

BID PROPOSAL

For the work included in the Contract for:

Furniture

Schaumburg Township District Library
130 S. Roselle Road
Schaumburg, IL 60193

Sealed bids marked "**FURNITURE**" on the outside of the envelope will be received until **3:00 p.m., prevailing time, on Monday, February 13, 2023**, by the Board of Library Trustees, Schaumburg Township District Library, Lake County, Illinois, for the **Furnishings: Interior Renovations Project**. Provide firm name and bid package label (FURNITURE) on the outside of the sealed envelope.

Proposals complying with the bid documents will be received for the project until the specified closing time. Bids shall be submitted on or before the specified closing time in an opaque sealed envelope marked as noted on the outside and addressed to: Annie Miskewitch, Director, Schaumburg Township District Library, Schaumburg, IL. **Bids are to be delivered to Schaumburg Township District Library, 130 S. Roselle Road, Schaumburg, IL 60193. Bids will be opened and read aloud at 3:00 P.M. local time on Monday, February 13, 2023.**

Bid security in the form of a bid bond or certified check made payable to the Board of Library Trustees, Schaumburg Township District Library equal to 10% of the base bid amount shall be submitted with the bid. Certificate of Insurance will be required from the successful bidder.

In submitting this proposal, the bidder agrees:

1. Not to withdraw the proposal for a period of 120 days after receipt of bids. Bids shall include any price increases that may occur prior to July 2023.
2. To provide storage fees in bid proposal so that owner may determine whether storage of furniture is less expensive than potential price increases, should they occur after July 2023. It is the dealer's responsibility to notify the library of any potential price increases before they occur.
3. To provide and install furnishings in accordance with the Contract Documents and attached bidder requirements.
4. The bidder understands that the Library is a tax-exempt organization.
5. This contractor is to remove from the project site all debris generated from this scope of work. This would include, but is not limited to; all dunnage, plastic wrap, cardboard, etc. All floor protection that is required for the delivery and/or disposal of materials is the responsibility of this contractor to complete, including removal. All deliveries must be coordinated in advance with the Library point of contact.
6. The furniture delivery and installation is to occur in 4 phases. Phases are indicated on bid documents. Currently phases are as follows:
Phase 1: July 2023
Phase 2: October 2023
Phase 3: April 2024
Phase 4: May 2024
7. The Owner reserves the right to waive irregularities, technicalities and formalities and to reject any or all proposals.

8. All bidders must comply with applicable Illinois Law requiring the payment of prevailing wages for any furniture requiring assembly by all Installers working on public works. If furniture does not require assembly, prevailing wage is not required.

FURNITURE BID PACKAGE 1: OPEN LINES

STIPULATED SUM: Having examined the Drawings including the Addenda numbered _____, the Undersigned proposes to furnish all labor and materials called for by said documents for work indicated in the following Base Bid, for "Interior Renovation at Schaumburg Township District Library" as set forth in the Contract Documents, for the following sums:

BASE BID: _____ DOLLARS (\$ _____)

Alternates: Include alternates indicated on bid specification sheet and highlighted on plans. Alternates to be itemized. Provide total cost of alternates and associated delivery and installation below.

ALTERNATE BID: _____ DOLLARS (\$ _____)

MONTHLY STORAGE FEES: _____ DOLLARS (\$ _____)

Bidder shall submit itemized pricing attached to bid document for each line item in the bid package.

Date _____

Signature _____

Firm Name _____

Name _____

Address _____

FURNITURE BID PACKAGE 2: STEELCASE PRODUCTS

STIPULATED SUM: Having examined the Drawings including the Addenda numbered _____, _____, _____, _____, _____, the Undersigned proposes to furnish all labor and materials called for by said documents for work indicated in the following Base Bid, for "Interior Renovation at Schaumburg Township District Library " as set forth in the Contract Documents, for the following sums:

BASE BID: _____ DOLLARS (\$ _____)

Alternates: Include price of charging pods and cart below. Include delivery and installation.

ALTERNATE BID: _____ DOLLARS (\$ _____)

MONTHLY STORAGE FEES: _____ DOLLARS (\$ _____)

Bidder shall submit itemized pricing attached to bid document for each line item in the bid package.

Date _____

Signature _____

Firm Name _____

Name _____

Address _____

FURNITURE BID PACKAGE 3: ESTEY AND 3 BRANCH PRODUCTS

STIPULATED SUM: Having examined the Drawings including the Addenda numbered _____, the Undersigned proposes to furnish all labor and materials called for by said documents for work indicated in the following Base Bid, for "Interior Renovation at Schaumburg Township District Library" as set forth in the Contract Documents, for the following sums:

BASE BID: _____ DOLLARS (\$ _____)

Alternates: Include alternates indicated on bid specification sheet and highlighted on plans. Alternates to be itemized. Provide total cost of alternates and associated delivery and installation below.

ALTERNATE BID: _____ DOLLARS (\$ _____)

MONTHLY STORAGE FEES: _____ DOLLARS (\$ _____)

Bidder shall submit itemized pricing attached to bid document for each line item in the bid package.

Date _____

Signature _____

Firm Name _____

Name _____

Address _____

BIDDER QUALIFICATIONS/ CONTRACT REQUIREMENTS:

1. Bids shall be accompanied by a bid guaranty in an amount of not less than ten percent (10%) of the total bid. The Bid guaranty shall be either a certified check made payable to Schaumburg Township District Library or a bid bond with Power of Attorney attached, issued by a solvent surety authorized by the State of Illinois. Should bidder refuse to enter into a Contract or fail to furnish fully executed contract documents, performance and payment bonds where applicable, or certificates of insurance to the Library within 14 calendar days from the date that the Library sends the Notice of Award to that bidder, the Bid Security may be forfeited to the Library as liquidated damages, not as penalty.
2. Contractor acknowledges full and sole authority for all safety programs and precautions in connection with the work.
3. The responsibilities/liabilities of the Library and the Contractor and their consultants, agents and employees and any concomitant damages and/or consequential damages shall be determined in such amount and to such extent as provided by Illinois Law.
4. Contractor shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Library in enforcing terms and provisions of this agreement and in defending any proceeding to which the Library is made a party as result of the acts or omissions of the Contractor.
5. Any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in accordance with Illinois Law.
6. Contractor shall defend, indemnify, and hold harmless the Library from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by Contractor's conduct, acts, errors or omissions.
7. In an effort to resolve any conflicts that arise under this contract, prior to commencing litigation all disputes between the Library and the Contractor arising out of or relating to this Contract shall be submitted to non-binding mediation. After such non-binding mediation and, unless the parties agree to submit to binding arbitration, any claims, disputes, liabilities of the parties or other matters between the Library and the Contractor shall be resolved in the Circuit Court of Lake County in accordance with Illinois law.
8. Insurance Requirements: Contractor shall provide all required insurance covered under this section. The Contractor shall require Subcontractors to also assume all of the duties and requirements in this section. The Contractor shall require the Subcontractor to provide Certificates of insurance evidencing the insurance required by this section including naming the additional insureds.
 - a. Commercial General and Umbrella Liability Insurance: Contractor shall maintain commercial general liability and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 per occurrence.
 - b. Automobile Liability Insurance: Contractor shall maintain automobile liability with a limit of not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of any auto
 - c. Workers' compensation insurance: Contractor shall maintain workers' compensation and employer's liability insurance. The employer's liability limits shall not be less than \$1,000,000 each accident for bodily injury and \$1,000,000 each employee for bodily injury by disease.
 - d. Additional requirements: All policies of insurance shall be written with a company qualified to do business in the State of Illinois and rated A-VIII or better in the current A.M. Best rating guide. The Schaumburg Township District Library , Architect, and their respective officers and employees shall be included as insured parties under the Commercial General Liability Insurance.

9. Work will not begin nor will any payment be authorized absent submission by the Contractor to the Library of proof of insurance coverage.

Date_____

Firm Name_____

Address_____

Signature_____

Printed Name_____

Title_____