



REQUEST FOR PRICING

LABOR BID ONLY

“LAMP & BALLAST UPGRADE”

Bid Opening Date: Friday March 6th, 2015

Commencing promptly at **10:00 a.m.**

MANDATORY PRE-BID MEETING AND SITE WALKTHROUGH:

WEDNESDAY FEBRUARY 25TH, 2015 AT 10:00AM

Westchester Public Library

10700 Canterbury

Westchester IL. 60154

708-562-3573



INVITATION TO BID – LABOR ONLY – LAMP & BALLAST **Upgrade**

Westchester Public Library, will receive sealed bids for the Supply of “**LABOR ONLY**” to install “Lamps & Ballasts”

PRE-BID REQUIREMENTS: All prospective Bidders must request in writing a copy of all bid documents to one of the following contacts:

Aaron Spencer
Sustainable Energy Solutions
aspencer@greenses.com

Fidencio Marbella
Westchester Public Library
fidenciom@westchesterpl.org

MANDATORY PRE-BID MEETING / SITE WALK

February 25th, 2015 at 10:00 am

10700 Canterbury

Westchester, IL 60154



BID OPENING:

Bids must be received by 10:00 a.m., local time, on **Friday March 6th, 2015**. Address bids to Fidencio Marbella, Library Director, 10700 Canterbury, Westchester, IL. 60154. Bids received after this date and time **will not** be accepted.

BID SUBMITTAL:

Bidder must submit two (2) copies of their proposal, executed by an officer of the Contractor's company and submitted in a sealed envelope clearly marked "**Labor Only – Lamp & Ballast Upgrade**"

The Bidder hereby proposes, offers, and agrees if this bid is accepted, to do all things necessary to fully perform and satisfy all terms, conditions, and requirements of these specifications.

REJECTION OF BIDS: The Library Board reserves the right to reject any and all bids and to waive informalities and any and all irregularities in bidding procedures and to accept the bid which is considered to be in the best interest of the Library. Any such decision shall be considered final.

CONTRACT AWARD

Contract will be awarded to the lowest responsible, responsive, base bidder complying with the conditions of the Contract. The Library reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the Contract.

EQUAL OPPORTUNITY: All bids to be considered by the Library shall include a signed statement of compliance with federal and state regulations for equal employment opportunity.

Thank you for your interest and time spent in bidding on this project.

Sincerely,

Fidencio Marbella
Library Director



SECTION A

I. REQUIREMENTS OF BIDDER:

Supply of *LABOR ONLY* for the installation of 1,474 lamps; 389 ballasts; and 389 linear disconnects at the following location:

- Westchester Public Library

All work (installation) is to be performed during the times approved by the Library Director. Contractors should allow for day and evening work as some work can be completed while the library is open. Work may also be performed on days when the Library is closed.

Please provide unit cost per ballast or fixture points to be used as add / deduct for possible variance from above totals.

- All rooms, hallways, offices, etc., must be put back into the original layout, i.e. desks, file cabinets.
- All fixtures / lenses must be wiped down and cleaned.
- Contractor must replace any broken T-8 sockets at time of install. Contractor is responsible for providing new sockets.
- **Contractor is responsible for supplying and installing Linear Disconnects.**
- Any existing bi-level switching or two ballast fixtures will be changed to (1) three or four lamp single ballast and alternate fixture switching will be implemented.
- **The Contractor will be responsible for disposal of the existing ballasts and lamps and will provide the Library with a recycling certification for the lamps.**
- Contractor is responsible for any required permits.
- **Per the Village of Westchester requirements the contractor must register with the Village prior to beginning any work. There is a fee for this registration.**

II. BID DUE DATE

Bids must be received by **10:00 a.m., local time, Friday, March 6th 2015**, addressed to Fidencio Marbella; Library Director, 10700 Canterbury St. Westchester IL 60154

III. BID SUBMITTAL

Bidder must submit two (2) copies of their proposal, signed by an officer of the Contractor's Company and submitted in a sealed envelope clearly marked **"Labor Only – Lamp & Ballast Upgrade"**



IV. BID QUESTIONS AND CLARIFICATIONS

Shall be directed in writing, by Friday February 27th 2015, to:

Aaron Spencer
Sustainable Energy Solutions LLC
aspencer@greenses.com

SECTION B

I. GENERAL INSTRUCTIONS

- A.** Bids shall be submitted in an envelope properly marked with the title of bid, and date and time of bid opening.
- B.** Seal and deliver to the **Westchester Public Library** on or before the time scheduled for the bid opening.
- C.** Each Bidder shall submit two (2) copies of their proposal and the Certifications by Bidders only. **Failure to do so shall cause rejection of proposal.**
- D.** **No oral, electronic, or facsimile bid will be considered. In addition, no oral, electronic or facsimile revisions to a bid proposal will be considered.**
- E.** Proposals and Certifications must be signed by person(s) legally authorized to perform such function. Evidence may be required to substantiate the signature.
- F.** Westchester Public Library may be referred to as “The Library” or the “Owner” throughout the remainder of this document. The company submitting a bid will be referred to as Contractor.
- G.** Unsigned or late bids will not be considered. The Library cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a proposal has been “received” by the Library before the specified deadline. Bids received after the time specified in the Request for Bids **shall not** be considered.
- H.** Westchester Public Library is not subject to Federal Excise Tax or Illinois Retailers’ Occupational Tax.



II. ERRORS AND OMISSIONS

Special attention of Contractors is directed to the policy that no claim for relief because of error or omission on the Bid will be considered, and bidders will be held strictly to the Bid submitted. Should a bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, he/she shall advise Fidencio Marbella or Aaron Spencer (as shown on Page 2), who will issue the necessary clarifications to all prospective bidders by means of addenda.

III. INTERPRETATIONS

No oral interpretations will be given to any bidder as to the meaning of the specifications. Any requests for interpretations must be submitted in writing by email to Fidencio Marbella. Replies to requests received will be issued to all Contractors by written Addendum to all Contractors. **However, the deadline to submit questions, or request clarification, is Friday February 27th, 2015.**

Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his/her proposal. Oral explanations will not be binding.



IV. COMPLIANCE WITH LEGISLATION

Contractor's attention is called to all Federal and State Laws as applicable to the work hereunder.

Contractors must be in full compliance with all provisions of the acts of the General Assembly of Illinois in relation to employment. It shall be mandatory upon the contractor(s) to whom the contract is awarded and upon any subcontractor thereof to pay to all laborers, workmen and mechanics employed by them not less than the general **prevailing rate of wages** in the locality for each craft or type of workmen or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor. It shall be mandatory that the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further that he will comply with all provisions of the Illinois Fair Employment Practices Commission as required by the Rules and Regulations for public contracts.

Contractor shall agree to comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued since that time.

The following statutes also govern the work: ...The Illinois Human Rights Act (HRA) Illinois Revised Statutes, Ch. 68, Par. 1-101 et. Seq. (Including the requirements that every party to a public contract shall have adopted written sexual harassment policies, P.A. 87-1257).

All bids to be considered by the Library shall include a signed statement of compliance with federal and state regulations regarding equal employment opportunity.

V. PRICES

Two (2) copies of the proposal form shall be included. All prices, terms and conditions must be firm for a period of ninety (90) days from bid opening date unless otherwise agreed to by Owner.

VI. WITHDRAWAL OF BID

Bids may be withdrawn by letter in U.S. mail, electronic mail, facsimile, or in person up until the time and date established for the opening of bids. The successful contractor may not withdraw, cancel or modify said Contractor's proposal after the bid proposal has been opened.

VII. PAYMENT

Approval for payment of installation will take place within a thirty (30) day period from receipt of invoice providing the work has been completed in a satisfactory and acceptable condition.

Payment by the Library for the work provided hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in workmanship or a failure to meet the specifications contained herein.

VIII. INVESTIGATION OF SUPPLIER

The Library will make such investigation as is necessary to determine the ability of the Contractor to fulfill proposal requirements.

The Contractor shall furnish such information as may be requested and shall be prepared to produce such financial documentation as well as show types of services or supplies similar to that included in his/her proposal.



IX. CONTRACT AWARD

Contracts will be awarded to the lowest responsible, responsive, base bidder complying with the conditions of the Contract. The Library reserves the right to reject any proposal if it is determined that the Contractor is not properly qualified to carry out the obligations of the Contract. Upon award of contract it will be the responsibility of the Contractor to verify all labor hours associated with the lamp and ballast installation.

X. RESERVATION OF RIGHTS BY THE LIBRARY

The Westchester Public Library Board reserves the right to reject any or all bids, to waive any informalities and all irregularities in bidding procedures **and to accept that bid proposal which is considered to be in the best interests of the Library at this time. Any such decision shall be considered final.**

XI. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of the Certifications by Bidders shall be construed as acceptance of all provisions contained herein.

XII. EXCEPTIONS

Any exceptions to these terms and conditions or deviations from the written specifications must be shown in writing and attached to the Contractor's Proposal.

XIII. OTHER GENERAL REQUIREMENTS

Bids will be considered only if made without any connection with any other person or firm submitting a bid, if in all respects fair and without collusion and if no member of the Board of this Library nor other officer of this Library is directly or indirectly interested in the bid or in any portion of the profits thereof.

If Contractor ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against contractor, or if a receiver for Contractor is appointed or applied for, or if an assignment for the benefit of creditors is made by Seller, the Library may cancel this order without liability except for work previously completed in accordance with the terms, conditions, and specifications contained herein.

The Library's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the Request For Bid shall not in any way affect, limit, or waive the Library's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

XIV. BID TABULATION

No recap of the quotation summary will be mailed. Any interested party may examine the summary in the Library Office during normal business hours after the bids have been awarded until **July 8, 2015**.

XV. NOTICE TO PROCEED

Date for which labor will be ordered under this contract will be determined by a schedule between the Library and successful bidder.



CERTIFICATIONS BY BIDDER

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (print): _____ Submitted by (signature): _____

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act as stated under Compliance with Legislation in Instructions to Bidder.

Name of Bidder (print): _____ Submitted by (signature): _____

The undersigned hereby certifies that having submitted a bid proposal to Library that same bidder has a written sexual harassment policy in place and is in compliance with P.A. 87-1275.

Name of Bidder (print): _____ Submitted by (signature): _____

The undersigned which has 25 or more employees does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (III. Rev. Stat. Ch. 127, par. 132313) that the Bidder shall provide a drug-free Workplace for all employees engaged in the performance of work under the contract by complying with the Requirements of the Illinois Drug-Free Workplace Act.

Name of Bidder (print): _____ Submitted by (signature): _____

The undersigned hereby certifies he has read, understands, and agrees that acceptance by the Library of the Bidder's offer by issuance of a Purchase Order (specifications and bidding conditions contained therein) will create a binding contract.

Name of Bidding Company: _____

Signature: _____

Address: _____

Printed Name: _____

Address: _____

Title: _____

Telephone Number: _____

Date: _____

Fax Number: _____