



## Prairie State College Bid Instructions

Sealed bids will be received by the College for the **Main Campus Asphalt Repair and Sealcoating** 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 delivered in a sealed envelope identified as **"BID ENCLOSED Main Campus Asphalt Repair and Sealcoating"** 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; Main Building Room 2115  
Bid opening: Main Building Room 2112  
202 South Halsted Street  
Chicago Heights, IL 60411

**Date:** April 6, 2022

**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.

### **Pre-Bid Meeting**

**A pre-bid meeting will be held on March 23, 2022 10:00 AM.** The meeting will be at the Main Building 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 (Not Applicable)**

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.

### **Bidding Procedures**

1. No bid shall be modified, withdrawn, or cancelled for (60) days after the bid opening date without the consent of the College Board of Trustees.

2. Changes or corrections may be made in the bid documents after they have been issued and received. In such case, a written addendum describing the change or correction will be issued by the college to all bidder of record. The college will not be responsible for oral instructions.

### **Payments (Not Applicable)**

#### **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. (See Exhibit A)

### **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.

### **Insurance**

The successful bidder will be required to furnish a certificate of insurance. The insurance coverage required herein under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner. The college will be an additionally insured.

The insurance coverage required here in under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner.

The Contractor will purchase and maintain "all risks" Builder's Risk property insurance subject only to such exclusions as have been specifically approved by the Owner in writing.

A. Workers Compensation

1. State: Statutory
2. Applicable Federal: Statutory
3. Employer's Liability:
  - a. \$1,000,000 per Accident
  - b. \$1,000,000 Occupational Disease

B. Commercial Comprehensive Liability

1. Each Occurrence: \$2,000,000
2. Products/Completed Operations Aggregate: \$2,000,000
3. Personal/Advertising Injury: \$2,000,000

C. Business Auto Liability (including owned, non-owned and hired vehicles).

1. Bodily injury
  - a. \$1,000,000 per person
  - b. \$2,000,000 per accident
2. Property damage: \$1,000,000 OR
3. Combined Single limit: \$1,000,000

D. Umbrella

1. Umbrella Excess Liability: \$4,000,000
2. If the Contractor's Workers Compensation, Commercial General Liability and Business Auto policies do not have these minimum limits, an Umbrella policy written by an insurance company acceptable to the Owner may be used to meet the minimum limits required.

**Sex Offender Registration Requirement Notification**

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five days or an aggregate period of more than thirty days during the calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the campus police department located in the main building, within five days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

**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.

The successful bidder must have a license from both City of Chicago Heights and City of Matteson prior to bid opening.

**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

## EXHIBIT A

### **Responsible Bidder Guidelines**

The Board of Trustees of Prairie State College ("College") shall utilize the following guidelines in defining who is a "responsible bidder" in addition to any other requirements as determined by the College for the specific type of work to be performed, and the requirements specifically stated in Section 3-27.1 of the Public Community Colleges Act.

#### SECTION ONE

In determining which bidder is a "responsible bidder" on the College's public works construction projects, the bidder, and its subcontractors, must comply with the following criteria and submit acceptable evidence of such compliance, in addition to other requirements as determined from time to time by the College for the specific types of work to be performed:

- a) Compliance with all applicable laws prerequisite to doing business in the State of Illinois; and
- b) A valid Federal Employee Tax Identification Number or Social Security Number (for an individual); and
- c) Certificates of insurance and the proper additional insured endorsements of coverage establishing that the bidder, and its subcontractors, have the requisite types and limits of insurance coverage required under the contract documents for the particular project; and
- d) Compliance with the Equal Employment Opportunities/Affirmative Action provisions of the Illinois Human Rights Act, 775 ILCS 5/2-105, and provisions of Section 2000(a) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246, as amended by Federal Executive Order No. 11375; and
- e) Compliance by the bidder and its subcontractors with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades covered by the Prevailing Wage Act and filing certified payroll records with the College in the time and manner required by the Prevailing Wage Act; and
- f) Evidence of participation by the bidder and its subcontractors in apprenticeship training programs applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Bureau of Apprenticeships, or its successor organization; and evidence that any applicable apprenticeship training program has graduated at least five (5) apprentices in each of the past five (5) years for each of the construction crafts

the bidder will perform on the project. (Evidence of graduation rates are not required for apprenticeable crafts dedicated exclusively to the transportation of material and equipment to and from the public works project.) In addition to the evidence of graduation rates set forth above, other required evidence includes, but is not limited to, a copy of all applicable apprenticeship standards and Apprenticeship Agreement(s) for any apprentice(s) who will perform work on the public works project. Further evidence of participation and graduation requirements may be requested by the College at its discretion.

## **SECTION TWO**

In determining whether the bidding entity is responsible, the bidder shall provide to the College such information as the College may reasonably request (including, but not limited to, information regarding projects of a similar nature, which were completed in the past five years with the name, address, and telephone number of an owner's representative having knowledge of the project). The College shall use such information to assist in making its determination that the bidder can reasonably be expected to satisfactorily complete the project within the time constraints as delineated in the request for bids. In determining whether the bidding entity is responsible, the College may also request information from the bidder and consider, among other relevant factors, the bidder's record of conformity with environmental, labor, and health and safety laws, including compliance with the requirements of the U.S. Department of Labor's Occupational Safety and Health Administration, and the bidder's record in undertaking good faith efforts to utilize small, minority and women owned businesses as subcontractors on prior projects.

## **SECTION THREE**

On projects in which the construction budget exceeds \$500,000.00, the College shall include as part of the contract documents, a project labor agreement when the College determines that a project labor agreement advances the College's interests of cost, efficiency, quality, safety, timeliness, skilled labor force, labor stability, or the participation of minority and women owned businesses in the construction project. When it has been determined by the College that a project labor agreement is appropriate for a particular project, the College shall in good faith negotiate a project labor agreement with the appropriate labor organizations engaged in the construction industry.

**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





# Prairie State College

## Bid Form

### Main Campus Asphalt Repair and Sealcoating

Sealed bids will be received by the College for the **Main Campus Asphalt Repair and Sealcoating** set forth in the attached specifications and/or plans.

To: Prairie State College  
202 S Halsted Street  
Chicago Heights, Illinois 60411

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

**Project:** Main Campus Asphalt Repair and Sealcoating  
**Date:** April 6, 2022  
**Time & Place** 2:00 PM Main Building 2115

Submitted by:

\_\_\_\_\_  
(Full Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-Mail)

\_\_\_\_\_  
Signature

#### Part 1:

Having examined the site and having familiarized with conditions affecting the cost of work associated with the **Main Campus Asphalt Repair and Sealcoating** and with the bidding documents. Bidder hereby proposes to perform everything required and to furnish all labor, materials, necessary tools, expendable equipment and transportation services necessary to complete in a workman manner of work stated in accordance with the bidding documents for the following sums:

#### Base Bid: Asphalt Repair and Sealcoating

Dollars (\$ \_\_\_\_\_)

**Write amount in both alpha and numeric, in case of discrepancy the lesser amount shown will govern**

**Alternate 1: Crackfill Lot E (Based on 3,000 LF)**

Dollars (\$ \_\_\_\_\_ )

**Write amount in both alpha and numeric, in case of discrepancy the lesser amount shown will govern.**

**Alternate 2: Asphalt Repair and Sealcoating (TWL Sealcoating and Striping)**

Dollars (\$ \_\_\_\_\_ )

**Write amount in both alpha and numeric, in case of discrepancy the lesser amount shown will govern.**

**Addenda**

The following addenda have been received. The modification to the bid documents noted therein have been considered and all costs thereto are included in the bid sum.

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum# \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum# \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum# \_\_\_\_\_ Dated \_\_\_\_\_

**Part 2:**

This offer shall be open to acceptance and is irrevocable for (60) days from bid closing date.

If the bid is accepted by the owner within the time period stated above, we will:

1. Execute the agreement within (10) days of receipt of Notice of Award.
2. Furnish the required Certificate of Insurance within (10) days of receipt of Notice of Award

**Part 3:**

If the bid is accepted, we will:

1. Complete the work in manner consistent to meet the requirements of the schedule of 1 year from the date established in the contract documents.

**Part 4:**

**Business Enterprise for Minorities, Females, and Persons with Disability Act Information**

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 construction contracts for these services collectively. Please provide information on qualifying businesses who are anticipated to participate in this project as a contractor, sub-contractor or supplier. This is for accounting purposes only.

Business Name	Minority	Female	Persons w/ disabilities	Veteran	Contract Amount


**PART 3 BID FORM SIGNATURES(S)**

The Corporate Seal of:

\_\_\_\_\_  
 (Bidder – please print the full name of your Proprietorship, Partnership, or Corporation)

Was hereunto affixed in the presence of:

\_\_\_\_\_  
 (Authorized signing officer)

\_\_\_\_\_  
 (Title)

(Seal)

\_\_\_\_\_  
 (Authorized signing officer)

\_\_\_\_\_  
 (Title)



**Prairie State College**  
**Main Campus Asphalt Repair and Sealcoating**  
**Scope of Work**

Prairie State College is soliciting bids from vendors that will provide Asphalt Repairs, Sealcoating and Striping will be required to:

1. Street sweep all parking areas on campus. Parking Lot A, B, C,D,E, K, TDL and roads
2. Sealcoat Parking Lot A and TDL and noted roads. Parking lots will be shut down half at a time
3. Strip all existing identified parking spots
4. Alternate 1: Street sweep TDL and roads and strip the lot and road as is.

**Base Bid**

Mechanically street sweep all parking lots and roads on main campus.

Sealcoat and stripe Parking Lot A and noted roads by closing half of the parking lot at one time.

**Asphalt Repairs:**

Grind and install 2" of asphalt

1 7 x 16

2 10 x 10

3 3 x 20

4 12 x 12

5 2 x 15

6 3 x 12

7 10 x 35

The college will mark all areas on campus per the above dimensions

**Alternate 1**

Crackfill approx. 3,000 LF of crackfill in parking lot E

**Alternate 2**

Street sweep, sealcoat and strip the TDL Parking Lot and replace one stop sign and post