT

Partial payment for work completed may be based on invoices, waiver of liens, and submittal of certified payroll forms received and authorized by an agent of the District. Partial payment shall be made for 90% of invoiced amount until final acceptance of work. Payment applications shall be submitted on a day of each month as required by the District. Contractor may submit payment for shelter prior to construction.

The Contractor shall pay to each of his sub-contractors (and materials suppliers) the amount indicated on the waiver of lien which shall represent the amount performed by his sub- contractors for which the Contractor is requesting payment and certified payroll submitted.

WAGES OF LABORERS, MECHANICS AND OTHER WORKMEN

In accordance with the provisions of An Act of General Assembly of the State of Illinois, entitled "An Act regulating wages of laborers, mechanics, and other workmen employed in any public works by the State, County, City, or any public body or any public sub-division or by anyone under contract for public works," approved June 26, 1941, as amended, the Winnebago County Board had previously determined where possible the generally prevailing rates of hourly wages in the locality of Winnebago County, Illinois, and; the generally prevailing rates of legal holiday and overtime work in said County, for each craft, type of workman or mechanic required to perform this contract. The terms and provisions of said Act and the generally prevailing rates of wages determined hereunder are incorporated herein by reference and are made a part of this contract. It shall be mandatory upon the Contractor and any Sub-contractor under him to pay not less than the specified prevailing rates of wages to all laborers, workmen and mechanics employed by them in the execution of the contract.

Certified Payroll will be required with pay requests.

III

INFORMATION SHEET
(CONTINUED)

COMPLETION DATE

The bidder certifies by submitting this bid that he has forces available and that he will vigorously strive to complete this project by **August 1st, 2024**. Any other completion date should be noted on the bid form.

Any questions may be directed to Vaughn Stamm, 5500 Northrock Drive, Rockford, Illinois 61103, by telephone 815-877-6100; by fax 815-877-6124; or email vstamm@winnebagoforest.org

END OF BID INFORMATION

IV

DETAILED SPECIFICATIONS

GENERAL TERMS - PLANS AND DRAWINGS

"Plans" means all drawings, sketches, and detailed plans or reproductions thereof pertaining to the construction and work involved. The attached plans and drawings are supplied to define the extent of work. All specifications are to be construed as minimum. Any discrepancies in plans, drawings and/or written specifications shall be interpreted as that of the greater required specification.

The word "agent" shall mean a representative of the Winnebago County Forest Preserve District, 5500 Northrock Drive, Rockford, Illinois.

"Specifications" means all directions and requirements contained in these specifications, whether written or included by reference, together with all special provisions and written agreements made or to be made pertaining to the work involved.

CODES, PERMITS AND LICENSES

- A. All work shall conform to the Drawings and Specifications and shall comply with all applicable codes and regulations.
- B. Comply with all local and state rules, regulations, laws and ordinances, and of all other authorities having jurisdiction. All labor, materials, equipment and services necessary to make the work comply with such requirements shall be provided without additional cost to the owner.

MATERIALS STANDARDS

When not otherwise shown on the plans or herein specified, all materials incorporated in the work shall conform with current Standard Specifications of latest designation of A.S.T.M. for such materials.

MEASUREMENT OF WORK

Quantities of work completed by the Contractor will be measured and tabulated by the Agent in accordance with the methods of measurement where no particular method is so specified. The work will be paid for in accordance with such measurement and tabulations. Should the Contractor question the Agent, the Agent and the Contractor, or their representatives, shall together remeasure any portions of the work in question and determine the correct quantities to be used in making payment under the contract.

TEMPORARY CONSTRUCTION FACILITIES

The Contractor shall erect and maintain suitable barricades and other safety measures for protection of the public and the work. Perimeter of work area shall be enclosed with orange snow fencing and labeled "construction area, keep out."

VEGETATION

No trees or shrubs shall be cut, pruned, or removed without authorization of the Winnebago County Forest Preserve district.

IV

DETAILED SPECIFICATIONS (CONTINUED)

SITE PREPARATION

Contractor to coordinate this operation with the project manager, Vaughn Stamm - Director of Operations, (815) 516-2652 or (815) 494-4119 – mobile phone. Equipment may be stored on-site. Note; site is not fenced and unsecure in the evening. No staff is on-site during off hours.

Permit

Contractor shall consider obtaining a building permit as part of the bid. Permits may be obtained from Winnebago County.

Shingles

CertainTeed Landmark Pro grade, architectural, asphalt shingles or equal. Color- Max Def Moire Black

Decking

7/16" OSB sheeting as needed only in areas to replace rotting, decay, or sagging material. Base bid to provide for up to ten (10) 4'x 8' sheets. Additional sheets to be priced at additional cost.

Vents/ Flashing/ Boots/Valleys

Replace all aluminum flashing around exhaust vent stacks with Black Color Aluminum Flashing and caulk with silicone on all joints & gaps as appropriate

Replace all lead vent stack boots with new

Replace all gravity roof vents with new 18"

Replace all other ventilation roof vents with new

Replace ridge cap vent system with new

Replace all metal valleys with new 12" galvanized metal

DO NOT REPLACE CHIMNEY FLASHING (use existing)

Underlayment

30# Felt by CertainTeed, GAF Tigerpaw Synthetic, or equal, install per manufactures recommendations.

Winterguard

CertainTeed WinterGuard or equal. Install per manufacturers recommendations at gutter and valleys with install 24" inside interior walls at all eaves.

END OF DETAILED BID SPECIFICATIONS

Firm Name: _____

V

BID FORM

TO: Winnebago County Forest Preserve District
5500 Northrock Drive
Rockford, Illinois 61103

DATE: _____

The undersigned declares he has carefully examined the requirement, information sheet, detailed specifications and bid form. In addition, declares that this bid is made without any connection with any person making another bid, that the bid is in all respects fair and without collusion or fraud, that no member of the Winnebago County Forest Preserve District Board or other officer of the District, or any person in the employ of the County is directly or indirectly interested in this bid, or in any portion of the profits thereof.

Base Bid

- 1. Remove existing shingles and replace with new architectural asphalt shingles and related items as per plan and specifications. \$ _____

- 2. Additional 4' x 8' OSB Sheeting (each sheet) \$ _____

The undersigned declares that, if awarded the contract, they will deliver the completed work as specified on or before _____.

Received Addendum: _____ of _____

Please check the Forest Preserve website at winnebagoforest.org for addendums prior to final submittal. Bid will be rejected if the addendums are not acknowledged.

V

**BID FORM
(CONTINUED)**

Company Information:

Female Business Enterprise (FBE) Yes _____ No _____

Small Business Enterprise (SBE) Yes _____ No _____

Minority Business Enterprise (MBE) Yes _____ No _____

If yes, check the following boxes that apply:

Black/African American _____ Hispanic _____

Native American or Alaskan Native _____ Asian American _____

Type of Organization:

Individual _____ Partnership _____ Corporation _____ Other _____

The undersigned declares that, if awarded the contract, he will deliver the complete order as specified on or before _____.

VENDOR SIGNATURE _____

DATE _____

PRINT/TYPE SIGNATURE _____

CONTACT PERSON _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX _____

EMAIL _____

FEIN NO. _____

AFFIDAVIT OF COMPLIANCE

NOTE:

THIS AFFIDAVIT MUST BE EXECUTED AND SUBMITTED WITH THE SIGNED BID FORM. NO BIDS CAN BE ACCEPTED BY THE WINNEBAGO COUNTY FOREST PRESERVE DISTRICT BOARD UNLESS SAID AFFIDAVIT IS SUBMITTED CONCURRENTLY WITH THE BID.

_____, being first
(Name of person making affidavit)

duly sworn, deposes and says that he is the _____
(Title of Office)

of _____ and that he has authority to make

the following affidavit; that he has knowledge of the Forest Preserve District Ordinance relating to Fair Employment Practices and knows and understands the contents thereof;

that he certifies hereby that _____ is an

“Equal Opportunity Employer”, as defined by Section 2000 (e) of Chapter 21, Title 42 of the

United States Code annotated and Federal Execution Orders #11246 and #11375, which are

incorporated herein by reference. The undersigned further declares that this bid is made

without any connection with any person making another bid for the same contract and that the

bid is in all respects fair and without collusion or fraud.

(Signature)

SUBSCRIBED and sworn to before me

this _____ day of _____, 2024.

(Notary Public)

END OF BID FORM