



INVITATION TO BID

- 1.1 **Legal Notice.** *The following is the text of the legal notice to be published at least ten (10) days prior to bid opening. Italicized words in parenthesis shall not appear in the notice.*

**Invitation to Bid
City of Champaign
102 North Neil Street
Champaign, IL 61820**

Sealed bids for the following project in the City of Champaign, Champaign County, Illinois, are sought:

(Project Name, Project Number, and Bid Number)

Public Works Bathroom and Office Renovation, 101-30100-52030, 242543

Bids will be received at the office of the City Clerk of the City of Champaign at 102 North Neil Street, Champaign, IL 61820, until 10:00 am prevailing time on April 24th, and publicly opened and read aloud at 10:30 am prevailing time on April 24th, 2025 in the City of Champaign's Council Chambers, 102 N. Neil Street, Champaign, Illinois 61820.

There will be a mandatory pre-bid meeting at the Public Works Building, located at 702 Edgebrook Dr., Champaign, IL on Wednesday, April 16th, 2025 at 9:00 a.m. You are required to attend this meeting to be considered a responsive bidder. If there are any questions, please contact Marchello Graddy at 217-403-4732.

Bid documents for this project may be examined at the following locations:

<i>City Department:</i> Public Works Department Engineering Division 702 Edgebrook Drive Champaign, IL 61820 (217) 403-4700	<i>Consultant:</i> Eastern Engineering Plan Room 404 E. University Ave. Champaign, IL 61820 (217) 359-3261
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The project is generally described as follows:

(Project Description)

Project includes the renovation of the men's and women's restrooms as well as converting an existing storage room into a private office. This work includes upgrading the men's and women's restrooms to meet ADA compliance, replacement of finishes, fixtures, lighting, and exhaust fans.

Bid documents are available in the Bailey Edward plan room at https://distribution.easternengineering.com/View/ViewJob.aspx?job_id=30571. For questions contact Lauren Garriott at lgarriott@baileyedward.com/217-866-1965.

There are two sets of diversity goals in place for this project:

(1) A utilization goal of 10% MBE (Minority Business Enterprise) and 5% WBE (Woman Business Enterprise). Utilization goals refer to the percentage of work performed by MBE or WBE subcontractors on the project.

(2) A workforce participation goal of 20% MBE and 15% WBE. Workforce participation goals refer to the percentage of minority and female individuals employed on a project.

Bidders will be required to show that they have met one or both of the above diversity goals or that they have made, or commit to making, good faith efforts to reach those goals. Sufficiency of good faith efforts may vary depending on the type of contract, the type of products and/or services to be provided, and the duration of the contract.

For additional information, see Sections 2.18 and 4.7 of the bid documents, or contact Adonis Fuller, Purchasing/Compliance Specialist, at adonis.fuller@champaignil.gov.

Each bid shall be accompanied by an acceptable form of Bid Guaranty in an amount equal to at least **TEN PERCENT (10%)**, as a guarantee that if the bid is accepted, the bidder will execute the contract and all other Contract Documents and file acceptable contract bond and proof of insurance within fourteen (14) days after the award of the contract and prior to commencement of work.

The City of Champaign, Illinois, reserves the right to reject any or all bids or portions thereof and to waive any formality or technicality in any bids in the interest of the City. The criteria for selection of the lowest responsible bidder are set forth in Section 12.5-38 of the Champaign Municipal Code, 1985, as amended and the bid documents.

To the extent required by law, the contractor shall comply with the Illinois Prevailing Wage Act, the Veteran's Preference Act, the Employment of Illinois Workers on Public Works Act, the City's Equal Opportunity in Purchasing Ordinance and the Illinois Human Rights Act.

If federal funds are used to finance this project, the contractor shall comply with the Davis-Bacon Act.

Marchello Graddy, P.E.
City of Champaign

Dated:

1.2 **Instructions to Bidders**

1. **Definition of Time**

All time limits designated as days within these documents shall be interpreted to mean calendar days unless otherwise specified. A calendar day is every day on the calendar.

2. **Receipt and Form of Bids**

A. Any bid received by the City Clerk after the date and time specified in the Notice to Bidders shall not be considered and shall be returned to the Bidder unopened.

B. All bids and accompanying data must be submitted in conformity with, be based upon, and be subject to all the requirements of the contract documents. The following documents must be submitted as part of the bid:

1. The Bid Form and Schedule of Prices (4.1)
2. Bid Security (4.2a or 4.2b)
3. Disclosure Affidavit (4.3)
4. Affidavit Regarding Pending and Incomplete Work (4.4)
5. Subcontractor and Major Materials Supplier Lists (4.5)
6. Affirmative Action compliance certificate or form (4.6)
7. CDAP Utilization/Good Faith Efforts form (4.7)
8. Current IDOT Prequalification Certificate of Eligibility
NOT APPLICABLE TO THIS CONTRACT

C. All items listed above must be enclosed in an opaque envelope sealed and clearly labeled with:

- 1) Name, Address and Phone Number of the Bidder
- 2) Project Name (see 1.1)
- 3) Bid Number (see 1.1)
- 4) Bid Opening Date and Time (see 1.1)

If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the City of Champaign, c/o City Clerk, 102 North Neil Street, Champaign, IL 61820. The exterior envelope must also contain the Project Name, Number and Bid opening date and time.

D. All blank spaces in the Bid documents must be filled in by using a typewriter or ink, or word processor. Where amounts are given in both words and figures, the words will govern. If there is a discrepancy between the total amount and unit price, the unit prices will govern. The signer must initial any erasures or corrections.

E. The Bidder must sign the Bid Form and Schedule of Prices. If the Bidder is a corporation, the Bid Form must bear the name of the corporation and be signed by an officer authorized to bind the corporation. If the Bidder is a partnership or limited liability corporation (LLC), the Bid Form must bear the name of the partnership or LLC and be signed by a partner or member.

3. Examination of Job Site and Contract Documents

- A. Each bidder must examine the site of the proposed work and review the Plans and project specifications, including any addenda, so that the bidder may fully understand the difficulties and restrictions attending the execution of the work contemplated under the contract and satisfy themselves of the accuracy of the bid amount and estimated quantities in the schedule of prices. The failure or omission of any bidder to do any of the foregoing shall in no way relieve the bidder from any obligation in respect to its bid.
- B. Bidders shall thoroughly examine and be familiar with all parts of the bid and contract documents.
- C. Should a bidder find discrepancies in or omissions from any part of the documents, or be in doubt as to their meaning, the bidder shall at once notify the City at least five (5) days prior to the deadline for bid receipt. The City will send written instructions in the form of an addendum to all bidders if the information is deemed necessary by the City in submitting bids. **The City will not be responsible for any oral instructions.** The failure of the bidder to request clarification prior to submitting the bid waives the bidder's right to claim any ambiguity or discrepancy in the documents.

4. Substitutions and Approvals During Bid Process.

The description or naming of materials, products and equipment in the bid documents is done for the purpose of establishing the reference standard of required function, dimension, appearance and quality, and not for the purpose of limiting competition. Whenever products or materials are specified, approval of equal quality products may be requested in writing and presented for evaluation no later than five (5) days prior to the date set for receipt of bids. **No direct reply will be made to any requests for changes or substitutions.** Any approved change will be stated by way of addendum.

5. Addenda

Should the City issue any addendum to the bid documents, the bidder shall submit acknowledgement of receipt of the addenda on the bid form and the bid shall be based on all addenda. Any addendum issued by the City shall be considered part of the bid documents and failure to submit acknowledgement of the receipt of all addenda may be cause for the City to reject the bid.

6. Bid Prices Net

Bid prices shall be net, including therein transportation and handling charges F.O.B. City of Champaign, and shall further include all charges of whatsoever sort for labor, materials, services, utility costs, and all other charges contained in or required by the work or materials designated in the contract documents.

7. Bid Security

- A. Bidders shall submit with each bid a bid bond reflecting TEN PERCENT (10%) of the total bid amount in the form contained in the bid documents. The bond shall be secured by a certified check, letter of credit, bank draft, bank cashier's check or surety licensed to do business in the State of Illinois. The bond shall be payable without condition to the City of Champaign for the same amount. Bid security deposited by the successful bidder shall be retained or drawn on as liquidated damages in the event that bidder fails to deliver fully executed contract documents, performance security, or certificates of insurance to the City within fourteen (14) calendar days from the date the City sends the Notice of Award to that bidder. By submission of the bid, the bidder acknowledges the impracticability of calculating actual damages which would be suffered by the City and agrees that the full amount of the bid bond represents reasonable liquidated damages.
- B. The City Clerk shall hold the bid security of the successful bidder until all required contract documents have been submitted. Bid checks securing the bid bond, other than that submitted by the successful bidder, shall be released to the respective bidder upon request after a reasonable period of time after award of a contract or rejection of the bid.

8. Equal Opportunity in Purchasing Ordinance and Illinois Human Rights Act

- A. The bidder shall comply with the Equal Opportunity in Purchasing Ordinance of the City of Champaign (Article III of Chapter 12.5 of the Champaign Municipal Code, 1985, as amended).
- B. Pursuant to the Ordinance, the bidder must have on file a Certificate of Approval or an Affirmative Action Form plus an approved Affirmative Action Plan before a bid can be awarded to the bidder.
- C. In addition, the bidder must submit a CDAP Utilization/Good Faith Efforts form (Section 4.7) with their bid in order to be considered responsive. In order to be awarded a bid, the bidder's CDAP Utilization/Good Faith Efforts form must be approved in substance and form by the City Manager or his or her designee within five (5) business days of the bid opening, unless an extension is allowed in writing by the City Manager or his or her designee.
- D. Inquiries concerning these requirements may be directed to the Equity and Engagement Department, 205 W. Park Avenue, Champaign, IL 61820 or by telephone at (217) 403-8830.
- E. The bidder shall comply with the Illinois Human Rights Act, (775 ILCS 5/1-101, et seq). Particular attention is drawn to the provisions of 775 ILCS 5/2-105 as it relates to public contracts.

9. Subcontractor List

Bidders shall supply the names and addresses of material suppliers and subcontractors. Names of subcontractors shall be submitted with the bid and failure to submit this information may, at the City's sole discretion, be cause for rejecting the bid.

10. Conditional Bids

A conditional or qualified bid or bid combination not authorized by the bid documents will not be accepted.

11. Withdrawal/Modification of Bid Before Opening

- A. Prior to the time and date designated for receipt of bids, any bid submitted may be withdrawn upon written request to the City Clerk provided said request is received by the City Clerk prior to the time and date designated for receipt of bids. The bidder must sign such request. If a request is submitted by facsimile, the original hard copy of the request must be mailed and postmarked on or before the date set for receipt of bids.
- B. Bidders who have withdrawn bids may still submit a bid up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

12. Award of Bid; Request to Withdraw After Bid Opening

- A. The City intends to award the contract to the lowest, responsive, responsible bidder within one hundred twenty (120) days after the actual bid opening. During this period, the bid constitutes an irrevocable offer subject to acceptance by the City and the Bidder may not withdraw or attempt to change its bid.
- B. If a contract is not awarded within the time period specified in 12(A), a bidder may file a written request to withdraw its bid, bid bond and security, and the City will then permit such withdrawal. Until the bid is withdrawn as provided in this section, the City may accept the bid.

13. Reservation of Rights

- A. The City of Champaign reserves the right to reject any and all bids or portions thereof, waive any formality or technicality in the bids, or to extend any of the time limits set forth herein as the City, in its sole discretion, deems necessary. (See "Rejection of bids or proposals", 12.5-39 of the Champaign Municipal Code, 1985, as amended.)
- B. The City of Champaign is not obligated to accept the lowest bid and may award the contract in any manner in which it determines the interests of the City will best be served. (See 12.5-38 "Award Criteria", and 12.5-39 "Rejection of bids or proposals", Champaign Municipal Code, 1985, as amended.)

14. Qualifications of Bidder and Subcontractors

The City may make such investigations as it deems appropriate to determine the ability of the bidders and subcontractors to perform the work and satisfy all criteria set forth in Section 12.5-38 of the Champaign Municipal Code, 1985, as amended, and the bidders shall furnish the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence

submitted by, or investigation of such bidder or subcontractor fails to satisfy the City that such bidder or subcontractor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

For contracts requiring Illinois Department of Transportation (IDOT) prequalification, as required in Part 2, Section 2.3.A, Item 11 of these documents, prospective bidders/contractors shall have current prequalification certification by IDOT according to 44 IL. Adm. Code Section 650, Rules for Prequalification of Contractors and Issuance of Plans and Proposals, adopted July 2, 1994 and amended from time to time. The City will only accept bids from IDOT prequalified bidders/contractors who meet all the requirements of Section 650. Prospective bidders must provide their current IDOT Prequalification Certificate of Eligibility along with their bids, according to Part 1, Section 1.2.2.B, Item 7 in these documents. At the time of contract execution, Contractors are also required to submit their current IDOT Certificate of Eligibility, which will be incorporated into the contract according to Part 4, Section 4.9.C, Item 12, in these documents. The City reserves the right to make checks of bidder's/contractor's prequalification status and reject any bid submitted by a bidder who does not have a current IDOT Prequalification Certificate of Eligibility. The City will also utilize the IDOT website at www.dot.il.gov/const/preqlist.html to determine bidder's prequalification status.

15. Combined Payment and Performance Bond

The successful bidder will be required to furnish a Payment and Performance Bond in an amount equal to one hundred percent (100%) of the total contract amount within fourteen (14) days of the Notice of Award. The bond shall be secured by a certified check, letter of credit, bank draft, bank cashier's check or surety licensed to do business in the State of Illinois and made payable to the City of Champaign.

16. Insurance Requirements

The successful bidder shall file with the City a copy of a completed certificate of insurance as specified in Part 2 within fourteen (14) days of the Notice of Award. The policy shall include the City and its officers and employees as additional insured parties or provide separate coverage for the City and its officers and employees with an Owner's Protective Policy.

17. Applicability of Laws

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout.

18. Prevailing Wages

A. Illinois Prevailing Wage Act. APPLICABLE TO THIS CONTRACT

This contract is subject to the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq), as amended to date, unless superseded by the Davis-Bacon Act. Pursuant to the Illinois Prevailing Wage Act, the City of Champaign has determined prevailing rates for various classifications of workers, based on the prevailing wage rates determined by the Illinois Department of Labor. The latest determination of these rates is included as part of the bid documents and can also be accessed at <https://www2.illinois.gov/idol>. The

contractor shall pay its workers not less than the prevailing rates so determined and comply with the Act's requirements, including but not limited to the keeping of accurate records showing the names and occupation of all laborers, workers and mechanics employed on this contract. The records shall show the actual hourly wages paid to each such person. Should the rates change during the contract period, the Contractor shall pay its workers not less than the rates in effect.

B. Federal Davis-Bacon Act. NOT APPLICABLE TO THIS CONTRACT

To the extent it is applicable, the bidder shall comply with the Federal Davis-Bacon Act rather than the Illinois Prevailing Wage Act referred to above.

19. Veteran's Preference Act

The Contractor shall comply with the Veterans Preference Act (330 ILCS 55/1 et seq.) in the employment and appointment to fill positions in the construction, addition to, or alteration of any public works project.

20. Employment of Illinois Workers on Public Works Act

The Contractor shall comply with the Employment of Illinois Workers on Public Works Act (30 ILCS 507-0.01, et seq.) in the employment and appointment to fill positions in the construction, addition to, or alteration of any public works project.

21. Local Preference

Local vendors may be given a preference depending on the amount of the contract and the amount of the difference between the bid of the lowest responsible local bidder and that of the lower, responsible, non-local bidder, as provided in Section 12.5-34 of the Champaign Municipal Code, 1985, as amended.

22. Taxes

Bids shall include applicable taxes. The City is exempt from Illinois sales tax and Federal Excise Taxes.