



## **Prairie State College Bid Instructions**

Sealed bids will be received by the College for the **Fire Testing and Inspection** set forth in the attached specifications and/or plans.

### **Bid Proposals**

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College and mailed or delivered in a sealed envelope identified as “**BID ENCLOSED Fire Testing and Inspection**” to the address below.

Proposals will be opened and publicly read at the place, date and time stated below.

**Place:**           **Prairie State College District #515**  
                          **Prior to bid opening; Room 2115**  
                          **Bid opening: Room 2112**  
                          **202 South Halsted Street**  
                          **Chicago Heights, IL 60411**

**Date:**            **April 2, 2020**

**Time:**           **2:00 PM**

***PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE VENDOR UNOPENED.***

Faxed bids will not be considered because they do not meet the sealed bid requirement.

### **Awarding of Bids**

Bids shall be awarded to the lowest responsible bidder. The College reserves the right to reject any and all bids or any part thereof, to waive immaterial technicalities in the bidding, and to accept the bid deemed most favorable to the interest of the College after all bids have been examined and evaluated.

An award may be made to a single bidder for all items or awarded on an item by item basis. If a split award is not acceptable to a bidder, it must be so stated in the bid.

### **Pre-Bid Meeting**

**A pre-bid meeting will be held on March 18, 2020 at 10:00 AM.** The meeting will be at the Main Building, Room 2112, 202 S Halsted Street, Chicago Heights, Il, 60411.

## **Taxes**

As a public community college, Prairie State College is exempt from Federal, State and Municipal Taxes. Tax exemption numbers will be provided upon request.

## **Payment for Goods and Services**

Goods and services must be received and an approved invoice be received in the Accounts Payable office a minimum of ten (10) days prior to be processed for payment.

## **Alternate Bids**

Alternate bids shall not be considered a counteroffer. An alternate bid shall not become a part of the contract unless approved by the College upon the award of the bid. If bidding other than specified, alternates must be guaranteed equal or better than that originally specified. Burden of proof lies with the bidder. Alternate bids must include specifications, brand name, numbers and/or trademark, if any, and any other information pertinent to the identification.

## **Time Price Will Be Firm**

Bid prices must be firm for a period of forty (60) days from the date of the bid opening.

## **Delivery Price**

Unless otherwise specified in the invitation to bid, your bid price **must** be a delivered price, F.O.B. Prairie State College, with all transportation and handling charges paid by the bidder.

## **Acknowledgement of Addenda**

Signature of company official on original document shall be construed as acknowledgment of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

## **Compliance With Laws**

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County and local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

## **Bid Security**

A certified check or bank draft or bid bond, made payable to Prairie State College District #515, Cook County, Illinois, MUST be submitted with the bid in the amount of ten percent of your total bid. The bid security will be forfeited by the successful bidder in the event of the bidders failure to enter into a contract. Checks or drafts of unsuccessful bidders will be returned as soon as practicable after opening and checking all bids.

## **Payments**

### **Certified Payrolls**

1. With each pay application, contractors shall submit certified payrolls in a format acceptable to Prairie State College District #515.

### **Partial Lien Waivers**

1. The contractor's partial lien waiver, for the full amount of the payment, shall accompany the first application. Each subsequent payment application shall be accompanied by the contractor's partial waiver, and by partial waivers from all subcontractors and suppliers who were included in the immediately preceding payment application, to the extent of that payment.

Final Lien Waivers: The final request for final payment shall include:

1. The contractor's final lien waiver in the full amount of the contract.
2. Final lien waivers in the full amount of their contracts from all subcontractors and suppliers for which final lien waivers have not previously been submitted

## **Apprenticeship and Training Programs**

The bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor Bureau of Apprenticeship and Training. The apprenticeship and training programs must be in the same trade in which the firm shall be performing work on behalf of the College under this contract. This provision shall not apply to federally funded construction projects if, in the opinion of the College, such application would jeopardize the receipt or use of federal funds in support of such project.

## **Prevailing Wage Rate**

The successful bidder must pay not less than the prevailing wage rate determined by the Illinois Department of Labor for the county where the contract is executed and the craft or type of worker needed to execute the contract.

## **Other**

Prairie State College is committed to a policy of non-discrimination. Thus, bidders are required to be in compliance with Federal Executive Orders 11246 and 11375, and the Equal Employment Opportunity Clause issued by the Illinois Fair Employment Practices Commission Public Act 77-1552.

The college shall notify contractors, sub-contractors, vendors, and suppliers of provisions of applicable federal and state equal opportunity rules. In additions, the equal opportunity statement of the college shall be incorporated into each invitation for bid and contract. Contractors shall be notified of the equal opportunity requirements which pertain to them and to their sub-contractors. Notice of applicable federal and state directives concerning equal opportunity for veterans, members of minority groups, and individuals with disabilities shall also be included in contracts and purchase orders.

As required by the Business Enterprise for Minorities, Females, and Persons with disabilities Act (Business Enterprise Act), when the college awards a contract for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services, it shall be the aspirational goal of the college to use business owned by minorities, females, and persons with disabilities as defined in the Business Enterprise Act for not less than 20% of the total amount spent on contracts for these services collectively.

### **Signature On Bids**

Prairie State College District #515 requires the signature on bid documents to be that of an authorized representative of said company. Each bidder represents that he/she has read and understands the bidding documents and that these instructions are a part of the specifications.

Vice President  
Finance and Administration  
Prairie State College

**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

\_\_\_\_\_  
NAME OF CONTRACTOR/BIDDER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Prairie State College District # 515  
Vice President, Finance and Administration  
202 S Halsted Street  
Chicago Heights IL 60411