



Western Illinois Museum
201 South Lafayette Street
Macomb, IL 61455
309.837.2750 www.wimuseum

Request for Bids

201 South Lafayette Street Window Installation Project

Sealed bids are requested on the list of materials, supplies, equipment or services set forth herein, subject to all conditions outlined in the Bid Document, including:

SECTION I:	REQUEST FOR BIDS
SECTION II:	GENERAL INFORMATION AND INSTRUCTIONS
SECTION III:	DETAIL SPECIFICATIONS
SECTION IV:	BID FORM

Sealed bids will be received only at the **The Western Illinois Museum**, 201 South Lafayette Street, Macomb, until 10:00 a.m. local time, on the dates hereinafter stated at which time they will be opened and publicly read for furnishing the materials, supplies, equipment or services or for supplying the materials, and/or providing labor for the repair, construction or improvement as the case may be, as indicated by the items hereunder listed and in accordance with the applicable specifications.

SECTION I - REQUEST FOR BIDS

Date of Request: Monday, May 21, 2018

Item Description: [201 South Lafayette Street Window Installation Project](#)

Bid Opening: June 14, 2018, 5:15 pm

All bids must be delivered by the specified opening time of the bid. Bids arriving after the specified hour will not be accepted. Mailed bids, which are delivered after the specified hour will not be considered regardless of postmarked time on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm - Electronic bids (telephone, FAX, etc.) are **NOT** acceptable.

SECTION II - GENERAL INFORMATION AND INSTRUCTION

1. Bid deposits of unsuccessful bidders will be returned after the bid has been awarded. A successful bidder's bid deposit will be returned after he has entered into a written contract, or after a performance bond, if required, has been executed and accepted by the Museum.
2. The vendor's bid may be withdrawn at any time prior to the bid opening. No bid may be withdrawn after the bid opening.

3. Bidders are advised to become familiar with all conditions, instructions and specifications governing this bid. Once the award has been made, a failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or for vendor to request additional compensation.
4. Bidders agree to defend and save the Museum from and against all demands, claims, suits, costs, expenses, damages and adjustments based on any infringement of any patent relating to goods specified in this contract.
5. Successful bidder shall not assign the contract, or subcontract the whole or any part of the contract without written consent of the Museum. Such consent shall neither relieve the bidder from his obligation nor change the terms of the contract.
6. The Museum shall have the right to inspect any material specified herein. Equipment, supplies or services that fail to comply with the specifications herein regarding design, material or workmanship are subject to rejection at the option of the Museum. Any materials rejected shall be removed from the premises of the Museum at the expense of the vendor.
7. Bidder shall state the nature and period of any warranty or guarantee. Manufacturer's specifications shall be submitted with the bid and shall be considered a part of this contract where such specifications meet the minimum of the Museum's specifications.
8. Each bidder shall submit in full this completed original BID DOCUMENT and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work he proposes to furnish.
9. Bidder shall state the delivery date for commodities in terms of calendar days after notification of award. Where the contract calls for performance of labor, the bidder shall also state the number of calendar days required for completion after notification of award.
10. Upon the award of the bid to the successful bidder, **if** insurance is required by the terms of this bid, the Museum will require evidence of such coverage be furnished within fourteen (14) days of notification of bid award. The amounts and types of coverage will be specified in Section III and/or Section IV of this bid. **All insurance forms must be in a format acceptable to the Museum.**
11. Every supplier of materials and services and all contractors doing business with the Museum shall be an "Equal Opportunity Employer" as described in the attached Equal Employment Opportunity Statement. All contractors and subcontractors are required to complete the attached EEO Compliance Form within fourteen (14) days of notification of bid award.
12. Prices quoted herein must be firm for a period of not less than forty-five (45) days after date of bid opening.
13. Bid calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the Museum deems to be in the best interest of the Museum.

14. The Museum will be the sole and exclusive judge of quality, compliance with bid specifications or any other matter pertaining to this bid. The Museum reserves the exclusive right to award this bid in any manner it deems to be in the best interest of the Museum.
15. Quantities specified in Section III are approximate only, the Museum reserves the right, within the period for delivery to increase or decrease the quantity ordered and upon mutual agreement after the period specified for delivery, order additional quantities of items bid.
16. The Contractor will be required to pay to all persons employed on the project by the Contractor or any Subcontractors sums not less than the sums set forth as the **General Prevailing Wage** Determination as applicable to McDonough County,
17. All bidders must sign and submit with their bid, the enclosed **Certificate of Compliance** form, indicating their willingness to abide by the Museum's Equal Opportunity Employment Policy.
18. The successful bidder shall have all work completed and billed out no later than 120 days after approval of contract by the Museum's Board of Directors.

Questions regarding procedures should be directed to:

Sue Scott, Director
Western Illinois Museum
201 South Lafayette Street
Macomb, Illinois 61455
E-mail: info@wimuseum.org
Phone: (309) 837-2750

Questions regarding installation of the Pella Windows should be directed to:

Glen Levin
Pella Sale Representative
gletvin@pellainc.com
Installation guide: <http://installpella.com/allInstructions>

SECTION III

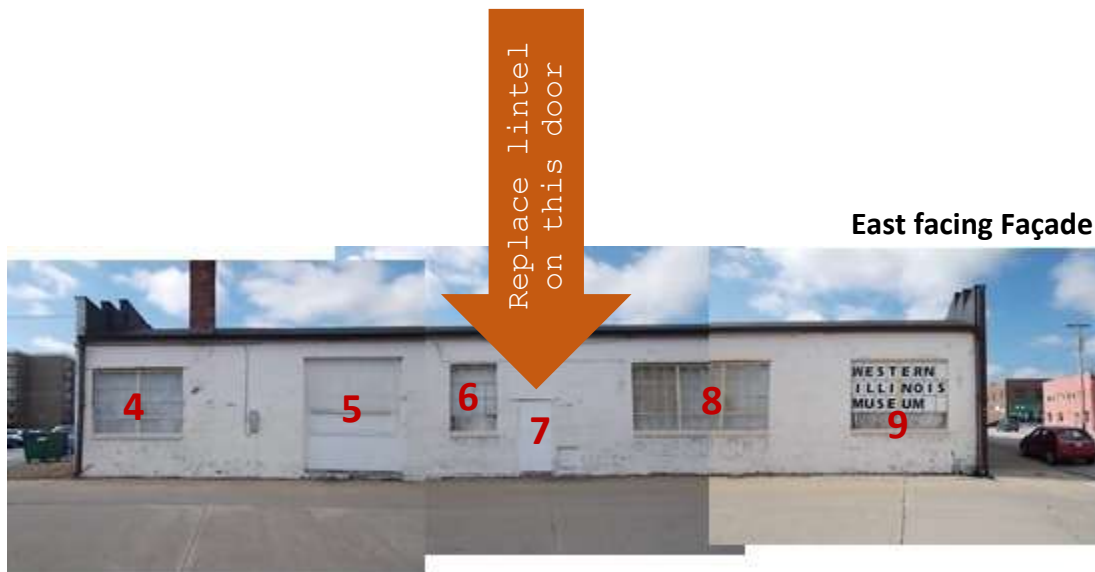
IN EVENT OF CONFLICT, THE FOLLOWING SPECIFICATIONS SHALL PREVAIL OVER GENERAL INSTRUCTIONS CONTAINED ELSEWHERE IN THIS BID.

This project involves the installation of Pella Windows on the east, south and west façade of the building located at 201 South Lafayette Street. The removal a the existing windows and damaged lintel are also part of the project.

Window Installation Project Details:

1. Eight windows will be removed and replaced with custom ordered Pella Windows which will be purchased by the Western Illinois Museum. The windows to be replaced are numbered and indicated on the photograph below and include South façade: 1 and 3, east façade 4, 5, 6, 8, and 9), and two windows (no visible in the photograph below) on the west side of the building.
2. A detailed proposal from Pella is available for review upon request. Installation guide is also available from the manufacture. <http://installpella.com/allInstructions>
3. Remove and replace seven steel lintels that are damaged. Numbers 1, 3, 4, 5, and 8 are windows and two (#2 and #7) are 36" doors. These doors will not be replaced.
4. To ensure the best measurements to manufacture the custom windows, removal and buck installation prior to placing the order is recommended. Windows will need to be boarded up while windows are being manufactured. Windows will take three weeks to be made and delivered.
5. Remove and replace four concrete window sills that are damaged (#s 3, 4, 8, and 9)

Contractor to provide submittals for purchased items for approval by the owner.



Project must be completed within 60 days of contract approval.

F.O.B.

All prices of the bid shall be F.O.B. destination Macomb, Illinois; and delivery to any point within Macomb shall be without additional charge.

TAX

All bid bid shall be exclusive of tax; Museum staff will provide tax exempt status paperwork.

ACCEPTANCE OF BID

The Museum reserves the right to accept or reject any and all bid and reserves the right to waive technicalities where such action best serves the interests of the museum. The bidder or manufacturer of the proposed materials or equipment may be required to acknowledge by written conformation that the minimum requirements of the specifications are included in the Bidder's bid before the award of the bid.

EXCEPTIONS

Any bidder's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to bid form. However, such exceptions or deviations may result in bid rejection.

INSURANCE (to be submitted by successful bidder)

CONTRACTOR INSURANCE GUIDELINES

1. **Worker's Compensation**
 - a. State: Illinois Statutory
 - b. Applicable Federal: Statutory
 - c. Employers Liability

Each accident	\$500,000
Each Disease – each employee	\$500,000
Each Disease – Policy Limit	\$500,000
2. **Contractor's General Liability**
 - a. General Aggregate \$2,000,000
 - b. Products – Completed Operations Aggregate \$1,000,000
 - c. Personal and Advertising Injury \$1,000,000

- d. Each Occurrence (Bodily Injury and Property Damage) \$1,000,000
 - e. Property Damage liability insurance will provide Explosion, Collapse, and Underground coverages where applicable.
 - f. Excess or Umbrella Liability
 - 1) Each Occurrence \$1,000,000
3. **Automobile Liability**
- a. Bodily Injury:
 - Each person \$500,000
 - Each Accident \$1,000,000
 - b. Property Damage:
 - Each Accident \$1,000,000
- or c. Combined Single Limit \$1,000,000

Notes:

1. Contractors with contracts over \$100,000 shall have the Museum and property owner, The City of Macomb's named as an "additional insured," attach a "waiver of subrogation," and sign a "hold harmless agreement."
2. Contractor with contracts less than \$100,000 are exempt from Item 2(f) Excess or Umbrella Liability coverage, as well as naming the museum and city as an "additional insured" and attaching a "waiver of subrogation."

Work on City property cannot be commenced until certificates of insurance have been filed with the City. All certificates of insurance must remain current until the contract expires or is sooner cancelled.

Please use the ACCORD certificate of insurance form (provided by your insuror). If you use another form, the following requirements must be met to make the certificate acceptable to the City:

1	name the City of Macomb as additional insured for both GENERAL liability and AUTO liability;
2	have at least thirty (30) days written notice of cancellation; and

All certificates of insurance must remain current until the contract expires or is sooner cancelled. AFTER THE ACCEPTANCE AND AWARD OF THE BID BY THE Western Illinois Museum's Board of Directors OR AUTHORIZED OFFICER OF THE Museum AND UPON RECEIPT OF A WRITTEN NOTICE TO PROCEED EXECUTED BY A PROPER OFFICER OF THE Museum, THE Museum WILL PROVIDE A FORM OF CONTRACT TO THE SUCCESSFUL BIDDER.

SECTION IV - BID FORM

Must be completed by Vendor

The undersigned proposes to furnish all materials to remove and install eight windows, supplies, equipment or services set forth herein subject to all conditions outlined in the Bid Document, including the general instructions and information to bidder, at prices indicated below:

Amount of Bid Deposit Required: \$ None

Amount of Performance and Payment Bond Required: \$ None

Bid Amount \$ _____

Payment Terms: Within 30 Days

Warranty _____ Exceptions or Deviations attached **YES** **NO**

Company Name _____ Phone _____ email _____

Address _____

Person submitting bid: _____
Print Name Title

Signature