
SECTION I
REQUEST FOR BIDS
INSTRUCTIONS AND SPECIFICATIONS FOR:

Village of Oak Park, Rebuild and Reconfiguration of a 2000 Workhorse Step Van
Bid Number: 19-122
Issuance Date: May 15, 2019

The Village of Oak Park will receive Bids from qualified contractors for the rebuilding and reconfiguring of a 2000 Workhorse Step Van, pursuant to this Request for Bids.

Bids will be accepted at the Public Works Center, 201 South Blvd., Oak Park, IL 60302, Monday through Friday, 7:30 a.m. to 4:00 p.m., until 4:00 p.m. local time on Wednesday, **May 31, 2019**. Bids will be reviewed and the results of the review will be presented to the Village Board of Trustees of the Village Of Oak Park.

Specifications and Bid forms may be obtained at the Public Works Center at the address listed above or by calling 708-358-5700. Information is also available on the Village's website <http://www.oak-park.us/your-government/finance-department>.

Questions or requests for a time to inspect the vehicle can be directed to Ken Crowley, Fleet Services Superintendent at kcrowley@oak-park.us or the phone number above.

Do not detach any portion of this document. Upon formal award to the successful Contractor, a written agreement will be executed for the services in substantially the form attached.

The Board of Trustees reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any bid.

Submission of Bids

The Bid shall be submitted on the Bid form included herewith. The Bid shall be submitted in a sealed envelope marked "BID: 19-122 – Rebuild and Reconfiguration of a 2000 Workhorse Step Van", shall bear the return address of the bidder, and shall be addressed as follows:

TO: Ken Crowley, Fleet Services Superintendent
Public Works Department
201 South Blvd.
Oak Park, IL 60302

SECTION II
BID INSTRUCTIONS, TERMS AND CONDITIONS

Preparation and Submission of Bid:

All Bids must be delivered to the Public Works Center by the specific time indicated on the cover page. Bids arriving after the specified time will not be accepted. Mailed bids that are received by the Village after the specified hour will not be accepted regardless of the post-marked time on the envelope. Bids must be signed by an officer of the company who is authorized to enter into agreements on behalf of the company. Bids shall be sealed in an envelope and marked as stated on the cover page.

Contract Term

The date of delivery of the completed Rebuild and Reconfiguration of the 2000 Workhorse Step Van shall be as noted on the Bidders Bid Form or as otherwise agreed upon.

Notice to Proceed

Work shall begin within fourteen (14) days from the "Notice to Proceed" from the Village's Fleet Services Superintendent. All work shall be completed in accordance with the detailed specifications set forth herein, unless the Fleet Services Superintendent grants an extension.

Award of Agreement

The Agreement will be awarded in whole or in part to the responsible Bidder or Bidders whose bids, conforming to the request for bids, will be most advantageous to the Village; price and other factors considered.

Costs of Preparation

The Village will not be responsible for any expenses incurred in preparing and submitting a Bid or entering into the applicable Agreement.

Taxes not Applicable

The Village of Oak Park as an Illinois municipality pays neither Illinois Sales Tax nor Federal Excise Tax. Contractors should exclude these taxes from their prices.

Withdrawal of Bids:

Any Contractor may withdraw its Bid at any time prior to the time specified in the advertisement as the closing time for the receipt of Bids, by signing a request therefore. No Contractor may withdraw or cancel its Bid for a period of sixty (60) calendar days after the advertised closing time for the receipt of Bids. The successful Contractor may not withdraw or cancel its Bid after having been notified that the Bid was accepted by the Village Board of Trustees.

Investigation of Contractors

The Village will make such investigations as are necessary to determine the ability of the Contractor to fulfill Bid requirements. If requested, the Contractor should be prepared to

present evidence to the Village of Oak Park of ability and possession of necessary facilities and financial resources to comply with the terms of the attached specifications and Bids. In addition, the Contractor shall furnish the Village with any information the Village may request, and shall be prepared to show completed work of a similar nature to that included in its Bid. The Village reserves the right to visit and inspect the premises and operation of any Contractor.

Rejection of Contractor

The Village will reject any Bid from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The Village will reject any Bid from a Contractor that failed to satisfactorily complete work for the Village under any previous agreement.

Conditions

Contractors are advised to become familiar with all conditions, instructions and specifications governing the work. Contractors shall be presumed to have inspected the project vehicle, conditions and scope of the work before submitting a Bid.

Compliance with Applicable Laws

The Bidder will strictly comply with all ordinances of the Village of Oak Park and Village Code and laws of the State of Illinois.

Governing Law

All agreements entered into by the Village of Oak Park are governed by the laws of the State of Illinois without regard to conflicts of law. Any action brought to enforce an agreement with the Village of Oak Park must be brought in the state and federal courts located in Cook County, Illinois.

Subletting of Agreement

No agreement awarded by the Village of Oak Park shall be assigned or any part sub-agreement without the written consent of the Village of Oak Park or as noted in the Contractor's Bid. In no case shall such consent relieve the Contractor from its obligations or change the terms of the Agreement.

Interpretation of Agreement Documents:

Any Contractor with a question about this Bid may request an interpretation thereof from the Village. If the Village changes the Bid, either by clarifying it or by changing the specifications, the Village will issue a written addendum, and will mail a copy of the addendum to all prospective Contractors. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the Contractor's responsibility to obtain all addenda issued. Contractors will provide written acknowledgment of receipt of each addendum issued with the Bid submission.

Minority Business and Women Business Enterprise Requirements

The Village of Oak Park, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of Contractors and subcontractors to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Agreement

The selected bidder shall enter into an Agreement with the Village to complete the Project. The Agreement shall be executed by the Contractor and returned within ten (10) calendar days after the Agreement has been mailed to the Contractor. The Contractor shall execute three copies of the Agreement. One fully executed copy will be returned to the Contractor.

Fees and Cost

In the event any action is brought to enforce any agreement entered into by the Village of Oak Park, or to collect any unpaid amount from the Village of Oak Park, each party bears the responsibility of paying its own attorneys' fees and costs.

Dispute Resolution

The Village of Oak Park does not agree to the mandatory arbitration of any dispute.

SECTION III **SPECIFICATIONS**

Introduction

The contract and work shall be carried out in conformance with these specifications, in effect on the date of invitation for bids.

Scope of Work

The purpose of this contract is to rebuild and reconfigure the Public Works Department's Water & Sewer Divisions 2000 Workhorse Step Van. The details of the rebuild and reconfiguration are as noted in Section IV, Bid Form.

The bidder shall provide all necessary equipment and manpower to complete the work as required in these specifications.

Method of Payment

The Village of Oak Park will pay all undisputed invoices within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS505/4. The maximum interest rate for any payment not made within 30 days of approval is 1%.

Change Orders

Change Orders: Changes in the Work may be agreed to after execution of the Agreement, and without invalidating the Agreement, if the Change Order is in writing and signed. Any changes to the scope of work which result in an increase in the agreement price will be subject to an agreement addendum which must be signed by both parties. Any such Change Order will be prepared by the Village. The Contractor may only proceed with the Change upon receipt of the written Change Order signed by the Village.

Emergency Changes: Contractor may perform work not included in the Scope of Work if necessary to remedy a condition that poses an immediate threat to persons or property. Work of this nature shall be carried out only to the extent of bringing the condition under control. The Village shall be notified immediately. A Change Order will then be negotiated and executed for the work performed, and for work remaining, if any.

Minor Changes (Field Orders): The Village may verbally authorize minor changes in the Scope of Work in order to prevent a delay in the progression of the Work. These field orders may not involve a change in the agreement price or be inconsistent with the Scope of Work.

Changes Due to Unknown Conditions: The Contractor is not responsible for Changes in the Work that are due to conditions that were not reasonably observable or conditions that have changed. In such cases, the Contractor shall notify the Village and a Change Order will be negotiated.

Any Change which results in a total agreement price change for the lesser of five percent (5%) or \$10,000.00 must be approved by the Village of Oak Park Board of Trustees.

Correction of Work Prior To Final Payment

The Village has the right to stop work if the Contractor fails to carry out the work in a manner acceptable to the Village. If the Village deems the Contractor's work unacceptable, at the Village's election, the Contractor shall do one of the following:

1. Promptly repair or replace the defective work, without expense to the Village, including costs associated with repairing any damage to property caused by the replacement work; or;
2. If the Village deems it unacceptable to have the Contractor correct work which has been incorrectly done, a deduction from the agreement price shall be made based on the costs to the Village to have the work repaired. Such a deduction from the agreement price shall in no way affect the Village's other remedies or relieve the Contractor from responsibility for defects and related damage occurring as a result of defective or unacceptable work.

Dispute Resolution

All disputes, including collection disputes, shall be brought in the Circuit Court of Cook County, Illinois. This agreement shall be interpreted in accordance with the laws of the State of Illinois. In any dispute resolution process, each party shall bear its own costs, including attorney's fees. Any purported agreement between the parties that states terms contrary to this paragraph will be deemed per se invalid.

Bid Requirements

The following forms must be completed in their entirety, notarized and included as part of the Bid document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your Bid.

SECTION IV
BID FORM

THE UNDERSIGNED PROPOSES TO FURNISH EQUIPMENT, MANPOWER AND MATERIAL TO COMPLETE THE REBUILD AND RECONFIGURATION OF A 2000 WORKHORSE STEP VAN AND DELIVER TO THE PUBLIC WORKS DEPARTMENT, VILLAGE OF OAK PARK, 201 SOUTH BOULEVARD, OAK PARK, IL 60302:

Qty.	Description	Unit Price	Total Price
	Driver's Area		
	Remove Interior & Wiring Except for Shovel Comp		
	Re-install Bulkhead Behind Driver/Pass Seats		
	Modify for Door Pockets As Needed		
126 sq. ft.	Alum Tread Plate 3003-H14 - .072 Lite Bright		
	Install Floor Overlay		
	Driver's Side Rear to Front		
1	Aluminum Hose Reel Bracket - 7" ID		
	Install LR Wall Of Van Between Rear and Shovel		
	Compartment - Bungie Cord To Hold Hose		
1	Vertical Compressor w/ 15 Gallon Tank		
	200 Max Pressure		
	Install/Wire Compressor		
1	Plumb Compressor To Outside Quick Disconnect - CS		
1	Galvanized Workbench - 26"D x 42"H x 58"L		
	10ga; 4" Backsplash; Front Return 1.5" Down		
1	Map Compartment Under Workbench		
2	Overhead Ctech Cabinet w/ Single Swing Up Door		
	24"W x 24"H x 16"D, Single Interior Shelf, Motion		
	Latch Door- Red, Gas Supports; Clear Anodized		
	Frame - Back; Floor; Top Panels & Bottom Rail		
1	Onan 7000W Commercial Mobile 120 Gen Set - EFI		
	7000 Watt/120VAC/58.3 Amps Model: 7HGJAE-2139		
	33.6"Lx22.2"Wx16.7"H		
	Air Cooled; Single Phase; 5A DC Charging		
	2-Pole 30A Circuit Breaker		
	Generator Solid Cover		
	2 Years or 2000 Hour Warranty		

Qty.	Description	Unit Price	Total Price
1	Universal GVI Fuel Pump		
1	Exhaust Tail Pipe Kit - 26"L		
1	Generator Remote Control Panel		
	Includes Hour Meter		
1	Remote Control Harness - 30'L		
1	RV Gen Set Installation - Under Workbench		
	Including Fuel P/U From Aux Fuel Tank,		
	Muffler Extension, & Charging Circuit Wiring		
	To Main Or Aux Battery		
1	6-Place 120/240 Load Center		
4	120V 20A GFI Breaker		
	Wire Gen To Breaker Box		
1	CTECH Custom Drawer Unit		
	Overall: 26"W x 40"H x 28"D		
	(8) Drawers - Unhoused (insert) w/Flat Top Shelf		
	w/ Side Filler Panels To Match Drawer Fronts		
	#3 Dividers Each Drawer - (9) Equal Compartments		
	Drawer Liners		
	Drawer Heights Top To Bottom: 3/4/4/4/5/5/7/7		
	Install Under Workbench		
1	Steel Shelf Unit - 58"Lx26"Dx72"H		
	w/ (4) Adjustable Shelves w/ 2.5" Lip - 1.5" O/C		
	Rear Wall Offset for 1/4" Truss Fastener Access		
	14 Ga. Uprights & Shelves - Galvanized		
	16433 Vinyl Diamond Plate Mat Shelf Lining		
	Includes Installation @ Behind Bulkhead		
	Passenger's Side Rear to Front		
1	Slide In Storage for (4) Shoring Sheets		
	4x8 Sheets w/4" Loop Handle - Approx. 100"L		
	Sheets To Be Separated w/Divider So They Don't		
	Tangle		
1	Slide In Storage For Manhole Ladder On Top Of		
	Shoring Unit - Stores Flat		
2	Water Key Racks In Front Of Shoring Storage		
1	Shoring Air Cylinder Storage Unit		
1	Exterior Access Door - 30"H x 65"L		
	w/Special Reinforcement; Bottom Hinged/Drop		
	Down		

Qty.	Description	Unit Price	Total Price
	Miscellaneous		
4	Duplex Outlet Installed - 20A		
	14514 12/3 SO Cable - 20A		
	10446/13708/10443 Outlet/Box/Cover		
2	Underbody Belly Drawer Unit - AL		
	w/ Dual Trigger Latches		
	(1) LS Vented For Fuel, (1) RS		
2	10# Ansul Fire Extinguisher		
2	10# Fire Ext. Vehicle Bracket		
	Install Fire Extinguishers - (1) Front, (1) Rear		
7	Sunstrip LED Waterproof Strip Light 18"L		
	300 Lumens; .35A @ 12VDC; (2) Nylon Mounting Clips		
	(6) in Aisle, (1) Over Workbench		
	Install/Wire Lights - Use Existing Switch		
1	Customer Approval Drawing @ Order		
1	Shore Power/Gen Transfer Switch		
	Reliance Generator Transfer Switch - 30A Capacity		
	w/ PB-30 Power Inlet & L14-30 Plug Type w/ 10'		
	Shore Power Cord; Outside Surface Installation		
	6-Circuit 7500W Capacity; 120/240VAC w/ (4) 120V		
	@ 15A and (1) 240V @ 30A Configurable		
	Watt Meters; 20A Plug		
	Install/Wire Shore Power Switch		
2	Rectangular LED Work Flood Light		
	2450 Effective Lumens; (5) 1-Watt LEDs		
	Aluminum Housing; 3A		
	3.8"Hx5.7"Wx3.1"D; 2YR Warranty		
1	Lighted/Labeled Cab Switch		
	w/ Wiring, Placard & Contactor as Required		
	Wire Thru Ignition (Standard)		
	Label: "Work"		
	Install Lights Above Rear Doors/Wire		
	Delivery		
	TOTAL PRICE		

Proposed Delivery Date of completed Rebuild and Reconfiguration: _____

_____, of _____
(Type Name of Individual Signing) (Type Name of Organization)

being first duly sworn on oath deposes and says that the bidder on the above Bid is organized as indicated below and that all statements herein made on behalf of such bidder and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their Bid from the Agreement Specifications and has checked the same in detail before submitting this Bid; that the statements contained herein are true and correct.

Signature of bidder authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of bidder shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated: _____, 2019 _____
Organization Name (Seal - If Corporation)

By:

Authorized Signature Address

Telephone

Subscribed and sworn to before me this _____ day of _____, 2019.

_____ in the State of _____. My
Commission
Notary Public

Expires on ___/___/_____

In compliance with the above, the undersigned offers and agrees, if his/her Bid is accepted within ninety (90) calendar days from date of opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

MUNICIPAL QUALIFICATION REFERENCE SHEET

Bidders shall furnish a minimum of four (4) references from projects similar in scope within the last two (2) years.

MUNICIPALITY _____
ADDRESS _____

CONTACT _____
PHONE _____
WORK _____
PERFORMED _____

MUNICIPALITY _____
ADDRESS _____

CONTACT _____
PHONE _____
WORK _____
PERFORMED _____

MUNICIPALITY _____
ADDRESS _____

CONTACT _____
PHONE _____
WORK _____
PERFORMED _____

MUNICIPALITY _____
ADDRESS _____

CONTACT _____
PHONE _____
WORK _____
PERFORMED _____

SECTION V
BIDDER CERTIFICATION

_____, as part of its Bid on an agreement for the rebuilding and reconfiguring of a 2000 Workhorse Step Van for the Village of Oak Park, hereby certifies that said bidder selected is not barred from proposing on the aforementioned agreement as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirement.

(Authorized Agent of bidder selected)

Subscribed and sworn to before me this _____ day of _____, 2019.

_____ in the State of _____ . My

Commission
Notary Public

Expires on ___/___/_____

- Notary Public Seal -

SECTION VI
TAX COMPLIANCE AFFIDAVIT

_____, being first duly sworn, deposes and says:

that he/she is _____ of
(partner, officer, owner, etc.)

(bidder selected)

The individual or entity making the foregoing Bid or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the Bid or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:
Its:

(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this _____ day of _____, 2019.

_____ in the State of _____. My
Commission
Notary Public

Expires on ____/____/_____

- Notary Public Seal -

SECTION VII
ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

The Contractor is a corporation, legally named _____ and is organized and existing in good standing under the laws of the State of _____. The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

Registered Agent Name and Address: _____

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name, the Assumed Name is _____, which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Contractor is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature

Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

Signature of Owner

SECTION VIII
NO BID EXPLANATION

If your firm does not wish to propose on the attached specifications, the Village of Oak Park would be interested in any explanation or comment you may have as to what prevented your firm from submitting a Bid.

Bid Name: Project No. 19-122; Village of Oak Park, Rebuilding and Reconfiguring of a 2000 Workhorse Step Van

Comments:

Signed: _____

Phone: _____