

CITY OF GALESBURG



PURCHASING
55 W Tompkins St
Galesburg, IL 61401
Phone: (309) 345-3678

INVITATION FOR BIDS

For the complete installation of
twelve strands of single mode fiber
from a location at the intersection of Henderson & Main St.
To the City of Galesburg Street Division Building
for the City of Galesburg, Illinois

Instructions to Bidders

1. An advertisement for sealed bids on the above was published in the Galesburg Register-Mail on February 3, 2012. As stated in such notice, bids will be received until 11:00 a.m., local time, March 7, 2012, and, at that time, publicly opened and read aloud in the Basement Conference Room, located in City Hall. Bids received after 11:00 a.m. will be rejected.
2. The person, firm or corporation making a bid shall submit it in a sealed envelope to the Purchasing Agent or his duly designated representative on or before the hour and the day stated above. The notation "Bid on fiber for Street Division" shall appear on the outside of the sealed envelope and shall include the name of the bidder. Bidder shall also clearly mark on the outside of the envelope: company name and address.
3. The bidder shall insert the cost, and supply all the information, as indicated on the Bid Form. The cost inserted shall be net and shall be the full cost for the work specified, including all factors whatsoever. No permits shall be waived or paid for by the City of Galesburg.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each bidder shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this bid for any reason of personal gain.
6. All bids shall be accompanied by a Bid Bond, Bank Cashier's Check, Certified Check or Bank Draft, payable to the City Treasurer of Galesburg for not less than five (5%) percent of the

amount of each bid. The successful bidder shall be required to enter into a Performance Bond in a sum equal to the amount of his bid, and a Labor and Material Payment Bond.

7. Should the successful bidder fail to submit the required bonds, or enter into a contract with the City within fifteen (15) days after notification of award, said bidder will forfeit his check or bond to the City, not as a penalty, but as liquidated damages.
8. Insurance coverage shall be carried by the successful bidder per the attached Special Provisions sheet for Contractor's Insurance.
9. **TERMINATION FOR BREACH:** In the event that any of the provisions of the contract are violated by the Contractor or by any of his Subcontractors, the Owner may serve written notice upon the Contractor and the Surety of the intention to terminate such contract, such notice to contain the reasons for such termination intention, and unless within ten (10) days after serving of such notice upon the Contractor such violations shall cease and satisfactory arrangements for correction be made, the contract shall, upon expiration of said ten (10) days, cease and terminate. In the event of any such termination the Owner shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the Contract, provided however, that if the Surety does not commence performance thereof within thirty (30) days from the date of the mailing to such Surety notice of termination, the Owner may take over the work and prosecute the same to completion by Contract for the amount and at the expense of the Contractor, and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned by the Owner thereby.
10. No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing and agreed to by the Purchasing Agent.
11. The City of Galesburg reserves the right to reject any and all bids and to waive any informalities or technicalities in the bidding. Any bid submitted will be binding for (60) sixty days after the date of the bid opening.
12. Successful bidder to whom an award shall be made pursuant to this procurement shall be subject to all applicable Federal and State laws and regulations, including but not limited to the Illinois acts commonly known as the Illinois Prevailing Wage Act (820 ILCS 130) and the Illinois Preference Act (30 ILCS 570). Submission of certified payroll reports will be required for this work. Applicable wage rates may be found at www.state.il.us/agency/idol/rates/rates.HTM
13. The City has adopted an "Equal Employment Opportunity Clause", which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Galesburg, Illinois.
14. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed bids must be accompanied by a properly prepared Certificate of Compliance form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.

15. Bidder certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of the bid shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that vendor.
16. Public Act 95-0635 requires that before any contractor or subcontractor begins work on ANY public works project that requires prevailing wages, they must have a written Substance Abuse Prevention Program on file with the contracting agency (City); or have a collective bargaining agreement in effect dealing with the subject matter.
17. All general bidding information, bid forms, conditions of the contract, and the form of agreement, between the City and the Contractor, shall be approved by Purchasing prior to advertising of public notice of the project.
18. The successful bidder is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the City of Galesburg.
19. Bid must show the number of days required to complete services under normal conditions. Bids should also indicate an estimated start date and completion date.
20. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.
21. These instructions are to be considered an integral part of any bid.

Dated: February 3, 2012

Kraig Boynton
Purchasing Agent



City of Galesburg

Operating Under Council – Manager Government Since 1957

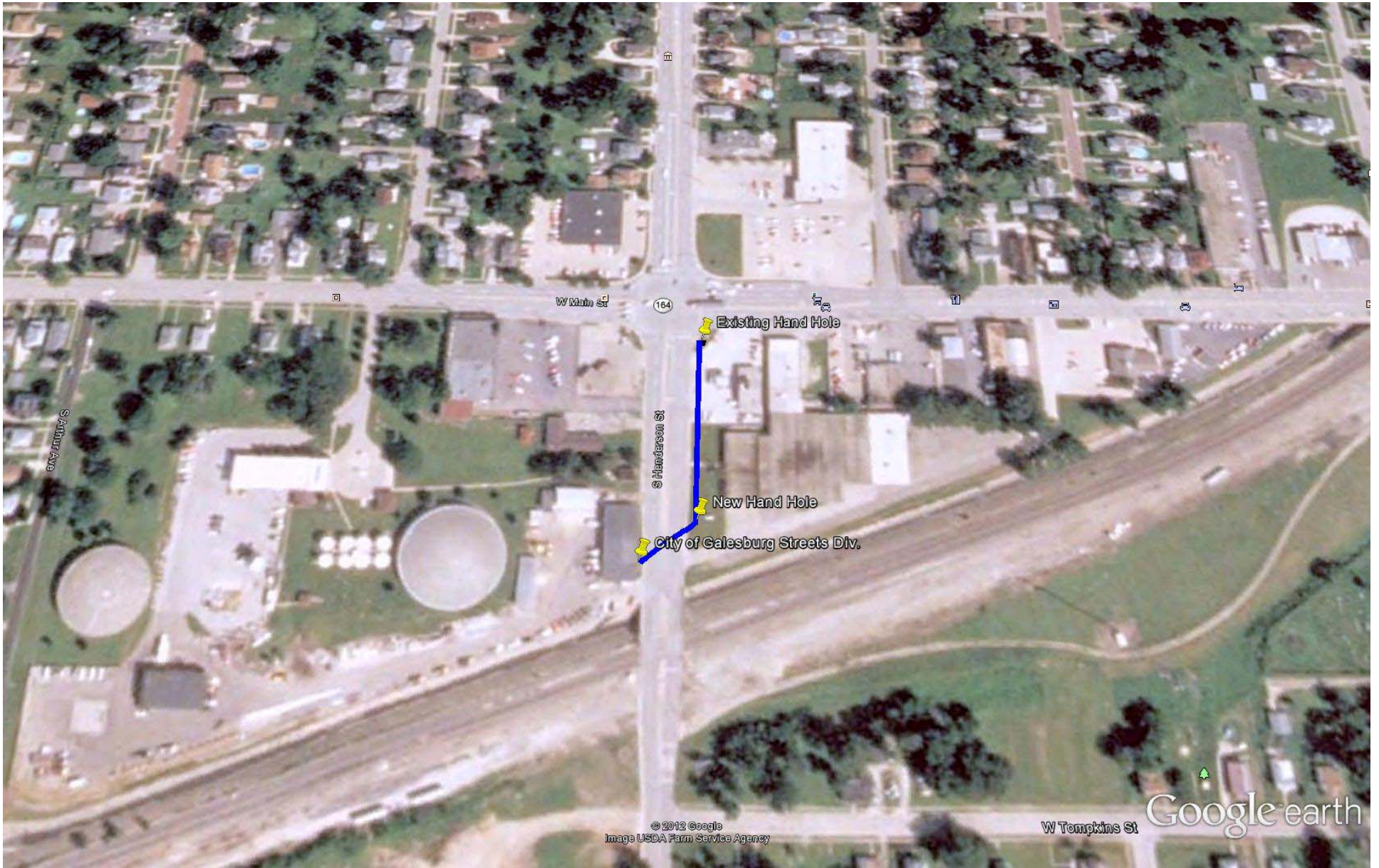
**Specifications for the complete installation of
twelve strands of single mode fiber
from a location at the intersection of Henderson & Main St.
To the City of Galesburg Street Division Building
for the City of Galesburg, Illinois**

The City of Galesburg is requesting bids from qualified firms for the installation of twelve strands of single mode fiber from an existing cabinet on the corner of Henderson St and Main St. approximately 475' to the City of Galesburg Streets Division building. The fiber will need to be bored approximately 375' south on the east side of S. Henderson St. A new hand hole will need to be added, and then the fiber will need to be bored approximated 100' across/under the street and up next to the building on the west side of S. Henderson St.

Four of the twelve strands will be terminated on both ends. There is currently another fiber penetrating at the same location on the building and the data cabinet is approximately two feet from the location where the existing fiber penetrates the building. There is no junction box in the grass or on the outside of the building. A new patch panel may need to be added to the existing corner cabinet.

All new cables need to be labeled and tested at the completion of the project. A map of the project is being included with this bid packet. All measurements provided above are approximate. Bidding vendor will be responsible for inspecting this project prior to bidding and ensuring measurements as a part of their bid. To schedule an appointment to meet with Information Technology Staff, please contact Orlee Lucero at 309-345-3676 during normal business hours.

Bidding vendors will be responsible for all aspects of this project including, but not limited to: materials, equipment, labor, permits, necessary cleanup, J.U.L.I.E. locates, etc.



Google earth

feet
meters



CITY OF GALESBURG



PURCHASING
55 West Tompkins Street
Galesburg, IL 61401
Phone: 309/345-3678

BID FORM

Name of Bidder _____

Business Address _____

Phone No. _____ Fax No. _____

E-Mail Address: _____

The Bidder above mentioned declares and certifies:

- First - That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose; and, is in all respects, fair and without collusion or fraud.
- Second - That no officer, employee or person whose salary is payable in whole or in part from the City of Galesburg is directly or indirectly interested in this bid or in any portion of the profits thereof.
- Third - That said bidder has carefully examined the Instructions to Bidders and the Specifications: and will, if successful in this bid, furnish and deliver at the prices bid within the time stated, the goods or services for which this bid is made.
- Fourth - That the prices quoted herein are net and exclusive of all taxes from which the City of Galesburg is exempt.

Fifth - That the cost of the goods or services which meets the requirements as set forth in the Instruction to Bidders and the Specifications aforementioned is:

The total cost to complete the work listed in the specifications will be:

_____ Dollars (\$_____)

Anticipated Start Date: _____

Anticipated Completion Date: _____

Note: It is intended that this bid will go before the City Council for approval on March 19, 2012. No work would be able to begin until applicable contracts were signed after approval (approximately April 1, 2012)

Sixth - That said bidder has executed the Certificate of Compliance, and has submitted herewith.

Date

Person, Firm, or Corporation

Authorized signature and title

Printed Name of Individual

SPECIAL PROVISIONS

PREVAILING RATE:

Not less than the Prevailing Rate of Wages as found by the City of Galesburg, or the Department of Labor, or determined by the Court of Review, shall be paid to all Laborers, Workmen and Mechanics performing work under this contract.

CERTIFIED PAYROLLS:

All work is subject to the Davis-Bacon Act and all prevailing wage laws. The contractor and all subcontractors shall submit certified copies of his payroll weekly for all work undertaken on the project. Failure to keep current on submittal of payrolls shall be cause to withhold payment for completed work.

PROOF OF INSURANCE:

The contractor shall carry insurance as required by the Insurance Provisions. Proof of insurance coverages shall be submitted to the City and shall be kept in force until all work to be performed under the terms of the contract has been accepted.

RETURN WITH BID
TO THE CITY OF GALESBURG, ILLINOIS
CERTIFICATE OF COMPLIANCE

EMPLOY- MENT	SUPER- VISORY	SALES	OFFICE	SKILLED	SEMI- SKILLED	NON- SKILLED
WHITE						
BLACK						
OTHER						
MALE						
FEMALE						

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OF COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAP OR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.

3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.

4. In the event of the Contractor's or Company's non-compliance with the non-discrimination clauses of the Contract or Purchase or with any of such rules, regulations or orders, the CONTRACT OR Purchase may be cancelled, terminated or suspended in whole or in part and the Contractor or Company may be declared ineligible for further City Contracts or Purchases in accordance with the Affirmative Action Program adopted by the Galesburg City Council at their meeting on August 6, 1990.

BY: _____
BIDDER

RETURN WITH BID
CITY OF GALESBURG
MUNICIPAL VENDORS HOLD HARMLESS AGREEMENT

All vendors doing business with the City of Galesburg, Illinois, shall read and agree to sign this Hold Harmless Agreement. In lieu of the vendor signing this agreement, the City will accept being named as an additional insured on the vendor's general liability policy only as respects specific operations performed by the vendor on behalf of or on the premises of the City of Galesburg, Illinois.

"In consideration of your permitting us, our servants, our agents, employees and representatives from time to time to enter upon or to place or maintain equipment upon premises owned or controlled by you for the purposes of servicing our account, we agree to indemnify and hold harmless the City and its' agents and employees from and against all claims for personal injury or property damage, including claims against the City, its' agents or servants, and all losses or expenses, including attorney's fees that may be incurred by the City in defending such claims, rising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the Municipal Vendor, or anyone directly or indirectly employed by the Municipal Vendor or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in anyway by any limitation on the amount or type of damages, compensation or benefits payable by or for the Municipal Vendor, under Workers' Compensation Acts, Disability Acts, or other Employee Benefit Acts."

Subscribed and Sworn to Before me this _____, 20 _____

Person, Firm, or Corporation

Notary Public

THIS FORM IS BASED ON IRS REQUIRMENTS FOR THE SAME ESSENTIAL INFORMATION AS A W-9

RETURN TO: CITY OF GALESBURG
ATTN: A/P
55 W TOMPKINS ST
GALESBURG, IL 61401

OR FAX TO: 309-343-4765

The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to The City of Galesburg at the above address or fax number. Please call 309-345-3674 with any questions.

BUSINESS NAME: _____

INDIVIDUAL NAME: _____
(for Sole Proprietors as appears on Social Security Card)

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

YOUR TAXPAYER IDENTIFICATION NUMBER: _____
(FEIN or business tax ID. No.)

OR, YOUR SOCIAL SECURITY NUMBER: _____
If using SSN, enter the name on the card above as Individual Name.)

PLEASE CHECK APPROPRIATE BOX:

Individual/Sole Proprietor Corporation Partnership Other _____

YOUR COMPANY PROVIDES:

Legal Services Services Materials Other _____

ARE YOU SUBJECT TO BACKUP WITHHOLDING?

Yes No

PERSON TO CONTACT: _____

PHONE NUMBER: _____

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.

Signature

Date

Title

FOR OFFICE USE ONLY

ENTERED INTO SYSTEM

VENDOR NUMBER: _____



City of Galesburg

Operating Under Council – Manager Government Since 1957

The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account (once a month) or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a **checking** account, to the fax number listed below.

Vendor Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Bank Name: _____

Checking/Savings Acct Number: _____
(Please indicate type of account by circling Checking or Savings)

Bank Routing Number: _____

Signature: _____

Payment information will be e-mailed to you approximately 2 days prior to the funds being credited to your bank account. If you have any questions, please contact me.

Sharon L. Heiden
Accounts Payable
City of Galesburg
309/345-3674
309/343-4765 fax