

# BID DOCUMENT

**SUBMIT TWO ORIGINAL COPIES**

**CITY OF ROCHELLE, ILLINOIS**

**ROCHELLE MUNICIPAL UTILITIES  
ROOF REPLACEMENT PROJECT**

PREPARED BY:



DATE OF RELEASE: September 23, 2024

BIDS DUE: October 10, 2024 at 10:00 AM

WHA PROJECT #2201D23

The attached enclosed items are to be submitted as the Bid Package  
per Document 00 21 13 – Instructions to Bidders in the Project Manual:

Bid Form for Lump Sum Contract  
Bid Security  
Tax Certification  
Non-Collusion Affidavit

## BID FORM

To: City of Rochelle, Illinois  
Rochelle Municipal Utilities  
416 North 6th Street  
Rochelle, Illinois 61068

Project: Rochelle Municipal Utilities  
Roof Replacement Project  
1030 South 7th Street  
Rochelle, Illinois 61068

Date: \_\_\_\_\_

Submitted by: (Official full name of firm and legal address)

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### 1. OFFER

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Project Manual/Contract Documents dated September 23, 2024, prepared by Project Engineer Willett, Hofmann & Associates, Inc., 809 East 2nd Street, Dixon, Illinois, for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work described on the Drawings and Specifications for the Sum of:

#### BASE BID:

\_\_\_\_\_

(\$ \_\_\_\_\_) in lawful money of the United States of America.

Amount shall be in both words and figures. In case of discrepancy the amount stated in words shall govern.

We have included a bid security, attached herewith, as required by the Instruction to Bidders and all applicable taxes, permitting and fees including: Federal, State of Illinois, County of Ogle and City of Rochelle are included in the Bid Sum. This base bid amount covers all expenses incurred in performing the work required under the contract documents including payment of prevailing wages in accordance with the Illinois Prevailing Wage Act.

**ALTERNATE BIDS:**

**ALTERNATE BID 1:** All work as indicated as Alternate Bid 1 on Drawings and Specifications, namely the roof replacements at Roof 2 and Roof 3 and associated work.

ADD \_\_\_\_\_

(ADD: \$ \_\_\_\_\_)

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

**ALTERNATE BID 2:** All work as indicated as Alternate Bid 2 on Drawings and Specifications, namely the roof replacement at Roof 4 and associated work.

ADD \_\_\_\_\_

(ADD: \$ \_\_\_\_\_)

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

No alternate bids will be considered unless specifically requested on this Bid form.

2. **ACCEPTANCE**

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids. Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract within fifteen (15) calendar days and deliver the required bonds and an acceptable Certificate of Insurance and all other requirements as specified by the bidding documents.

3. **CONTRACT TIME**

If this Bid is accepted, we will:

Be available to start the Work within \_\_\_\_\_ (\_\_\_\_\_) calendar days (*not more than (30) thirty*) from Bid Opening upon receipt of Notice to Proceed, and Complete the Base Bid Work in \_\_\_\_\_ (\_\_\_\_\_) calendar days (barring bad weather days) from the date of the Notice to Proceed.

4. **ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

5. APPENDICES

The following documents are attached to and made a condition of the Bid:

Bid security in form of: \_\_\_\_\_

In the amount of: \_\_\_\_\_

If this Bid is accepted within the indicated time, and we fail to provide the required insurance certificates, required bonds or fail to commence the work, the Bid security shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the Bid security or the difference between this Bid and the Bid upon which a Contract is signed. In the event our Bid is not accepted within the time stated above, the required Bid security will be returned to the undersigned, according to the provisions of the Instructions to Bidders, unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

6. SUPPLEMENTAL INFORMATION

List of Subcontractors \ Major Suppliers:

The following work will be performed or provided by subcontractors and coordinated by us (provide additional sheets as necessary):

WORK SUBJECT	NAME

6. BID FORM SIGNATURES

The Corporate Seal of:

\_\_\_\_\_  
(Company Name)

was hereunto affixed in the presence of:

\_\_\_\_\_  
Authorized Signing Officer (Printed or Typed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Date

## TAX CERTIFICATION

I, \_\_\_\_\_ , \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_ do hereby certify under oath that  
(Organization)

\_\_\_\_\_ is not delinquent in the payment  
(Organization)

of any tax administered by the Illinois Department of Revenue.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

By \_\_\_\_\_

Title \_\_\_\_\_ *Notary Public*

My Commission Expires \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) She/He is \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached Bid;
- (2) She/He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Rochelle or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Name & Title)

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My commission expires \_\_\_\_\_.