

HOFFMAN ESTATES PARK DISTRICT
Hoffman Estates, Illinois

FORM OF PROPOSAL

Proposal of _____, hereinafter
called the "BIDDER", (a) / (an) _____,
(Corporation, Partnership, individual)
doing business as _____, to Hoffman Estates Park
District, hereinafter called the "OWNER."

* * *

The Bidder, in response to your advertisement for bids for **Steel & Miscellaneous Metals** and delivery, having examined the Specifications and other Documents and being familiar with all of the conditions surrounding the proposed work (purchase/sale) including availability of materials and labor, hereby proposes to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, within the time set forth therein and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

Bidder acknowledges receipt of the following Addenda, which are a part of the Contract

Document: Numbers: _____, _____, _____, _____.

Bidder hereby agrees to start work within five (5) days after receipt of "Notice to Proceed" from the Owner and to complete the project according to the scheduled provided in the contract documents. All work under this proposal shall be completed no later than March 3th 2017 unless an extension due to extenuating circumstances is granted by the Construction Manager.

SCOPE OF WORK
STEEL

The specifications and drawings are to govern the extent of the Work required or reasonably incidental to this Bid package. The following list of Work items is to be included and considered complementary to the drawings and specifications:

Furnish all labor, tools, material, and equipment required and necessary to complete the following:

1. Supply and install all structural steel and miscellaneous iron including columns, tubes, beams, joist, trusses, lintels, purlins, structural shapes, channels, angles, embedded items, bolts, fasteners.
2. Provide all bidding and contract requirements: General Requirements, Structural Steel, Steel Joists, Metal Fabrications, and related sections as specified.
3. Provide all layouts along with concrete contractor required for the correct installation of steel members in a proper alignment.
4. All steel shall be erected, braced, level and plumb.
5. Partial deliveries and installations should be anticipated and will be required to meet the schedule..
6. Provide shop painting and field touch up.
7. Provide to concrete contractor all anchor bolts and setting plates.
8. Provide all hoisting necessary and required for completion of this project. Adequate provisions must be taken to protect the existing underground utilities. Existing exterior window on eastside of building will be removed by owner to allow the passing and setting of new interior steel. Note the owner will remove one widow on the eastside of the building for use by the Steel Contractor as a pass thru for structure steel. The owner will replace the window at his expense. The steel contractor shall protect the existing masonry, window frame and sill from damage cause by transport of new steel members into the interior space.
9. Supply all anchor devices and other embedded items that are attached to or supported by new cast in place concrete.
10. Equipment and manpower shall be provided in suitable size and number to satisfy and complete the work according to site material conditions, schedule and weather.
11. This facility must remain in operation, including all services, at all times. All work must be closely coordinated with Owner requirements, which shall take precedence. Trade contractor shall anticipate and have auxiliary work to fall back to should an area be temporarily closed to work.
12. Provide adequate staff to review the Contract Documents and request, in writing, any additional information required well in advance of the actual fabrication or installation. Coordinate and communicate installation information with all other trades where there is interface, connection or contact with a product or work being installed and/or supplied by others.
13. If this Contractor is determined to impede the progress of the project schedule, the work delaying such progress will be passed over in a normal course of business and this Contractor shall be responsible for installing the work under other means and paying for additional costs, remedial work or damages resulting from such action.
14. Provide markers indicating limits of work and clear identification of items and areas requiring protection. Provide barricades, warning signs, and warning lights at conditions where there is a danger of injury to persons, or materials falling into excavations, pits, or depressions in the surrounding grade. This contractor is solely responsible for determining the potential for injury to persons and damage to property. Where such potential is present, take appropriate protective measures. Protect persons from injury and protect existing and new improvements from damage caused directly or indirectly by construction operations.
15. The Trade Contractor shall be liable and responsible for payment of all OSHA fines and/or other penalties against their work for failure to comply with all such requirements. Trade Contractor shall also reimburse the Construction Manager for all OSHA and other fines and/or penalties charged to the construction manager due to Trade Contractor's negligence.
16. Clean up shall be on a daily basis. This shall include sweeping and other housekeeping methods necessary to maintain the building, and removal of debris from streets, roads, and landscaped

areas. All unused materials, packaging, debris, food-related items shall be placed in rubbish containers and daily removed from the site.

17. Submit the following information within five (5) days after bidding, when requested: a) average size crew anticipated; b) approximate number of man-days anticipated for each major function of work; c) delivery dates of major equipment or fixtures; and, e) references and financial qualifications. All shop drawings shall be submitted within twenty-one (21) days of the Contract date.
18. No extras shall be accepted on this project unless initiated by the Owner. Discrepancies, exclusions, clarifications regarding each contractor's scope of work shall be addressed by contractor, in writing, and to the architect during the bidding process.
19. Contractor shall provide certificate of insurance with coverage as specified in the Project Manual and naming architect as additional insured's.

Bidders agree to provide all materials, labor, supervision and markup costs to complete the work required under this proposal as specified in the contract documents for the sum of:

\$ _____ (in writing)
(Dollars)

ALTERNATES The Contractor shall indicate an ADD or DEDUCT cost to the following items if they apply to their trade being bid as part of this package. Said alternates include all labor, material, equipment charges for incidental expenses, general conditions, supervision, taxes, insurance, overhead and profit.

Alternate No 1: Temperature Control Commissioning

1. Base Bid: Provide NO temperature controls commissioning..
2. Alternate Bid: Provide itemized pricing for the temperature controls contractor to commission the existing controls system that fall outside of the project scope of work as denoted in the contract documents..

ADD COST \$ NOT ASSOCIATED WITH THIS BID PACKAGE

Alternate No 2: Integrated Boiler Controls

1. Base Bid: Provide NO integrated hot water boiler controls
2. Alternate Bid: Provide itemized pricing for integrating the hot water boiler controls into the existing temperature control system.

ADD COST \$ NOT ASSOCIATED WITH THIS BID PACKAGE

Alternate No 3: Electrical operable panel partition.

1. Base Bid: Provide manually operated operable panels
2. Alternate Bid: Provide itemized pricing for providing electrically operated panel partitions in lieu of the electrically operated panels

ADD COST \$ NOT ASSOCIATED WITH THIS BID PACKAGE

Alternate No 4: Helical Foundation Anchors

1. Base Bid: Provide tradition spread footing as designated in the contract documents.
2. Alternate Bid: Provide itemized pricing to provide helical pier anchor below the column footings as a delegated design.

ADD COST \$ NOT ASSOCIATED WITH THIS BID PACKAGE

Alternate No 5: Door and Hardware

1. Base Bid: Provide salvaged doors and hardware in new hollow metal frames as part of the base bid.
2. Alternate Bid: Provide itemized pricing for new doors, hardware and hollow metal frames in lieu of salvaged doors and hollow metal frames. Refer to the contract documents for additional information.

ADD COST \$ NOT ASSOCIATED WITH THIS BID PACKAGE

Alternate No 6: Concrete stoop

1. Base Bid: Excavate, provide ,place and finish concrete slab outside of room 149 as part Base bid.
2. Alternate Bid: Deduct the cost of excavating, providing materials, placing and finishing concrete slab outside of room 149.

DEDUCT COST \$ NOT ASSOCIATED WITH THIS BID PACKAGE

VOLUNTARY ALTERNATES

The contractor is encouraged to provide Voluntary Alternates. All Voluntary Alternates **must** be a modification to the Base Bid and shall **not** be included in the Base Bid.

Description of Alternate Proposed (state any change in time required):

_____ Add/Deduct \$ _____

Description of Alternate Proposed (state any change in time required):

_____ Add/Deduct \$ _____

UNIT PRICES

The following unit prices include overhead and profit, all labor, materials, necessary tools, expendable equipment, all applicable taxes and fees, and utility and transportation services necessary to complete that unit of work and remain valid for the duration of the Contract.

Structural Iron Worker	\$ _____	/HR
Miscellaneous Iron Worker	\$ _____	/HR
Structural Steel additional cost furnished and installed	\$ _____	per finished ton

QUANTITIES AND VALUES

The following quantities and values are to be furnished for comparison purposes only:

Cost to remove existing column and replace it with new structural steel in room 139

\$ _____

Cost to supply and install steel structure to carry the weight of movable wall system in Lounge.

\$ _____

Accompanying this is a _____

(Bid Bond, Certified Check, Bank Draft)

In the amount of _____

(Dollars)

and is attached to this proposal, as surety, in the amount of not less than 10% of the total bid payable to the Owner, which it is agreed will be forfeited if the undersigned fails to execute the Contract in conformity with the requirements set forth in the Project Manual and furnish Performance and Labor Material Payment Bonds as specified within ten (10) days after notification of the award of the Contract to the undersigned.

The undersigned bidder certifies that he is eligible for and agrees to provide Performance and Labor and Material Payment Bonds executed in accordance with AIA Document (by referral) written with _____ (bonding company) in the amount of 100% of the Contract Sum (Base Bid and all accepted Alternate Bids) the cost of which is included in the bid.

The Bidder hereby certifies:

- A. That this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
- B. That he has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid.
- C. That he has not solicited or induced any person, firm, or corporation to refrain from bidding.
- D. That he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the "Owner."

- E. That he will comply with all provisions of the Prevailing Wage Ordinance #O16-03 adopted by the Hoffman Estates Park District.
- F. That he is in compliance with the Criminal Code Act of 1961, Article 33E-11, Public Contracts, and Public Act 85-1295.
- G. That all materials, methods and workmanship shall conform to the drawings, specifications, manufacturer's standards and specifications, and all applicable Codes and Standards.

HOFFMAN ESTATES PARK DISTRICT

FIRM NAME _____

BY: _____
(Sign and Date)

ADDRESS _____

BY: _____
(Sign and Date)

PHONE _____

EMAIL: _____

BY: _____
(Sign and Date)

FORM 1 – BID

CERTIFICATION

I, _____ (Officer), having been first duly sworn on Oath, do
depose and state that I presently reside at _____ (Address), and
that I am the duly authorized principal, officer or agent of _____
(Name of Contractor) and do hereby certify to Hoffman Estates Park District, its
Commissioners, Officers and Employees that neither I nor _____
(Name of Contractor) are barred from bidding on the Contract for which this bid is
submitted, and as a result of violation of either Section 33E-3 (Bid-rigging") or
Section 33E-4 ("Bid-rotating") of Article 33E of the Criminal Code of 1961 of the
State of Illinois approved July 28,1961, as amended.

On behalf of Contractor

Subscribed and sworn to before me

this _____ day of _____, 20____

- Notary Public -

My Commission Expires:

FAIR EMPLOYMENT PRACTICES AFFIDAVIT OF COMPLIANCE

I, _____ (name of person making the affidavit), being duly sworn, deposes and says that he is the _____ (title) of _____

_____, and that he has authority to make the following affidavit; that he has knowledge of the Hoffman Estates Park District ordinance relating to Fair Employment Practices, Equal Employment Opportunity, Prevailing Wages, Sexual Harassment Requirements, and knows and understands the contents thereof; that he certifies that _____ (name of company) is an equal opportunity employer as defined by the Federal, State and Local regulations.

HOLD HARMLESS AGREEMENT

_____ (company name) agrees to indemnify, hold harmless and defend the Hoffman Estates Park District, its consultants for this Project, agents, servants and employees, _____ (Construction Company), Williams Architects, and its sub consultants, and each of them against and hold them harmless from any and all liability, loss, cost, damages and claims, cause of action, demands, rights, costs of loss of service expenses, compensation, and expense (including reasonable attorneys' fees and court costs) which the undersigned now has or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, resulting from, arising out of, or incurred by reason of claims, actions, or suits based upon or alleging bodily injury, including death, or property damages arising out of, or resulting from the Contractor's operations under this Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them.

Signed this: _____ day of _____, 2016.

By: _____

Title: _____

Address: _____

City State Zip

Subscribed and sworn before me this _____ day of _____, 2016

Notary Public

SUBCONTRACTORS

The following list includes all Subcontractors who will perform work representing five percent (5%) or more of the total base bid. The Bidder represents that the Subcontractors are qualified to perform the work required.

Category	Subcontractor Name	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

REFERENCES

Hoffman Estates IL 60169

References for:

1. Company Name: _____

Address: _____

City-state: _____

Phone Number: _____

Contact Person: _____

2. Company Name: _____

Address: _____

City/State: _____

Phone Number: _____

Contact Person: _____

3. Company Name: _____

Address: _____

City/State: _____

Phone Number: _____

Contact Person: _____

4. Company Name: _____

Address: _____

City/State: _____

Phone Number: _____

Contact Person: _____

STATEMENT OF EXPERIENCE

The Bidder shall list all recent projects for which he provided services of a similar nature to the subject project.

<u>Project/Location</u>	<u>Contract Amount</u>	<u>Reference/Phone #</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

HOFFMAN ESTATES PARK DISTRICT
Hoffman Estates, Illinois

Please list all of the equipment you will be using on this specific job.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

SUSTAINABILITY STATEMENT

Introduction

The Hoffman Estates Park District is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking bidders to provide a Statement of Sustainability to ensure our bidders are also incorporating sustainability into their firm's practices.

Instructions

Provide a clear description of your firm's sustainable practices, policies or procedures to the below sections or attach a copy of your practice. These practices may include but are not limited to:

Waste Minimization within the office or facilities through recycling programs, double-sided copying, electronic internal communications, recycled content in materials, reusable cups, limited printing, electronic document management, green purchasing policies, green cleaning supplies or reduced packaging in materials procured or supplied. _____

Energy Efficiency within office, facilities or firm through lighting retrofits, photo sensor switches for lighting, use of day lighting, Energy Star rated appliance or equipment, alternative fuel or efficient fleet, anti-idling policy, or indoor temperature management. _____

Water Efficiency in office, facilities or firm through faucet or fixture retrofits, switch individual bottled water to office water coolers or drinking fountains, drought tolerant landscaping. _____

Staff are encouraged to be sustainable and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support to attend green seminars, US Green Building Council LEED accredited or the creation of an internal green team. _____

Education of your staff about green practices, your business peers of your green accomplishments, your community of your sustainability, or any environmental awards your firm has achieved. _____

_____.

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FAIR EMPLOYMENT PRACTICES AFFIDAVIT OF COMPLIANCE

I, _____ (name of person making the affidavit), being duly sworn, deposes and says that he is the _____ (title) of _____, and that he has authority to make the following affidavit; that he has knowledge of the Hoffman Estates Park District ordinance relating to Fair Employment Practices, Equal Employment Opportunity, Prevailing Wages, Sexual Harassment Requirements, and knows and understands the contents thereof; that he certifies that _____ (name of company) is an equal opportunity employer as defined by the Federal, State and Local regulations.

HOLD HARMLESS AGREEMENT

_____ (company name) agrees to indemnify, hold harmless and defend the Hoffman Estates Park District, its consultants for this Project, agents, servants and employees, _____ (Construction Company), and its sub consultants, and each of them against and hold them harmless from any and all liability, loss, cost, damages and claims, cause of action, demands, rights, costs of loss of service expenses, compensation, and expense (including reasonable attorneys' fees and court costs) which the undersigned now has or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, resulting from, arising out of, or incurred by reason of claims, actions, or suits based upon or alleging bodily injury, including death, or property damages arising out of, or resulting from the Contractor's operations under this Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them.

Signed this: _____ day of _____, 20__.

By: _____

Title: _____

Address: _____

City _____ State _____ Zip _____

Subscribed and sworn before me

this _____ day of _____, 20__.

Notary Public