

**WHITESIDE COUNTY  
REQUEST FOR BID**

The County Administrators office is requesting bids to fill the County's needs as outlined below. Please read this entire package and submit your bid in accordance with these instructions. Bids improperly prepared and submitted may be rejected.

DESCRIPTION OF PROJECT: Bids for an expansion of the ambulance garage located at 218 Ave A, Rock Falls, IL.

**GENERAL SPECIFICATIONS:**

SEND BIDS TO: County Administrators office, Rm 102  
Whiteside County Courthouse  
200 East Knox Street  
Morrison, IL 61270-2819

CONTAINER: Sealed Envelope

CONTAINER IDENTIFICATION: Lower Left-Hand Corner  
"Bid for Ambulance Garage Expansion"

SUBMIT: Signed Original and 1 Copy

PROJECT CONTACT: Joel Horn  
County Administrator  
(815) 772-5100 8:30 am - 4:30 pm

**DATES:**

ISSUE DATE: Wednesday, March 1<sup>st</sup>, 2017

DUE DATE & TIME: Friday, March 31<sup>st</sup>, 2017 at 12:00 pm  
County Administrators office, Rm 102  
Whiteside County Courthouse, Morrison, IL

OPENING: Friday, March 31<sup>st</sup>, 2017 at 1:00 pm  
Room 117  
Whiteside County Courthouse, Morrison, IL

Provisions: Whiteside County retains the right to reject any or all bids, to waive technicalities, and accept the bid which they believe to be the most advantageous to The County.

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**WHITESIDE COUNTY**

**ADVERTISEMENT FOR BID**

Whiteside County Administrators office hereby requests written bids for an expansion of the ambulance garage located at 218 Ave A, Rock Falls, IL..

Information may be obtained via the internet at [www.whiteside.org](http://www.whiteside.org) , or by contacting the County Administrators office, Rm 102, Whiteside County Courthouse, 200 East Knox Street, Morrison, IL between the hours of 8:30 am and 4:30 pm Monday through Friday (excluding legal holidays).

For further information, please contact:

County Administrators office, Rm 102  
Whiteside County Courthouse  
200 East Knox Street  
Morrison, IL 61270-2819  
(815) 772-5100

DUE DATE & TIME:

Friday, March 31<sup>st</sup>, 2017 at 12:00 pm  
County Administrators office, Rm 102  
Whiteside County Courthouse, Morrison, IL

Publish On: Friday, March 3<sup>rd</sup>, 2017.  
Certificate of Publication required.

Send Invoice and Certificate of Publication to:

County Administrators office, Rm 102  
Whiteside County Courthouse  
200 East Knox Street  
Morrison, IL 61270-2819

## GENERAL REQUIREMENTS

Scope of work specifications for adding a pre-engineered steel building to an existing structure, as described below:

Addition Size: 30' x 50' x 12'2" eave height; roof pitch 1/2:12. Exterior steel to match existing building.

Roof: 26 gauge PBR galvalume roof panel with R-19 insulation under panel.

Walls: 26-gauge PBR painted panel in brown with R-15 insulation under panel.

Foundation: 8" x 3' 8" poured walls setting on 8" x 16" footings with 2 (two) rows #4 bar horizontally in the walls. Piers sized to accommodate main frame reactions.

Concrete floor: 6" thick concrete using 4000 PSI. 6 gauge mats used for reinforcement with a smooth trowel finish.

Exterior Concrete Floor: 50' x 60' pad. 6" 4000 PSI. 6-gauge mats used for reinforcement with a broom finish. Provide necessary curb cuts and appropriate approaches at the street.

Walk Doors: One (1) 3' x 7' 20-gauge, smooth steel, door without window, in the color of white (primer paint only). Includes closure, Schlage lock keyed to department, stainless steel hinges.

Overhead doors: Three (3) 12'x10' doors. Doors will include operator, remote, and photo eye. Doors shall be white.

Gutter and down spouts: On both sides using 1 drop per side in color of brown.

Plumbing: Three (3) 7' trench drains for each stall. Concrete finished for provide proper drainage. One (1) gas-oil three compartment separator. Include all necessary mechanical hook-ups to the city

Re-engineer existing garage floor drainage to utilize new gas/oil compartment separator provided above. (Itemize as separate option)

Electrical: Basic wiring (lights, outlets, overhead doors) All lighting shall be high efficiency fluorescent.

Install 27 kW natural gas generator with 200 amp service rated exterior automatic transfer switch.

Provide overhead tube natural gas heating sized appropriate for space. (30'x 50'x 12'2")

Upgrade existing forced air garage heater with overhead natural gas tube heating appropriate for space (30'x 30' x 12'2") (Itemize as a separate option)

Replace existing kitchen cabinets (wall and base), counter and sink with faucet in living area. (Itemize as separate option)

Bidder shall provide prints/drawings of proposed addition for filing with the City of Rock Falls, Whiteside Co and CGH.

Bids shall be all inclusive of necessary excavation/fill and grade work.

**Construction shall be completed no later than December 1<sup>st</sup>, 2017.**

## **INSTRUCTIONS TO VENDORS**

### **1. RESPONSIBILITIES:**

- A. It is the responsibility of the Vendor to thoroughly examine and familiarize themselves with all aspects of the proposed project, including Deadlines, Site Locations and Any Special Requirements.
- B. The Vendor, by acceptance of the bid, shall in no way be relieved of any obligation under it due to his failure to receive or examine any form or legal instrument or to visit the site and acquaint himself with the conditions there existing. The County will be justified in rejecting any claim based upon facts which the vendor should have been on notice regarding.

### **2. INTERPRETATIONS:**

- A. No oral interpretations made to any vendor will be binding.
- B. Requests for interpretations or changes must be made in writing to the County Administrators office seven (7) or more working days prior to the published deadline date.

### **3. INSPECTION OF SITE:**

- A. Property viewing by appointment only: Ryan Venema, EMS Chief 815-625-0400 x 5516

### **4. COMPLIANCE WITH PREVAILING WAGE ACT: All contracts for the construction of Public Works are subject to the Illinois Prevailing Wage Act(820 ILCS 130/1-12). The awarded bidder agrees to submit a U.S. Department of Labor's payroll/wage form with each submission for reimbursement.**

### **5. METHOD OF SUBMISSION:**

- A. There shall be a single submission for each bid remitted. Alternatives may be submitted, but must be in the form of a separate bid.
- B. Bids must include one signed original and one copy.
- C. Bid documents shall be enclosed in a sealed envelope. The envelope shall be labeled clearly "Bid for Ambulance Garage Expansion" in the lower left hand corner.
- D. Multiple bids from a single vendor may be enclosed in a single envelope.
- E. Whiteside County retains the right to reject any or all bids, to waive technicalities, and accept the bid which they believe to be the most advantageous to The County.

## ADDENDUMS

### A. Liability and Indemnification

#### **Sec. 2-361. Subcontractors.**

(1) When an institution contracts with a vendor for materials, equipment, supplies, or services, that vendor's activities and the goods provided create an inherent liability risk to the institution. The goal of this section is to protect the County of Whiteside, Illinois from loss or reduce/limit exposure to loss resulting from any negligence on the part of an under/uninsured vendor who furnishes services to the Board or an affiliate board or commission.

(2) Indemnification Required. Independent contractors or consultants performing work under contract or providing other services to the Board and any of the boards and/or commissions which it appoints are required to defend and hold the county harmless from any liability, loss, injury, or damage occurring during the performance of work. A sample/template is provided below:

Notwithstanding any other terms and conditions stated herein, including any obligations regarding insurance, (named consultant/contractor) will defend, indemnify, keep, save and hold harmless the County of Whiteside, Illinois, its agents, boards and commissions and individual members thereof, volunteers, officials and employees, from and against all liabilities, losses, suits, claims, judgments, fines or demands of every kind and nature (including all reasonable costs for investigation, reasonable attorney's fees, court costs and expert fees) arising out of or as a consequence of (named consultant/contractor) performance or non-performance of this Agreement or the enforcement thereof, including the enforcement of this indemnification provision, including any error, omission, negligence, or willful or intentional tortious conduct of (named consultant/contractor) or of any person employed or engaged by (named consultant/contractor) to perform the services on behalf of (named consultant/contractor). The duty to indemnify in this shall survive the expiration or termination of this Agreement and the expiration or termination of any obligation owing to either Party under this Agreement.

#### **Sec. 2-362. Certificates of insurance.**

(1) Under the terms and conditions of a contract or agreement for services, the contractor, consultant, vendor, and/or others must be required to show evidence of adequate insurance coverage by furnishing the board or commission certificates of insurance indicating compliance with this Division.

All Certificates of Insurance issued to a board or commission must:

- A. Demonstrate compliance with contractor/consultant limits in this Division.
- B. Demonstrate Contractual Liability Coverage and Defense and Indemnification of the Board and each affiliate board and commission engaging the services of subcontractors by the subcontracting party(ies).
- C. Self-Insured Entities. Large companies are often self-insured and may not be able to provide a certificate of insurance. As an option, a statement signed by an authorized corporate officer assuming liability will be acceptable if the company has the necessary financial resources to guarantee payment when such liability is imposed by law. When evaluating the acceptability of self-insurance a recent audited financial statement and description of the Self-Insurance Program, including how it is funded, should be requested.

(2) The receipt of any certificate does not constitute an acknowledgment or acceptance by the county that the insurance requirements in a contract or agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all agreement/contract requirements.

(3) Developing/Awarding Requests for Proposals/Bids (RFP's/B's).

- A. Department heads and affiliate boards and commissions authorized to prepare requests for RFP's/B's shall be mindful of the inherent and potential liabilities associated with the project/agreement being contemplated. It is incumbent upon department heads overseeing

RFP/B development to ensure appropriate insurance coverages and risk management practices are sufficiently described.

- B. A Certificate of Insurance shall be requested by department head overseeing the RFB/P.
- (4) Insurance/Risk Management Requirements for Contractors and Consultants. The following are insurance issues to be considered and incorporated into agreements/contracts:
  - A. Contractors/Consultants shall provide and maintain the insurance limits stipulated in the agreement throughout the term of the agreement and any time period following expiration if required to do so.
  - B. Non-conforming insurance shall not relieve the consultant/contractor of the obligation to provide insurance as specified in the agreement/contract. Non-fulfillment of the insurance conditions contained in an agreement/contract may constitute a violation of the agreement/contract.
  - C. Coverages and limits furnished by consultants/contractors shall in no way limit the consultant's/contractor's liabilities, duties to indemnify and responsibilities specified within the agreement/contract or by law.
  - D. Subcontractors/subconsultants engaged by the contractor/consultant shall be subject to the same insurance requirements of the contractor/consultant. Consultants/contractors shall ensure all subcontractors/ subconsultants meet said requirements.
  - E. Exceptions. Exceptions to the insurance limit requirements outlined in this section may be applied by the county administrator, in conjunction with appointed and elected department heads and the county's insuring agent. In such situations, it may be determined that little or no risk is involved in which case the limits may be lowered or the requirement eliminated. Conversely, it may be determined that additional risk is involved in which case the limits may be raised.

**Sec. 2-363. Contractor/consultant limits**

- (1) Standard Limits (Including Elevator Maintenance)
  - A. The county will be shown as an additional insured. Such coverage shall be primary and non-contributory.
  - B. Commercial General Liability (Including Products/Completed Operations)
    - 1. Aggregate - \$2,000,000
    - 2. Each Occurrence - \$1,000,000If the above insurance is written on a claims made form, it shall continue for three years following termination of the agreement. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.
  - C. Worker's Compensation: Statutory Limits for Illinois (including owners or partners who are active in the business). A Waiver of Subrogation is required.
  - D. Business Automobile Liability for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$ 1,000,000 per occurrence.
- (2) Construction Contracts.

For projects estimated under \$10,000 in expense, see "Standard Limits" in this Article.  
For projects estimated to exceed \$10,000 in expense and/or involve mechanized excavating, the following policies typically apply:

  - A. The county will be shown as an additional insured. Such coverage shall be primary and non-contributory and shall include two(2) years coverage under completed operations.
  - B. Commercial General Liability (Including Products/Completed Operations)
    - 1. Aggregate: \$2,000,000
    - 2. Each Occurrence: \$1,000,000
  - C. If hazardous substance is involved: Contractor's Pollution Liability (With one year extended reporting period.)
    - 1. Aggregate: \$2,000,000
    - 2. Each Occurrence: \$1,000,000
  - D. Property Coverage - Inland Marine coverage ("contractor's property on county premises) at a limit

to be determined by the value of the project. For large projects, a leased or borrowed equipment provision may be required by the county. (Consult the county administrator.)

- E. Umbrella Coverage may be required, depending on the size and scope of the project. Typically, the county asks for umbrella coverage with a \$3,000,000 limit for construction contracts. If the above insurance is written on a claims made form, it shall continue for three years following termination of the agreement. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.
  - F. Bid and Performance Bonds: guaranteeing the completion of any construction authorized (for projects of \$10,000 or more).
  - G. Personal and Advertising Injury: \$1,000,000
  - H. Business Automobile Liability for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$ 1,000,000 per occurrence.
    - I. Workers' Compensation: as required under Illinois Law (including owners or partners who are active in the business). A Waiver of Subrogation is required.
- (3) Architects, Engineers, Consultants, and Construction & Project Managers
- A. The county will be shown as an additional insured. Such coverage shall be primary and non-contributory.
  - B. Commercial General Liability (Including Products/Completed Operations)
    - 1. Aggregate: \$2,000,000
    - 2. Each Occurrence: \$1,000,000
  - C. Professional Liability Insurance:
    - 1. Aggregate: \$3,000,000 (may be adjusted, depending upon size and scope of work)
    - 2. Each occurrence: \$1,000,000
  - D. Umbrella Coverage may be required, depending on the size and scope of the project. Typically, the county asks for umbrella coverage with a \$3,000,000 limit. If the above insurance is written on a claims made form, it shall continue for three years following termination of the agreement. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.
  - E. Personal and Advertising Injury: \$2,000,000
  - F. Business Automobile Liability: for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.
  - G. Workers' Compensation: as required under Illinois State Law (including owners or partners who are active in the business). A Waiver of Subrogation is required.
- (4) Independent Consultant Agreements
- A. The county will be shown as an additional insured. Such coverage shall be primary and non-contributory.
  - B. Commercial General Liability (including Products/Completed Operations)
    - 1. Aggregate: \$1,000,000
    - 2. Each Occurrence: \$1,000,000
  - C. Professional Liability Insurance:
    - 1. Aggregate: \$1,000,000 (may be adjusted, depending upon size and scope of work)
    - 2. Each occurrence: \$1,000,000
  - D. Umbrella Coverage may be required, depending on the size and scope of the project. Typically, the county asks for umbrella coverage with a \$1,000,000 limit. If the above insurance is written on a claims made form, it shall continue for three years following termination of the agreement. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.
  - E. Personal and Advertising Injury: \$1,000,000
  - F. Business Automobile Liability: for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.



- G. Workers' Compensation: as required under Illinois Law (including owners or partners who are active in the business). A Waiver of Subrogation is required.
- 5) Service Agreements (Includes Security Services)
- A. The county will be shown as an additional insured. Such coverage shall be primary and non-contributory.
  - B. Commercial General Liability (including Products/Completed Operations)
    - 1. Aggregate: \$2,000,000
    - 2. Each Occurrence: \$500,000
  - C. Professional Liability Insurance:
    - 1. Aggregate: \$1,000,000 (may be adjusted, depending upon size and scope of work)
    - 2. Each occurrence: \$1,000,000
  - D. Umbrella Coverage may be required, depending on the size and scope of the project. Typically, the county asks for umbrella coverage with a \$1,000,000 limit. However, limited may be adjusted depending upon the size and scope of the agreement.  
 If the above insurance is written on a claims made form, it shall continue for three years following termination of the agreement. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.
  - E. Personal and Advertising Injury: \$1,000,000
  - F. Business Automobile Liability: for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.
  - G. Workers' Compensation: as required under Illinois Law (including owners or partners who are active in the business). For Leased Workers, the Country shall be named as an Alternate Employer. A Waiver of Subrogation is required. (New)

**Sec. 2-364. Reporting losses.** The appropriate Standing Committee and the Finance Committee shall be apprized of capitalized fixed asset losses paid from the Reserve Fund at least quarterly.

**Secs. 2-365 through 2-374 Reserved.**