

ADVERTISEMENT FOR PROPOSALS

Notice is hereby given that sealed bids will be received by the Buildings & Facilities Management Committee of the Madison County Board for lock Core and Key replacement at all Madison County Facilities located in Madison County, IL.

BIDDERS are encouraged to familiarize themselves with location and quantities of cores and keys required at numerous locations outlined in bid packet prior to submitting bid.

SEALED BIDS will be accepted at the Madison County Administration Building, Administrative Services Department, 157 North Main Street, Suite 57, Edwardsville, Illinois no later than **2:00 P.M. April, 18, 2017**. Sealed Bids will then be publicly opened and read aloud at **2:10 P.M.** in the County Board Committee Meeting Room, Suite 145, 1st. floor of the Administration Building.

Obtain bidding documents on **March 27, 2017** at Madison County Administration Building, Facilities Management Department, 157 North Main Street, Suite 57, Edwardsville, Illinois. No deposit is required.

The successful bidder will be required to agree that not less than the prevailing rate of wages as determined by the Secretary of Labor and made a part of these contract documents shall be paid to all laborers, workmen and mechanics performing their work under this contract.

The right is reserved to reject any and all bids.

Madison County is an "Equal Opportunity Employer".

By Order of the
Madison County Board
Phone: (618) 296-4494



Madison County Government
Facilities Management

Rob Schmidt • Director of Facilities
Madison County Administration Building
157 N. Main St. Suite 57 • Edwardsville, IL 62025-1966
Phone (618) 296-4494 • Fax (618) 296-7050
email rpschmidt@co.madison.il.us

Kurt Prenzler, CPA
County Board Chairman

REQUEST FOR PROPOSAL

March 23, 2017

MADISON COUNTY LOCK REPLACEMENT PROJECT MADISON COUNTY, ILLINOIS

**MADISON COUNTY
FACILITIES MANAGEMENT**
Rob Schmidt, Director of Facilities
157 North Main Street, Suite 57
Edwardsville, Illinois 62025
(618) 296-4494

**MADISON COUNTY
LOCK REPLACEMENT PROJECT**

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“INSTRUCTIONS TO BIDDERS”

1. All items contained in the “Instructions to Bidder” are applicable to the call for bids.
2. No bid may be withdrawn after the scheduled closing time for receipt of bids at least **90** days.
3. Envelope containing bid shall be marked plainly, “SEALED BID”– with MATERIALS or SERVICE DESCRIPTION, date and time of closing written thereon. All bids must be signed with the firm name in ink and by an authorized officer or employee of the company.
4. Unless otherwise stated in this call for bids, each bidder must submit with his bid either a certified check on any bank, a cashier’s check on a bank doing business in the County, or a combination bid and supply bond acceptable to the County in the amount of **5%** of the total base bid, payable to the County, as guarantee that the successful bidder will supply material or services as specified.
5. **N/A** The Contractor, before commencing Work, shall furnish Performance Bond and Labor/Material Payment Bond with a surety licensed to conduct business in Illinois equal to the amount of the Contract, guaranteeing the completion of the Work and performance of the Contract and the payment for all labor and materials incorporated in the Work. Said Bonds shall be presented to the Facilities Management Department (formerly Buildings & Lands), Madison County Administration Building, 157 N. Main St., Ste. #57, Edwardsville, IL 62025, within seven (7) working days after notification of bid award. Failure to supply said Performance Bond, Labor/Material Payment Bond or acceptable surety shall result in retraction of bid award.
6. All bids must include all taxes that are applicable to the County. The City and State of Illinois sales tax and Federal Taxes are not applicable to sales made to the County and must be excluded. The County Auditor, upon request, will execute the exemption certificates in connection with all orders when Federal Excise Tax would otherwise be due. Madison County Sales & Use Tax Exemption Affidavit will be available upon request.
7. Bid price to be F.O.B. Edwardsville, with delivery to Madison County using point within the area unless otherwise stated in this call for bids. Prices shall be stated in units and quotations made on each item separately. In case of conflict, unit price shall govern.

8. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed adjacent and must be initialed in ink by person signing bid. The bid must be signed by an authorized officer or individual.
9. Bidder must state brand name and/or manufacturer of each item proposed in his bid. Guarantee and/or warranty must also be stated.
10. Parts and materials must be of current day (latest model) and meet Specifications. This provision excludes surplus, remanufactured and used products except as alternate bid unless otherwise stated in this call for bids.
11. Bids will be considered on equipment or material complying substantially with Specifications provided each deviation is stated and substitution is described, including technical data when applicable, in a letter attached to proposal.

The County reserves the right to determine as to whether such substitutions or deviations are within the intent of the Specifications and will reasonably meet the service requirements of the using department. In addition to price and applicability, consideration for award may be given to engineering design which adds safety, convenience or adaptability for the use intended. Brand name which may be mentioned in Specifications does not indicate a preference and is used only as a reference to the type and quality of materials or equipment desired.

12. Time of delivery is part of the consideration and must be stated in definite terms as this may be a factor in making the award. If time varies on different items, the bidder shall so state.
13. Unless otherwise specified, materials and equipment will be inspected by the using department as to meeting the quality requirement of the call for bids. When deemed necessary, samples of supplies or material will be taken at random, from stock received, for submission to a commercial laboratory, or other appropriate inspection agency, for analysis and test as to whether the material conforms, in all respects, to the specifications. In cases where the commercial laboratory report indicates that the material does not meet the Specifications the expense of analysis is to be borne by the successful vendor and the order, or balance thereof may be cancelled by the County.

14. Bidders must be sure to specify any terms they wish to offer. Cash discounts will be deducted from the base bid in determining the low bidder, except, cash discounts based on payment in less the ten (10) days will not be considered.
15. In case of default by the vendor(s), the County may procure the articles or services from other sources and may deduct from unpaid balance due the vendor, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County shall be considered the prevailing market price at the time such purchase is made.
16. The bidder, shall hold the County, its officers, agents, and employees harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this proposal call.
17. Successful bidder is specifically denied the right of using in any form or medium the name of Madison County for public advertising unless express permission is granted by the County.
18. The authorized committee(s) for the County reserves the right to reject any or all bids, or any part thereof, or to accept any bid part thereof, or to waive any informalities in any bid, deemed to be in the best interest of the County.
19. Madison County shall not award contracts to businesses owing delinquent taxes to Madison County at the time bids are awarded.
20. Bidder is expected to be an "Equal Opportunity Employer" as required by Article III, Rules III, Fair Employment Practices Commission.
21. All Specifications and Instructions to Bidders must be clearly answered and stated in definite terms.
22. SEALED BIDS will be accepted at the Madison County Administration Building, Administrative Services Department, 157 North Main Street, Suite 57, Edwardsville, Illinois no later than **2:00 P.M. April, 18, 2017**. Sealed Bids will then be publicly opened and read aloud at **2:10 P.M.** in the County Board Committee Meeting Room, Suite 145, 1st. floor of the Administration Building.

BIDDERS ARE WELCOME TO ATTEND THIS MEETING

23. If any additional information is needed contact:

Rob Schmidt, Director of Facilities
Madison County Government
Facilities Management Department
157 North Main Street, Suite 57
Edwardsville, Illinois 62025
(618) 296-5271

24. Successful bidder cannot make delivery of successful material and/or services as specified until contract has been properly signed by the Madison County Board Chairman and the successful vendor.

25. Sealed bids received after designated time will be considered **“NO BID”** and as **“VOID”**.

26. By not complying with all phases of the Specifications and Instructions to Bidders, may cause the proposal to be automatically rejected.

27. Bidder must comply with the “Preference to Citizens” (Illinois) on “Public Works Project Act”, and the wages of employees or public works (Prevailing Wage Act). SHALL BE RESPONSIBILITY OF BIDDER TO VERIFY PREVAILING WAGE SCHEDULE.

28. Bidder should state where applicable that the firm is licensed to do business in the State of Illinois. (Out of state firms should satisfy all licensing requirements as required by the State of Illinois, failure to meet appropriate state licensing and statutory regulations can result in the contract to be entered into regarded as voidable).

29. Successful bidder shall hold the County, its Officers, Agents, and Employees, harmless from liability of any nature or kind, and shall sign and file with the County the attached “Hold Harmless and Indemnity Clause”.

This form must be submitted to the County after contractor receives notice of award.

30. Successful bidder, should the job be done, will be required to provide certificates of insurance naming Madison County Government as additional insured and indicating the following coverage in the amount of one million dollars (\$1,000,000) for each category of coverage except as noted herein:

1. Liability Insurance

Commercial General Liability

Products Completed Operations Liability

Contractual Liability

Comprehensive Automobile Liability

2. Worker's Compensation & Employers Liability \$500,000.

If the contractor should use any subcontractor, the contractor shall include all subcontractors as insured under its policies, or shall furnish to Madison County separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements of the contractor.

Bidder shall submit, along with his proposal, a copy of his current "Certificate of Insurance".

31. Madison County does not discriminate against the disabled in either their employment practices or the services they provide.

32. With request for payment, in triplicate, the bidder shall furnish a Contractor's Affidavit/Waiver of Lien from all parties concerned. Failure to supply Waiver of Lien or evidence of payment of all current accounts will be considered grounds for withholding partial payment and failure to supply Waiver of Liens for the entire job on completion will be grounds for withholding final payment.

33. Bids MUST be submitted on attached bid forms.

SECTION 00150 – SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

BIDDER'S REPRESENTATION

- (A) All Bidders and Sub-Bidders are encouraged to know facility locations and buildings prior to submitting bid. Arrangements can be made to visit the proposed sites of work to familiarize himself with the conditions and Scope of Work prior to submitting a proposal.
- (B) No Bidder shall be allowed any extra compensation for items on which he has failed to so inform himself prior to the bidding. The successful Bidder must employ as far as possible such methods and means of carrying out his work so as not to cause any interruption or interference with the work of any other bidder.
- (C) Each Bidder by making his bid represents that he will commence work on or before a date to be specified in written "Notice to Proceed" from the Owner, and further, guarantees that he will satisfactorily complete the work, including all the respective subcontract work, suitably ready for the Owner's occupancy, in the time stipulated in this form of Proposal.

SUBSTITUTIONS

- (A) Materials or products, when specified by names of manufacturers for a specific use, are assumed equal, and shall form the basis of the Contract, unless substitutions are approved by the Architect.
- (B) Any bidder requesting approval of a substitution in material or product shall assume responsibility for including all necessary related items which become necessary to adapt the approved product to the building structure as detailed, without additional cost to the Owner.
- (C) Approval of manufacturer's products or materials on previous construction projects emanating from the Architect's office will not be construed as a blanket approval for this or any future installations. Each product and/or material requiring approval shall be duly considered for each project with a decision rendered regarding same.

BIDDING PROCEDURES

- (A) The Bidder shall include in his bid the fee he will charge for assuming the contracts of the successful subcontractors for each category and for coordinating and supervising the

work. This fee shall include commissions, overhead and all other costs related to financing, supervision and coordination of the total work.

- (B) The Bidder shall familiarize himself with the work included prior to bidding. Refer to Section 01010 – Summary of Work for description and additional information.

There shall be only one agreement executed by the Owner for the entire work. This agreement shall be between the Owner and the successful General Contractor, and it shall be based upon the Lump Sum cost of the entire work accepted, including the general work and the work of all subcontractors. A copy of the proposed form of Agreement is included in the Project Manual.

END OF SECTION 00150

PROJECT SCOPE SUMMARY

PROJECT: Madison County Facilities Lock Core Replacement Project

GENERAL: This project includes replacing the entire key core system by replacing the current Sargent lock cores to a different style Sargent Large Format Removable Core keyway and keying program for all locks within all county owned buildings.

1. Bidders to bid 1100 Sargent 6300 large format removable cores.
2. Sargent 6 pin cylinders.
3. Each core to be factory keyed
4. A list of all key cut numbers per cylinders will be provide in a detail providing building location and department. List to be provided electronic excel format
5. Color of cylinder core to be satin Nickel (US15)
6. Key way to be a HD Keyway
7. Each cylinder to come with two keys. One cut to the cylinder and one blank for future use.
8. 4 Core keys to be provide
9. All cylinder cores to be Grand Master keyed with 30 Grand Master keys provided
10. Master keys to have a special marking to be easily identified (To be determined a time contract is awarded)
11. 12 Building Key Core type
12. 36 Sub Master Key Department Cores Cylinder Cores
13. Labor to install all Cylinder Cores. To be coordinated with each department.
14. Locksmith to work with assigned representative of Madison County Facilities at all times.

SPECIAL CONDITIONS:

1. Owner to provide current Core Key.
2. All work to be done during regular business hours 8:30 p.m. to 4:30 p.m. or arranged times for certain departments.
3. Work areas must be cleaned and useable for business once core is replaced.
4. The successful Contractor shall be held responsible for the security of the buildings and contents during the time construction personnel are on the premises.
5. All employees of the successful Contractor shall be required to pass Madison County Security Screening Procedure, and shall submit to processing under the procedure.

ATTACHMENTS:

Fixture Schedules

Instructions to Bidders

- Agreement for Contractual Services
- Bid Form
- Bid Guarantee

- *Indicates Must Be Submitted with BID.*

Questions should be addressed to:

**Dalton Gray, Site Coordinator or
Rob Schmidt, Director of Facilities**

Facilities Management

157 N. Main Street

Suite 57

Edwardsville, Illinois 62025

(618) 296-4494

The Madison County Lock Replacement Project covers all 14 county facilities currently master keyed on the same system. There are four layers to the county's key chart. 1. Grand Master (Unlocks all Doors within the County) 2. Exterior Building Doors (Unlocks only exterior Doors of a particular building) 3. Department Sub Master (Unlocks all doors within a particular department) 3A. Employee Entrance (unlocks the single employee entrance to each department) 3B. Alternative Employee Entrances (Unlocks all other department access points) 4. Individual Offices (Unlocks a single office door within a Department).

Madison County Exterior Door Building Key Chart

Buildings	Address	City/State/Zip	Exterior Doors
Administration Building (Admin)	157 North Main St.	Edwardsville, IL 62025	8
Animal Control	8501 State Route 143	Edwardsville, IL 62025	4
Annex	130 Hillsboro Ave.	Edwardsville, IL 62025	9
Courthouse	155 North Main St.	Edwardsville, IL 62025	8
Criminal Justice Center (CJC)	509 Ramey St.	Edwardsville, IL 62025	7
Education/Learning Tech Hub	200 Clay St.	Edwardsville, IL 62025	3
EMA Garage Edwardsville	403 Randle St.	Edwardsville, IL 62025	3
EmA Garage Wood River	101 E. Edwardsville Rd.	Wood River, IL 62095	2
Facilities Management Shop	209 West 2nd Street	Edwardsville, IL 62025	1
Highway	7037 Marine Rd.	Edwardsville, IL 62025	22
Museum Library/ Weir House	715 North Main St.	Edwardsville, IL 62025	4
Special Service Area	301 East Chain of Rocks Rd.	Mitchell, IL 62040	3
Wood River Facility (WR)	101 E. Edwardsville Road	Wood River, IL 62095	25
Total Exterior Cores			99

Cores to be Installed by Contractor
Cores to be Installed by County

Key Chart

Sub-Master Departments	Department Building Locations	Employee Entrances	Other Dept Entrances	Individual Offices
911	Wood River	1	1	17
Administrative Services	Administration	2		9
Animal Control	Animal Control	1		6
Auditor	Administration	1	1	6
Board of Review	Administration	1	1	0
Child Advocacy	Wood River	1	4	21
Circuit Clerk	Courthouse/CJC/WR	7	9	14
Circuit Court	Courthouse/CJC/WR	14	7	131
Community Development	Annex	1		15
Coroner	Wood River/Admin	2	2	20
County Board	Administration	2		1
County Clerk	Administration	2	9	2
Court Security	Admin/Courthouse/CJC	1	14	23
Credit Union	Administration	1		1
Education Services	Admin/Clay St.	2	2	11
Emergency Management Agency	WR/EMA Garage Edwardsville-WR	3	4	9
Employment and Training	Wood River	1	3	15
Facilities Management	Admin/Annex/Courthouse/CJC/Wood River	3	3	136
Health Department	Wood River	1	4	93
Highway	Highway	1		67
Information Technology	Administration	1	4	12
Kid's Corner	Wood River	1	1	7
Mandatory Arbitration	Wood River	1		14
Mental Health	Administration	1		9
Museum	Museum	2	2	1
Planning and Development	Administration	3	9	5
Probation	Admin/Annex/CJC/WR	4	3	60
Public Defender	Admin/CJC	1	2	18
Recorder	Administration	1	6	7
Safety and Risk Management	Administration	1		3
Sherriff's Department	Wood River	1	2	4
Special Service Area	Special Service Area			1
State's Attorney	Administration/CJC/WR	3	5	37
Supervisor of Assessments	Administration	1	4	2
Treasurer	Administration	1	2	13
Veteran's Assistance	Administration	1		3
Totals 36 Departments		71 Employee Entrances	104 Alternative Employee Entrances	793 Individual Offices
Grand Total Cores - 1067				

Date: _____

BID FORM

TO: MADISON COUNTY BOARD
c/o Facilities Management Department
157 N. Main Street, Suite 57
Edwardsville, Illinois 62025

Proposal for: Lock Core and Key Replacement – All Madison County Facilities, Madison County, Illinois per bid documents.

Proposal of _____
(Hereinafter called the Bidder) * a corporation, incorporated under the Laws of the State of _____ . * a partnership; * an individual doing business as _____.

(*Scratch out non-applicable notations.)

1. The Bidder having examined Project Scope Document, Specifications and the Sites of the proposed work; and being familiar with all conditions surrounding the completion of the proposed project, hereby proposes to furnish all labor; materials, equipment and supplies to complete the project in accordance to Contract Documents.

2. The Bidder acknowledges the receipt of the following Addenda.

Addendum No. _____

Addendum No. _____

Addendum No. _____

3. BASE BID PROPOSAL:

The Bidder agrees to furnish all labor, materials, tools and equipment necessary to perform all work defined in the specifications for the replacement of at the lock cores and keys at all Madison County Facilities, Madison County, Illinois for the sum of

_____ Dollars (\$_____).

(The amount of proposal shall be shown in both writing and figures. In event of a discrepancy between the two, the written amount shall govern).

4. UNIT PRICE BID PROPOSAL

Removal and installation lock core as authorized by Owners Representative.

ADD _____/Lock core.

5. UNIT PRICE BID PROPOSAL

Cutting keys as authorized by Owners Representative.

ADD _____/Key.

6. The Bidder Agrees to hold the bid price for 60 days after the time set for opening of bids.

7. The Bidder agrees to commence work within 30 days of the acceptance of the proposal and to provide evidence of stated insurance requirements within 10 days or the acceptance of the proposal.

8. Submitted with this Bid are the following documents:

- 1) Bidder Qualifications
- 2) Bid Guarantee

Respectfully submitted,

By: _____

(Name & Title)

(Business Address)

(Telephone)

SEAL: If Bid is by a
Corporation

**HOLD HARMLESS AND
INDEMNIFICATION AGREEMENT**

1. **Contractor** hereby assumes the entire liability for its own negligence and the negligence of its own employees. **Contractor** shall be responsible for all damages to persons or property caused by its Contract work. **Contractor** shall indemnify, defend and save harmless Madison County from and against any and all claims, debts, damages, (including direct, liquidated, consequential, incidental or other damages), judgements, awards, losses, liabilities, interest, attorney's fees, costs and expenses of whatsoever kind or nature at any time arising out of any failure of **Contractor** to perform any of the terms and conditions of the Contract, or which are caused or occasioned by, or contributed to, or claim to be caused or occasioned or contributed to, by any act, omission, fault or negligence of **Contractor** or anyone acting under its direction or control or on its behalf in connection with or incident to the contract work. All questions involving contributory acts, omissions, fault, or negligence of Madison County with **Contractor** will be determined in accordance with applicable law. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons, including agents and employees of Madison County, **Contractor**, other contractors and subcontractors and damage to any property, regardless of location, including property of Madison County, Contractor, other contractors and subcontractors and shall extend to any similar obligations of **Contractor** undertaken by it under the General and Special Conditions of the General Contract, including the technical requirements or specifications and drawings with respect to the Contract work hereunder, **Contractor** will, on request and at its expense, defend any action, suit or proceedings arising hereunder and shall reimburse and pay Madison County for any loss, cost, damage or expenses (including legal fees) suffered by it hereunder. Such obligation shall not be construed to negate, or abridge or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to any party or person described in this Clause.

2. In any and all claims against Madison County and other contractors or subcontractors or any of their agents or employees, by any employees of **Contractor**, anyone directly or indirectly employed by Contractor or anyone for whose acts **Contractor** may be liable, the indemnification obligation under this Clause shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for **Contractor** under worker's or workmen's compensation acts, disability benefits acts or other employee benefit acts.

3. If, for any reason during the performance of this Contract, **Contractor** rents, leases or uses equipment of Madison County, **Contractor** shall indemnify, defend and hold harmless Madison County (including its officers, agents, and employees from any loss (including costs and attorney's fees) or damage caused by that equipment. Furthermore, **Contractor** shall be liable to Madison County for any loss or damage to that equipment.

4. This agreement shall specifically not require **Contractor** to indemnify Madison County from Madison County's own alleged negligence in violation of Chapter 740 ILCS 35/1.

IN WITNESS WHEREOF the parties hereto have affixed their hands and seals this ____ day of _____, 2017.

CONTRACTOR: _____

OWNER: _____

By _____

By _____

Title _____

Title _____

ATTEST:

ATTEST:

By _____

By _____

Title _____

Title _____