

REQUEST FOR BIDS

Township Center Building Re-roof with SPF

Bid Submission Deadline: Monday September 18, 2017 at 3:00 pm

Bid Opening: Monday September 18, 2017 at 3:00 p.m.

Palatine Township

721 South Quentin Road

Palatine, IL 60067

(847) 358-6700

Sharon Langlotz-Johnson, Supervisor

August 30, 2017

August 30, 2017

RE: Township Building Center Re-roof with SPF
Bid Opening: September 18, 2017 at 3:00 p.m.
Location: Palatine Township Center
721 South Quentin Road
Palatine, IL 60067

Dear Bidder:

Enclosed you will find information relating to Palatine Township's intention to contract for the re-roof of an area of the Township Center.

The materials enclosed are as follows:

1. Advertisement for Bids
2. General Provisions
3. Special Provisions
4. Bid Specifications
5. Bid Form

Please return your signed Bid Form and Proposal in a sealed envelope, showing the name of the Bid Project and Date/Time of Opening in the lower left-hand corner of the envelope.

If you have any questions regarding the timing of this bid opening, any concerns about the interpretation of bid documents, or any other questions, please email info@jbrgrp.com with "Palatine Township RFP" in the subject line.

Sharon Langlotz-Johnson, Supervisor

ADVERTISEMENT FOR BIDS

Legal Notice of Sealed Bids

NOTICE is hereby given that the PALATINE TOWNSHIP is accepting sealed bids for the re-roof of a specified section of the Township Center. Specifications, bid packets, and forms may be obtained at Palatine Township Center, 721 S. Quentin Road, Palatine, Illinois 60067, between the hours of 8:30 am and 4:00 pm Monday through Friday, or by sending an emailed request to JBR Group at info@jbrgrp.com.

Sealed Bids will be accepted at Palatine Township Center until 3:00 p.m. on Monday September 18, 2017 and no late bids will be accepted. The sealed bids will be publicly opened at Palatine Township Center located at 721 S. Quentin Road, Palatine, IL 60067, at 3:00 p.m. on September 18, 2017. As part of the project, there will be an optional roof walk on September 7, 2017 beginning at 9 AM. This will be the only opportunity for bidders to view the roof.

The PALATINE TOWNSHIP reserves the right to reject any or all bids received, to waive any formalities or technicalities of the Bid or to reject any non-responsive bid in the interest of the PALATINE TOWNSHIP.

PALATINE TOWNSHIP

REQUEST FOR BIDS FOR TOWNSHIP CENTER BUILDING RE-ROOF WITH SPF

DATE: August 31, 2017

ITEM: Township Center Building Re-roof with SPF

Bids will be received until **September 18, 2017 at 3:00 p.m.** on the items specified herein. The Date and Time as stated, is also the time of the public bid opening, unless modified by the PALATINE TOWNSHIP. All Vendors are welcome to attend this opening.

GENERAL PROVISIONS

1. Sealed bids shall be due no later than 3:00 p.m. on Monday, September 18, 2017 to the Palatine Township Office located at 721 South Quentin Road, Palatine, IL and shall be submitted on the forms herein provided. Bids will be publicly opened at this time and place.
2. The Supervisor reserves the right to reject any, or all, proposals and to accept the whole, or part, of a proposal and to waive any technicalities.
3. The bidder shall set forth the price in total for the project including all labor, materials, fees, disposal, and any and all other costs necessary to complete this project to the satisfaction of the Township Supervisor.
4. If the successful bidder shall fail, or refuse to, furnish any part of the items required, the Supervisor shall have the right to purchase the amount required, but not furnished, on the open market and charge the difference to the successful bidder.
5. The successful bidder, within 15 days of the date the contract is awarded, shall execute and deliver to the Palatine Township Supervisor a surety bond in the sum of not less than one hundred (100%) percent of the established amount of the contract. The bond must be issued by a surety licensed to do business in the State of Illinois and shall be conditioned on the faithful performance and completion of the bidder's contract.
6. Proposals shall be delivered or mailed to the Attention of Township Supervisor, Palatine Township, 721 S. Quentin Road, Suite 101, Palatine, Illinois 60067.
7. Upon satisfactory completion of the project, a warrant shall be issued to the Treasurer of Palatine Township for the payment and signed by the Supervisor.
8. The Supervisor may cancel the entire contract or any part thereof, if conditions over which she has no control force the halting or reduction of the work by the Township.
9. Any subcontracts or subgrants shall be subject to, and conform with, all applicable State and Federal laws, and shall specifically provide that subcontractors or subgrantees are subject to all of the terms and conditions of this Agreement.
10. The successful bidder is responsible for obtaining all required permits through the Village of Palatine.

11. Terms for payment are as follows:

- a. The Palatine Township will pay the entire balance after project completion. Vendor shall issue an invoice after acceptance, by the Palatine Township, of the stated deliverables for the balance. Payment shall be made thirty (30) days after receipt of the invoice.
- b. Invoices shall be typed and sent to the Palatine Township containing the following information:
 - i. The name, address and phone number of the Vendor
 - ii. Any payment discount terms offered
 - iii. Completed W-9 form.
- c. The Palatine Township is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. Quote all prices F.O.B. Palatine, Illinois, 60067 including all freight and delivery charges to the facility.
 - i. A tax exempt certificate can be provided if necessary.

SPECIAL PROVISIONS

1. Insurance Requirements

- a. Not later than the time of the award of the contract, and the execution of the surety bond, the successful bidder shall deposit with the Palatine Township Supervisor the following:
 - i. One (1) original and (1) copy: evidence Owner's Protective Liability Insurance Policy naming the Palatine Township Supervisor, Palatine Township, JBR Group as the insured. The amounts of insurance shall be two million (\$2,000,000) dollars per occurrence for bodily injury and two million (\$2,000,000) dollars per occurrence for property damage.
 1. ANY RESTRICTION OR LIMITATION COVERAGE AS RESPECTS PUNITIVE OR EXEMPLARY DAMAGES IS NOT ACCEPTABLE.
 - ii. Contractor's insurance: The contractor shall furnish the Supervisor certificates, in duplicate, from the contractor's insurance company evidencing insurance coverages required in the following paragraphs.
 1. "This insurance specially covers liability assumed by the insured under this contract."
 2. The certificates shall stipulate that the insurance shall not be cancelled or changed while the work is in progress without thirty days prior notice by Certified Mail to the Supervisor.
- b. The Contractor shall provide and maintain the following:
 - i. Workman Compensation, Occupational Disease and Employers Liability as required by the laws of the State of Illinois and to the minimum statutory limits prescribed by such regulations. If any of the work is

sublet, the contractor shall require his sub-contractor to provide the same insurance for the latter employees, unless such employees are covered by the contractor's insurance.

- ii. Liability Insurance: Comprehensive form coverages on all operations, including property damage to property physically controlled, protective, products, and contractual liability, the motor vehicle liability owned, non-owned and hired.
 - 1. The amounts shall be two million (\$2,000,000) per occurrence for bodily injury and two million (\$2,000,000) per occurrence for property damage.
 - 2. The insurance companies shall be licensed to do business in Illinois.

2. Fair Employment Practices

- a. In addition to all other labor requirements set forth in this proposal during the performance of this contract, the contractor for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:
 - i. SELECTION OF LABOR: During the performance of this contract, the contractor agrees as follows:
 - 1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
 - 2. That, if it hires additional employees in order to perform this contract or any portion hereof, it will determine the availability of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
 - 3. That, in all solicitations or advertisements for employees placed by or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, or ancestry.
 - 4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the Contractor will promptly so

notify the Illinois Fair Employment Practices Commission and the Contracting agency and will recruit employees from other sources when necessary to fulfill its obligations hereunder.

5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rule and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the commission's rules and regulations for public contracts.
 6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
 7. That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6, and 7 in every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Pubic Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith.
- ii. PREVAILING WAGE ACT
1. The Illinois Prevailing Wage Act shall apply to all work performed for this project per 820 ILCS 130/.01, et seq.

DETAILED BID SPECIFICATIONS
Township Center Building Re-roof with SPF

1. Purpose
 - a. The purpose of this project is to apply a Spray Polyurethane Foam (SPF) Roofing System to a portion of the Township Center building roof in Palatine that is indicated in this Detailed Bid Specification.
2. Location
 - a. 721 S Quentin Rd # 101, Palatine, IL 60067
 - b. Note the specific portion of the property's roof that is in scope:



3. Pre-bid building walkthrough
 - a. As part of the project, there will be an optional roof walk on September 7, 2017 beginning at 9 AM.
 - b. This will be the only opportunity for bidders to view the roof.
4. Scope of work to be completed:
 - a. Removal of existing EPDM membrane down to existing insulation board
 - b. Fasten new ½" recovery board on top of existing roof (post EPDM layer removal)
 - c. Appropriate containment thresholds implemented around perimeter, specifically lower runs that feed directly onto sloped awnings
 - i. Approximately 1,000 linear feet of new flashing
 - d. Spray SPF system over new recover board (see below for specifications)
 - e. Spray two coats of silicone top coating over new SPF roofing layer
 - f. Embed granules into top coat
 - g. Appropriate handling of existing piping runs that service existing rooftop equipment during implementation of new roofing system
 - h. Provisions for area containment during SPF roof system application

- i. Appropriate signage and traffic control measures (vehicular & pedestrian)
 - ii. While the Township will do everything within its power to keep the adjacent parking lot clear of vehicles, contractor shall be prepared with car covers
- 5. Specifications and performance requirements:
 - a. 15-year warranty on roofing system
 - b. Light top coat color, preferably white or light gray
 - c. Minimum foam layer thickness of 1-1/2"
 - i. Note the existing typical roof construction from the picture of a core sample taken on 8/15/2017:



- 6. Description of work:
 - a. The Bidder shall submit technical plans and drawings, technical reports, and/or as-built drawings as part of their bid submittal.
 - b. Bidder shall submit a project timeline including minimum project start date, progress dates, and a projected project completion date. Timeline may also be submitted as a period of performance timeline. Note that the project is required to be completed by 10/31/2017.
- 7. Miscellaneous requirements:
 - a. All bidding firms to be members of:
 - i. National Roofing Contractors Association (NRCA)
 - ii. Spray Polyurethane Foam Alliance (SPFA)

BID FORM

PALATINE TOWNSHIP

REQUEST FOR BIDS FOR TOWNSHIP CENTER BUILDING RE-ROOF WITH SPF

A. ACKNOWLEDGEMENT

By its signature below, the Bidder acknowledges it has received a complete set of provisions and specifications, understands the meaning of their content, and shall willingly comply with the guidelines set forth in these documents. The Bid Documents are composed of the following documents, which the Bidder acknowledges it has received in full:

1. Letter to Bidder
2. Advertisement for Bids
3. General Provisions for All Bids
4. Special Provisions for All Bids
5. Bid Specifications
6. Bid Form

If any of the above documents have been omitted, please contact JBR GROUP at info@jbrgrp.com immediately to receive replacements.

B. PROPOSAL

The undersigned has carefully examined, for this bid: the general provisions, terms and conditions, insurance requirements, specifications, and bid form. The undersigned proposes to provide all necessary equipment, material, and labor in accordance with this bid and all attachments/exhibits for the following lump sum for Township Center Building re-roof with SPF:

\$_____ (This represents the total project cost)

C. ADDENDUM

Each Bidder for this project shall be responsible for acknowledging all addenda that are issued by the PALATINE TOWNSHIP during the bidding period. In the appropriate place, please sign for each addendum received.

ADDENDUM #1

Signature	Title
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ADDENDUM #2

Signature	Title
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ADDENDUM #3

Signature	Title
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D. CERTIFICATIONS AND SIGNATURE

The undersigned has checked the plan(s), specifications and the above figures and understands that he shall be responsible for any errors or omissions based upon these specifications as submitted on the Bid Form.

It is understood and agreed that the PALATINE TOWNSHIP reserves the right to accept or reject any or all bids and to waive any formality in any bid received.

The undersigned further declares that this bid is made without any connection to any person making another bid for the same contract, that the bid is in all respects fair and without collusion or fraud, that no member of the PALATINE TOWNSHIP BOARD or other officer of the PALATINE TOWNSHIP, or any person in the employ of the PALATINE TOWNSHIP is directly or indirectly interested in this bid, or in any portion of the profits thereof.

Name of Person or Entity submitting this Bid

Street Address

City

State

Zip

Telephone Number

Email Address

Bid Form is not valid unless properly signed.

Signature

Date