

HUNTLEY COMMUNITY SCHOOL DISTRICT 158
SPECIFICATIONS FOR ICE MELT COMPOUND BID #2015-40
6-18-15

To All Bidders:

Sealed bids will be received until 10:30 a.m. prevailing time, on Thursday, July 2, 2015 by the Board of Education of Huntley Community School District No. 158 of McHenry and Kane Counties, Illinois at the Square Barn Road Campus, District 158 Administrative Center, 650 Academic Drive, Algonquin, Illinois for the following:

- Ice Melt Bid #2015-40

Proposals complying with the bid documents will be received for the projects until the specified closing time. Bids shall be submitted on or before the specified closing time in an opaque sealed envelope marked "Bid - Ice Melt Bid #2015-40" on the outside and addressed to: Dr. John Burkey, Superintendent of Schools, Huntley Community School District No. 158, Administrative Office, 650 Academic Drive, Algonquin, Illinois 60102.

Bids shall be opened publicly and the contents announced at the specified closing time and at the location immediately above. Bids received after stated time will not be accepted and will be returned unopened.

All bids submitted shall be valid for a period of at least (60) sixty days from the date of bid opening. The only alterations, which may be allowed, will be those approved by the Board of Education. No immediate decision shall be rendered concerning the bids submitted at time of opening.

The Bidder shall be actively engaged in procurement of the materials the School District is presently bidding here-in. All bidders shall have adequate resources to deliver the specified products on-time and per specifications. Each Bidder shall submit with their proposal, a list of no less than five (5) clients, from five different companies, for whom they have successfully conducted business with in the last three years.

The Board of Education of Huntley Community School District No. 158 reserves the right to reject any or all bids or parts thereof, to waive any irregularities or informalities in the bidding procedures and to award the contracts in a manner serving the best interest of the School District.

All bidders must comply with the applicable Illinois Law requiring the payment of prevailing wages by all contractors working on public projects, and bidders must comply with the Illinois Statutory requirements regarding labor and bidding, including Equal Opportunity Laws.

All bidders interested in providing a proposal must submit a completed copy of the "**Intent to Provide Bid Form**" to the Consolidated School District 158 Operations and Maintenance Office **no later than 3:30 pm seven days prior to the bid due date** in order to insure that bidder is notified of any Addenda to the Bid Specifications in a timely manner to afford the bidders an opportunity to provide a complete bid.

Bidding documents will be on file and may be obtained from the Consolidated School District 158 website (www.district158.org) or by calling the office of the Director of Operations and Maintenance, 650 Academic Drive, Algonquin, Illinois 60102, telephone (847) 659-6163, fax (847) 659-6126.

Sincerely,

Douglas Renkosik
Director of Operations and Maintenance
Huntley Community School District No. 158
650 Academic Drive
Algonquin, Illinois 60102

HUNTLEY COMMUNITY SCHOOL DISTRICT 158
SPECIFICATIONS FOR ICE MELT COMPOUND BID #2015-40
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General Conditions

See "Instructions to Bidders and General Conditions" which is later in this document. When a bidder signs the bid form, the bidder acknowledges having read and agrees to all the conditions and terms listed in this document. In addition, the bidder must sign and include copies of the forms from that document with the bid form for a complete bid.

No bid bond is required with this bid.

Any interpretation of the proposed documents will be made only by an addendum duly issued by the Director of Operations and Maintenance. A copy of such addendum will be faxed, e-mailed, and/or mailed to each person receiving a set of such contract documents and to such prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his proposal. Bidders shall acknowledge receipt of each addendum issued in the space provided on the proposal form. Oral explanations will not be binding.

Award will be made by official Board documents. Bidder's order form is not acceptable and can not be used.

Upon request, bidder shall be able to deliver to the O&M Office with two days, one sample of the product of the type on which you are bidding and the test certification report that the proposed product meets the performance ratings shall be included with bid.

Scope of Work

Furnish pelletized Ice Melt compound in 50# bags to Huntley Community School District No. 158 as indicated in this specification. The bid shall provide one shipment of all product listed in this specification. The bid price shall include delivery charges for delivery of 1/3rd or the order to 13719 Harmony Rd., Huntley, IL and 2/3rds of the order to 650 Academic Drive, Algonquin, IL 60102.

Product Specifications for Ice Melt Compound

1. product is typically know as Magnesium Chloride Hexahydrate
2. product shall be pelletized for distribution threw a commercial walk-behind, two wheel spreader.
3. product composition shall contain.....
 - A. Magnesium Chloride 46 to 48%
 - B. Calcium Chloride 2 to 3 %
 - C. Sodium Chloride 0.5 to 1 %
 - D. Potassium chloride 0.2 to 1 %
 - E. Sulphates 0.02% typical
4. Product shall be provided in 50 # plastic bags.
5. Product shall be delivered on shrink wrapped pallets
6. REQUIRED QUANTITY 46 pallets at 48 bags per pallet at 50 lbs per bag or 2,208 bags 50lbs each

For a complete bid, the bidder shall provide a copy of the manufacturer's product literature and the MSDS sheet for the specific manufacturer's product the bidder intends to provide as a part of the bid along with other forms called out in the Instructions to Bidders and General Conditions.

Delivery Schedule

Successful bidder must be able to delivery the specified product no later than September 1, 2015. The School District intends to present the bids to the Board of Education in July 16, 2015 with an anticipated bid award on the evening July 16, 2015. Failure to deliver a shipment on-time constitutes default by the vendor and gives authority to School District 158 to suspend the procurement process with the bidder, rescind the remainder of the bid from the defaulted vendor, and re-bid the procurement of ice melt. Site Addresses for delivery is District 158 Administration Transportation Building, 650 Academic Drive, Algonquin, IL 60102.

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BID FORM

BF page 1 of 1

TO: Huntley Community School District No. 158
650 Academic Drive
Algonquin, IL. 60102

D.H.R. # _____

FROM: _____
(Company Name)

FOR: Ice Melt Compound Bid # 2015-40

BASE BID delivered price

2,208 bags (46 pallets @48 bags per pallet), 50 pounds each @ \$ _____ . _____ per bag = \$ _____

Attached with this bid are.....

- _____ Product literature - from product manufacturer
- _____ MSDS sheet - from product manufacturer
- _____ Certificate of Eligibility To Bid.-School District for later in the specification
- _____ Certificate of Compliance To The Illinois Department of Human Rights - School District for later in the specification
- _____ Hold Harmless Agreement- School District for later in the specification
- _____ Reference List - School District for later in the specification

Bidder agrees to complete work within _____ weeks after contract is awarded

Addendum(s) No(s) _____ thru _____ have been received and are duly noted

If Bidder Product deviates from specifications in any manner, the Bidder must spell out specific deviations on attachment to bid.

I have carefully examined the instructions and specifications and have examined the site where the work is to take place. If awarded a contract within sixty (60) days, I agree to furnish all labor and materials required to complete the work described in these documents in accordance with the terms that have been outlined.

Company Name

By (Sign Name)

Address

Title

City,

State

Zip Code

() _____
Telephone No.

() _____
Fax No.

HUNTLEY COMMUNITY SCHOOL DISTRICT 158
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INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS

1. GENERAL

- A. Bids must be submitted on the standard bid form which is enclosed.
- B. Facsimile copies of bids are not accepted
- C. Bids must be submitted in a sealed envelope. Bids must be labeled according to the Instructions on page one of this document.
- E. Bids received after the scheduled date and time of the bid opening will not be opened or read aloud.
- F. Supply and/or equipment bid prices should include delivery charges for shipping to the School District.
- G. All bids must be typed or written in pen. Pencil is not acceptable. **BIDS WRITTEN IN WITH PENCIL WILL BE REJECTED.**

2. EXCEPTIONS

It is the intention of the School District to have a fair and open bid process. Bidders are not required to bid the specific manufacturer and model number shown in the bid documents. But any exceptions to these conditions or deviations from the specifications must be submitted in writing and attached to the bid form. If any items bid are for products other than the specified manufacturer and model number, the Vendor **MUST:** 1.) Include Literature with a picture, specifications, manufacturer name and model/part #. 2.) Clearly specify on the Bid Form that the bid price is an alternative bid. Failure to do any of the above will constitute a “No Bid” item.

In the event of any claim by any unsuccessful bidder concerning or relating to the issue of “equal or better” or “equal to”, the unsuccessful bidder agrees, at his own cost, to defend such claim and agrees to hold the District harmless from any loss or damage arising out of this transaction.

3. FIRM BID PRICES

Prices, terms and conditions must be firm for a period as specified on page 1 of this bid document otherwise agreed to by DISTRICT 158 and the bidder.

4. EXEMPTION FROM TAXES

School District 158 is exempt from Federal, State, and Municipal taxes.

5. INVESTIGATION OF BIDDERS

The list of references, as required on page 1 of this bid document, shall each be for different customers of the bidder. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not qualified to provide the services described in the specifications.

6. RESERVATION OF RIGHTS BY THE DISTRICT

The Board of Education reserves the right to reject any or all bids and to award the bid in the best interest of the District.

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7. DEPARTMENT OF HUMAN RIGHTS REGULATIONS

All bidders must abide by and attest to the fact that they are in compliance with the Illinois Human Rights Act as amended effective July 1, 1993 (formerly the Fair Employment Practice Commission). The D.H.R. (formerly F.E.P.C.) number must be on the bid form. Bidders who do not have a D.H.R. number can satisfy this requirement by signing the enclosed Certificate of Compliance and submitting it with the bid.

8. INSURANCE REQUIREMENTS

- a. The successful bidder shall expressly bind himself/herself to defend and save the District harmless from all suits or actions of every name and description including Scaffolding Act Liability. Successful bidder shall carry insurance, in company or companies acceptable to the District, for Worker's Compensation, Commercial General Liability, and Automobile liability.
- b. The successful bidder shall submit, prior to delivery of the material, a certification of insurance in force to meet the specifications. That certificate shall name Huntley Community School District No. 158 as an additional insured and shall state that all insurance listed above is primary. Huntley Community School District No. 158 shall be notified 30 days prior to any material change in the insurance.
- c. **Workman's Compensation** - Statutory - meet minimum requirements for State of Illinois work.
- d. **Comprehensive General Liability Insurance:** The successful bidder shall maintain at all times during the contract Comprehensive Liability Insurance (including Broad Form Property Damage) with limits for combined bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 aggregate.
- e. **Owner's Protective Liability:** The successful bidder shall maintain at all times during the contract Owner's Protective Liability with limits for combined bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 aggregate.
- f. **Comprehensive Auto Liability Insurance:** The successful bidder shall maintain at all times during the contract Comprehensive Auto Liability with limits for combined bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 aggregate.

A copy of the Certificate of Insurance shall be furnished to the Director of Operations & Maintenance before the work begins.

CERTIFICATE OF INSURANCE FORM The following wording must appear in the section, Description of Operations/Locations/Vehicles/Restrictions/Special Items:

Huntley Community School District No. 158 is named as additional insured as their interests may appear with respect to General Liability.

Work cannot begin nor will any payments be issued until the Certificate of Insurance has been received with School District #158 being named as additional insured.

9. SIGNATURE: CONSTITUTES ACCEPTANCE

The signing of the bid form shall be construed as acceptance of all the provisions contained herein.

10. BID BOND Bid Bond is not required on this particular project.

11. Performance Bond and Labor and Material Payment Bond

A Performance and a Labor and Material payment Bond is not required on this project.

12. PAYMENTS

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The School District will commence the processing of payment upon receipt of a complete shipment of supplies and/or materials specified provided the delivered goods match specification and are not damaged. The time required for the School District #158 processing of payments is less than 45 days. The deadline for receiving invoices is the last day of the month.

13. **Bid Summaries** will be forwarded to all bidders within one week after the Board of Education acts on the bids. Any Bid Bonds and Bid Security checks will be returned to the unsuccessful bidders at that time. Any bid security checks from successful bidders shall be returned upon receipt of the specified goods.

FORMS TO BE SUBMITTED

The following DISTRICT 158 forms (later in this specification) must be completed, signed and submitted no later than due date listed on the form.

1. Intent to Provide Bid Form

The following DISTRICT 158 forms (copies attached) must be completed, signed and submitted with your bid:

1. Certificate of Eligibility To Bid.
2. Certificate of Compliance To The Illinois Department of Human Rights.
3. Hold Harmless Agreement
4. Reference List

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
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Intent to Provide Bid Form

This form acknowledges receipt of this RFP and states whether the supplier intends to submit or not submit a Bid. The District requires a response, to this section, from all potential bidders receiving this Bid Specification no later than 3:30 p.m. seven days prior to the bid due date.

Company Name/Address:

Supplier Contact (Please list main contact and alternate):

NAME	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

___ We DO plan to submit a proposal for this project.

___ We DO NOT plan to submit a proposal

We would appreciate an indication of the reason(s) for declining to submit a proposal (if applicable):

Authorized Signature

Date

Printed Name

Title

Bidders shall return this form to the attention of Doug Renkosik at the HCSD 158 Operations and Maintenance Office via fax (847) 659-6126 AND/OR email to drenkosik@district158.org and jwilhelm@district158.org no later than due date listed on page one of the bid form.

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CERTIFICATE OF ELIGIBILITY TO BID

_____ (contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

Date

Name of Contractor/Company

Street Address

City, State, Zip

Title of Officer

Name of Officer (Please Print)

Signature of Officer

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
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**CERTIFICATE OF COMPLIANCE
TO THE
ILL. DEPARTMENT OF HUMAN RIGHTS REGULATIONS**

For this bid to receive consideration by the Board of Education of School District #158, Algonquin, Illinois, the following certificate must be signed by an official of your company and returned with your bid. This is to certify that our company is in compliance with the provisions of the Illinois Department of Human Rights Regulations.

Signed: _____
Signature

By: _____
Printed Name

Title: _____

Date: _____

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**CONSOLIDATED SCHOOL DISTRICT 158
HOLD HARMLESS AGREEMENT**

By signing this Hold Harmless Agreement, the bidder certifies that to the fullest extent permitted by law, the bidder agrees to defend, pay in behalf of, and hold harmless Huntley Community School District No. 158 and its elected and appointed officials, employees and volunteers and others working in behalf of Huntley Community School District No. 158; against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against of from Huntley Community School District No. 158, its elected and appointed officials, employees, volunteers and others working in behalf of Huntley Community School District No. 158, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Company Name

By (Sign Name)

Address

Title

Sworn and subscribed on the _____ day of _____, 20_____, before me, notary public, appointed in _____ County for the State of IL

Signature of Notary

Name Typed or Printed

(seal)

My commission expires: _____

Month Day Year

City of Residence

County

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Name of Contractor (Bidder) _____

REFERENCE SHEET

See requirements in Section 5. Investigation of Bidders earlier in the document for special requirements.

1. Name _____
Address _____
City _____
Contact Person _____
Telephone _____

2. Name _____
Address _____
City _____
Contact Person _____
Telephone _____

3. Name _____
Address _____
City _____
Contact Person _____
Telephone _____

4. Name _____
Address _____
City _____
Contact Person _____
Telephone _____

5. Name _____
Address _____
City _____
Contact Person _____
Telephone _____