

Oakton College

Community College District 535
Procurement Department, Room 1240, 1600 E. Golf Rd., Des Plaines, IL 60016
847-635-2607

Invitation to Bid #1023-23-07

Issue Date: October 23, 2023

**Bids will be received in the Purchasing Office at the above address until
11:00 am on Monday, November 20, 2023**

Bids will be publicly opened at this time. Late bids will not be accepted.

Des Plaines Campus Term Contract for Natural Areas Maintenance – Two Year Contract

This bid consists of 2 documents:

- 1) Business Specifications (this document)
- 2) OCC Natural Landscapes Maintenance Specifications

There will be a mandatory pre-bid meeting, including a site visit and walk-through, at 10:00am on Monday, Oct 30, 2023 starting in Room 1240, at the College's Des Plaines Campus, 1600 E. Golf Rd., Des Plaines, IL

Only contractors who attend the pre-bid meeting will be allowed to a submit bid.

(The College reserves the right to schedule a second pre-bid meeting if there is insufficient attendance at the first meeting)

If there are any questions regarding this proposal, they must be submitted in writing via email by 11:00 am on Friday, November 3, 2023. Questions will be answered through an addendum and submitted to the following individuals:

Joe Scifo, Director of Facilities, jscifo@oakton.edu

Rich Schwass, Construction Manager at rschwass@oakton.edu

John Dattolo, Supervisor of Grounds, at jdattolo@oakton.edu

Trinh Than, Purchasing Manager, at tthan@oakton.edu

Oakton College District 535 is exempt from all Federal, State, and Municipal Taxes.

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of the bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from the specifications and terms are in writing and attached hereto. I offer the following discount terms _____

Company Name: _____ Date: _____

Address: _____ City/St/Zip: _____

Name: _____ Title: _____

Phone #: _____ Fax #: _____

Signature: _____ E-mail: _____

Instructions to Bidders

1. Bid Forms: Bids should be submitted on the form provided. Envelopes marked "Sealed Bid for (commodity being bid)." Bids cannot be accepted via fax machines or email.
2. Specifications: Generally, where specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that or equal, unless "no substitutes" is specified. When offering alternates, they must be identified by brand name, catalog number and manufacturer's literature must be included.
3. Samples: Bidders will be required to furnish no charge samples upon request.
4. F.O.B. Point: All prices must be quoted F.O.B. destination. Shipments shall become property of Oakton College after delivery and acceptance.
5. Delivery Points: Deliveries must be made to the various buildings within the district, as indicated.
6. Delivery Schedule: Bids must specify delivery time. Unrealistically long delivery times may cause bid to be rejected. Order may be canceled without obligation if delivery requirements are not met.
7. Evaluations: Oakton College reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
8. Vendor Selection: All purchases will be awarded to the lowest responsible bidder who meets all the requirements of the specifications. The determination of a responsible bidder and award of tie bid for like equipment, supplies, or services shall be based upon the following factors: a) capacity to perform, and b) performance history. In the case these factors are equal for award of tie bids, first preference will be given to suppliers located within the boundaries of District #535 and second, from within the state over out of state. In the case of tie bids according these criteria, purchases will be determined by a coin toss. Cash discounts will be used in determining the lowest responsible bidder.
9. Prices: Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of bid opening unless otherwise agreed to by District #535 and bidder.
10. Quantities: Quantities shown may be estimates only and orders may be more or less depending on actual requirements and budget limitations.
11. Exceptions: There are no exceptions.
12. Tax Exemptions: Oakton College District #535 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.
13. Equal Employment Opportunity Clause/Prevailing Wage: Oakton College is an equal opportunity employer, and parties doing business with the College must comply with the Equal Employment Opportunity Clause as required by the Illinois Fair Employment Practices Commission. Not less than the prevailing wage shall be paid for labor on the work to be performed as required by law.
14. Non-Collusion Clause: The bidder or agent hereby declares that he, nor any other agent of his business, entered into any collusion or agreement relative to the price to be bid. He further declares that no persons, firms or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or Board of Trustee member of Oakton College District #535 has any undisclosed interest in the award of this contract.

General Business Requirements

Description: This Contract will include a term contract for two years of maintenance in the Natural Areas at the Des Plaines campus at 1600 E. Golf Road, as described in the Specifications. The term is expected to be February 1, 2024 through January 31, 2026. Contractors are to include unit pricing as directed on the Pricing Page. The basis of award will be the total projected cost on the Pricing Page. The actual work is to be directed by Oakton College based on the Unit Pricing on the Pricing Page, depending on weather, site conditions and the priority of the College.

The project schedule is as follows:

Board Approval/Contractor Award: December 12, 2023

Submittals, Permitting Process: December 13, 2023

On-Site Activities to begin: February 1, 2024

Contract Completion Date: January 31, 2026

- 1. A MANDATORY pre-bid meeting including inspection of the site will be held at 10:00 am in Room 1240, at the College's Des Plaines Campus, 1600 E. Golf Rd., Des Plaines, IL on Monday, October 30, 2023. Contractors who fail to attend the mandatory pre-bid meeting will not be allowed to submit a bid.**

We ask that you limit the number of people attending from your company so that all companies have a chance to attend. No questions will be answered at the site visit. All questions must be submitted as directed on page 1.

- The bid will be awarded based on the overall grand total.
- Contractor must additionally meet the following qualifications to be considered as the "Lowest Responsible Bidder."
 - Shall have been in business as a contractor for a minimum of five years.
 - Shall meet the insurance requirements noted in the General Conditions.
 - Must meet all terms and conditions of this bid.
- Please include a company profile with your sealed bid. The profile should include at least, but not limited to, the following: How long your company been in business, the number of employees your company has, estimated annual revenues for your last fiscal year.
- Please include five references of similar work done by this contractor in the past three years. Please include a phone number, contact name, and email address to confirm the quality of the contractor's work. Please include this information with your bid. Local or educational references preferred.
- As noted on page 14, please describe how your company can help the College make a good faith effort to meet or exceed the College's aspirational goal of 30% for the State of Illinois Minority Business Enterprise Program. Please indicate if your company or subcontractors are Minority Business Enterprise (MBE), Female Business Enterprise (FBE), Persons with Disabilities Business Enterprise (PBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB).

Interested businesses may visit the Department of Central Management Services (CMS), Business Enterprise Program (BEP) to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to [Illinois Department of Management Services](#).

7. Contractor must be able to meet the established schedule. This will be a term contract lasting two years under the direction of Oakton’s Facilities Department. The project schedule is as follows:

October 30, 2023	Mandatory Pre-bid Meeting at 10:00 am, Room 1240
November 3, 2023	Last day for questions. Email by 11:00 am
November 8, 2023	Final addendum issued to answer final questions
November 20, 2023	11:00 am – Bids due to room 1240- Des Plaines campus. <i>Late bids will not be accepted</i>
December 12, 2023	Board of Trustees approval
December 13, 2023	Notice to Proceed
February 1, 2024	On-site activities begin
January 31, 2026	Substantial Completion

8. Typically, permits and fees are not required for colleges. However, if needed, the contractor would be required to work with the College to obtain the required permits and fees. For the purposes of submitting a bid, do not include an amount for permits and fees. Payment of any required permits or fees will be paid directly by the College or as a project change order to the winning contractor.
9. If your company will be using a subcontractor(s) for any work, please include the name, address, phone number, etc. of the subcontractor. You will be required to submit the subcontractor’s proof of insurance indicating Oakton College as an additional insured. In addition, you are also required to submit a partial and/or final waiver of lien.
10. Please base your pricing on regular and premium labor hours as required to meet the substantial completion date and the logistic requirements outlined in the contract documents. Contractors will be allowed to start earlier than 7:00 a.m., when the college buildings open, and/or can work evenings and on weekends (without any additional charges or premium fee to the College). Hours and days must be approved by Oakton’s Construction Manager or Grounds Supervisor.
11. Proper safety precautions must be followed when students and staff are on campus.
12. The protection and clean-up of any equipment not related to this project including but limited to existing equipment, controls, machinery, netting, padding, lighting, audio or video components, fire protection sprinkler heads, smoke detection devises, electrical outlets, walls, floors, seating components shall be the responsibility of the contractor.
13. The contractor is responsible for daily cleanup and debris removal generated by his work, including labor.
14. General Conditions, as applicable for Construction and Maintenance Work at Oakton College, Des Plaines, are included as part of this bid.

15. The College will require a “waiver-of-lien to date” or “final waiver-of-lien” before any payments are made. All waivers should be submitted in conjunction with the corresponding invoices(s). The College will use the date of the waiver, not the invoice date, when considering any early payment discounts.
16. The College reserves the right to cancel a contract with a 60 day written notice for unsatisfactory performance.
17. Shall meet all insurance requirements as noted in section 1.09 of the General Conditions for Construction and Maintenance Work at Oakton College, Des Plaines and Ray Hartstein Campuses.
18. Contractors must submit verification of Worker’s or Workman’s Compensation Insurance.
19. Oakton College is an equal opportunity employer and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. In addition, contractors must comply with the Illinois Drug Free Workplace Act and the Illinois Human Right Acts. Contractor, workers, and subcontractors must be willing to submit to criminal background checks if necessary.
20. The Procurement department will verify all price calculations. In the event of an error, the total will be adjusted accordingly. The new adjusted total will be used when awarding the bid.
21. Based on past practice, the College may consider discount terms (see page 1).
22. The College plans to have this project approved at the December 12, 2023 Board of Trustees meeting. Complete bid results will be posted on the [Procurement webpage](#) the day following Board approval.
23. The College is a public institution and therefore subject to comply with legitimate Freedom of Information Act (FOIA) requests. Please be advised that your response to this Invitation to Bid is subject to comply with any FOIA requests for information. The FOIA copy of your response should indicate confidential and/or proprietary information that has been removed/redacted. Please mark this as “FOIA Copy.” See page 16 & 17 for further instructions.
24. Please submit *multiple copies* of your bid: one original, two copies, a FOIA copy, and an **electronic version** (flash drive preferred) of the FOIA copy. The College will use the FOIA copy at the public bid/RFP opening. This copy must include your pricing.
25. The College would expect companies to provide their lowest/best offer when submitting prices. If your lowest/best price is through one of the following consortiums, please include which consortium you used:
 - Educational and Institutional Cooperative Services (E & I)
 - U. S. Communities, Government Purchasing Alliance
 - Illinois Department of Central Management Service (CMS)
 - Illinois Community College System Foundation (ICCSPC)
 - Illinois Public Higher Education Cooperative (IPHEC)
 - Midwest Higher Education Consortium (MHEC).
 - Sourcewell (Formerly National Joint Powers Alliance - NJPA)
 - Suburban Purchasing Cooperative (SPC)

Any appropriate discounts and/or special pricing from these consortiums should be applied to this bid.

26. Failure to respond to this bid will result in elimination from the College's bid list. A "NO BID" is considered a valid response. If submitting a "NO BID", please state the reason why.
27. The College is exempt from all taxes. Certificate will be furnished upon request.
28. **If you are dropping off your bid response, it must be delivered to room 1240 on the Des Plaines campus by 11:00 am on Monday, November 20, 2023.** To locate room 1240, Park in Lot A and proceed to West Entrance #10. Once inside the building, proceed down the hallway until you reach the information desk. Turn right, Room 1240 will be about 3/4 way down the hall on the left side.
29. Because this is a "sealed bid" we cannot accept proposals over the phone, by fax or e-mail. When you return a bid response to the College via an overnight carrier or your own envelope, please address the envelope to:
- Oakton College**
Attention: Procurement Room 1240
Bid # 1023-23-07
1600 East Golf Road
Des Plaines, IL 60016
- Please be certain to include your company name on the outside of the package.*
35. Questions will be answered to all vendors/contractors via an addendum. Therefore, it is mandatory that all questions are submitted via email to all the people listed below via e-mail by 11:00 am on November 3, 2023.
- Joe Scifo, Director of Facilities, jscifo@oakton.edu
Rich Schwass, Construction Manager at rschwass@oakton.edu
John Dattolo, Supervisor of Grounds, at jdattolo@oakton.edu
Trinh Than, Purchasing Manager, at tthan@oakton.edu
36. All necessary documents, including addendums for this bid are also available on the Oakton [website](#).

As noted please submit one original, two copies, one FOIA copy (if applicable) and an **electronic version of the FOIA copy.**

GENERAL CONDITIONS FOR CONSTRUCTION AND MAINTENANCE WORK AT OAKTON COLLEGE, DES
PLAINES AND RAY HARTSTEIN CAMPUSES

GENERAL INFORMATION

- 1.01 Intent: It is the intent of these specifications (and attached drawings) to establish requirements for the specified project, so as to result in an installation complete in every respect and in perfect working order.
- 1.02 The Facilities Dept Office: Des Plaines, Room 0610;
Phone (847) 635-1780
- 1.03 Questions During Bidding: If any questions arise they should be directed to the Oakton College Procurement Department.
- 1.04 Coordination: Prior to starting work, the Contractor shall contact the Facilities Department to review contract requirements and to insure complete compliance with contract documents.
- 1.05 Site Investigation:
- A. The Contractor shall visit the areas of proposed work and familiarize himself with all conditions under which he will be obligated to perform the contract. He shall also consult with the Facilities Department so that he may be informed of any restrictions or conditions which could have a direct bearing on his work. Submission of a bid shall be taken as evidence of compliance with this requirement. (Contractor is reminded that adjacent spaces are occupied and that suitable precautions must be taken to limit disruption of normal activities.)
 - B. If the existing conditions of the site are at variance with, and materially affect, the work shown on the Drawings and/or described in the Specifications, the Contractor shall inform the Facilities Department of the conditions at least 5 working days prior to the bid. The Facilities Department shall then issue an addendum clarifying the variance and providing direction regarding how to address the variance.
 - C. No extra charge or compensation will be allowed to the Contractor because of existing conditions which may affect the Contractor's work and which could have been ascertained upon visiting the Site.
- 1.06 Job Conditions and Dimensions: The Contractor shall verify all conditions and dimensions and be responsible for his work conforming to existing conditions. Submittal of bid shall confirm that the Contractor has conformed to this requirement.

1.07 Oakton College Security & Safety Requirements:

- A. Signage: Safety and information signage required during construction is the responsibility of the Contractor unless Specifications indicate otherwise.
- B. Sign In: Contractor's Superintendent or lead man on the job shall "sign in & out" in person or by phone each day with the Facilities Office stating the number of men on the job and location(s).
- C. All safety considerations must be adhered to.

1.08 Codes - Permits - Regulations: The Contractor shall conform with the requirements of all applicable local laws, codes, ordinances and regulations; requirements of the Illinois Community College Board; and, shall comply with all rules and regulations for the issuing of necessary notices, and costs required to be paid in performing the Contract in compliance with Specifications, except as otherwise provided in the Contract Documents. All costs for preparing necessary shop drawings, all necessary reproductions, and the obtaining of permits and fees shall be included in the Contractor's base price. Final payment of the contract sum will not be approved without receipt of all approved permit drawings.

The contractor shall be responsible for correcting any code violations caused by his work at no additional cost to Oakton College.

Oakton College is not required to obtain local Skokie or Des Plaines permits. It is the requirement of Oakton College and the Illinois Community College Board that all work meet the standards of the local building codes in force at the time the project is constructed.

1.09 Insurance and Contractor's Liability: Prior to beginning work at the work site, the Contractor shall furnish Oakton College satisfactory evidence (subject to approval of Oakton College) that he and his sub-contractors have the following insurance coverage which shall not be canceled or permitted to lapse until final completion and approval of the performance of the contract and shall contain a provision that the policy will not be canceled or changed until 30 days after Oakton College has received written notice, by certified or registered mail, that the cancellation or change of such policy is contemplated.

Oakton College and any Architects, Engineers or other consultants shall be named as additional insured parties on all Insurance Certificates.

- A. Worker's Compensation - Statutory Limit - Employer's Liability \$500,000.00

- B. Commercial General Liability
 - \$1,000,000.00 each occurrence
 - \$2,000,000.00 each aggregate

 - Property Damage
 - \$500,000.00 each occurrence
- C. Automobile Liability
 - \$1,000,000.00 combined single limit
- D. Catastrophe (Umbrella) \$3,000,000.00
 - Liability insurance may be used to satisfy limits

- 1.10 Material Approval: Contractor shall submit to Oakton College for approval, a list of all subcontractors, product names, pertinent information and shop drawings of all materials and assemblies proposed to be used in the fabrication and installation of all work.
- 1.11 Notification: Contractor shall notify Oakton College 24 hours prior to starting any work. Failure to notify may be reason for Oakton College to refuse admittance of any Contractor's men to facilities. If Contractor leaves job for more than 24 hours, he shall notify Oakton College of date of expected return.
- 1.12 Deliveries: Contractor shall make deliveries only while his personnel are available to accept delivery. Oakton College will not accept responsibility for any material delivered to job site. It shall be the Contractor's responsibility to notify his Suppliers as to what his location is in the buildings and be available to accept deliveries.
- 1.13 Hours of Operation: Buildings will be available to the Contractor for work only between 7 a.m. and 5 p.m., Monday through Friday, unless otherwise approved by Oakton Community College.
- 1.14 Acceptance of Preceding Work:
 - A. Before starting any operation, the Contractor, with the Oakton College Facilities Department shall examine work already performed to which his work adjoins, or is applied. The Contractor shall report to Oakton College any conditions that will prevent satisfactory accomplishments of his contract.
 - B. Failure to notify Oakton College, in writing, of deficiencies or faults in preceding work will constitute acceptance thereof and waiver of any claim of its unsuitability.
 - C. Failure to notify the Oakton College Facilities Department prior to covering any work may result, at Oakton College's option, in the Contractor having to remove his work for inspection and then reinstall it at no additional charge to Oakton College.

1.15 Building Facilities - In General:

- A. The basic facilities necessary to accommodate the Contractor's men and equipment exist. These facilities, however, must be used within their capabilities and in the manner designated by Oakton College. Contractor shall coordinate.
- B. Contractors shall provide at their own expense, all temporary piping, wiring, drop cords, etc., from existing sources to point of usage including the facilities, valves, etc., necessary to connect the existing sources.
- C. Each Contractor using these facilities must make his own connections to these energy sources and furnish his own conduit, safety switches, wiring, etc., and remove same at the completion of the work or as directed by Oakton College.
- D. Contractor shall provide lighting as necessary to adequately illuminate the areas until the normal light sources are installed unless otherwise specified.
- E. The cost of electric power, water and gas used in the course of the project will be paid by Oakton College.
- F. The contractor shall provide temporary sanitary facilities at his cost.
- G. Loading Dock Scheduling: The loading dock will not be available to accept deliveries.

1.16 Contractor's Property: Oakton College will not be responsible for loss or damage of any of the Contractor's property. Materials remain the Contractor's property until fully installed and accepted by Oakton College. It is recommended that all supplies and equipment be clearly identified by paint or other method.

1.17 Supervision: The Contractor shall, at all times during the course of the work, maintain, on the job site qualified supervisors.

1.18 Cleaning Up: All debris created during the course of the work shall be removed at the end of each working day to an appropriate trash container and to an appropriate offsite location at or prior to the point when the trash containers are filled. At the completion of the work the contractor shall remove excess materials, tools and equipment from the site and leave the premises in a condition satisfactory to Oakton College.

1.19 Final Inspection: When the work is substantially completed, Contractor shall notify the Facilities Department, phone number (847) 635-1780, that work will be ready for inspection on a definite date. Final payment will not be issued until installation is completed.

- 1.20 Guarantee: Contractor shall remedy any defects in material or workmanship at his own expense, which may appear for a period of one year from final acceptance unless otherwise noted in the specifications or in the normal warranty given by the Manufacturer or Contractor.
- 1.21 Parking: Parking is available within the boundaries of the construction area or at designated locations. Failure to follow campus parking and traffic regulations will result in citations being issued.
- 1.22 Storage Sites: Storage parking space is available within the boundaries of the construction area.
- 1.23 Payments: Requests for payment must be submitted to Oakton College via the Facilities Department. The requests must be accompanied by a "waiver-of-lien to date" or "final waiver-of-lien" covering materials and labor from the Contractor and all Subcontractors and Suppliers. ~~The requests must be submitted on AIA Documents G702 and G703 and be accompanied by an invoice indicating the Purchase Order number under which the work is/was being done.~~
- 1.24 ~~Replacing Ceiling Tiles and Repair of Damage: Contractor shall reinstall any ceiling tiles disturbed by his work and replace any ceiling tiles damaged as a result of his work. Contractor shall repair or replace any building components damaged as a result of his work. Contractor shall notify Oakton Community College of any holes or other damage that he is aware of in an area which he is working which were not made by his crew.~~
- 1.25 Shut-down of Utilities: Contractor shall notify Facilities Department at least 2 working days in advance for minor shut-downs and 10 working days in advance for major shut-downs. All arrangements must be made through the Facilities Department.
- 1.26 Prevailing Wages are not required on this project.
- 1.27 Taxes: Oakton College District 535 is exempt from Federal, State and Local taxes.
- 1.28 Pre-construction and Progress Meetings: A pre-construction meeting will be held prior to beginning work at the site to review the project, project schedule, procedures and any other pertinent topics. Progress meetings shall be held at the site to discuss progress status during periods of activity
- 1.29 As-built Drawings: The Contractor shall prepare and submit a complete set of as-built drawings, including reproducible blueprints and AutoCad file, detailing any deviations from the drawings or specifications. The Owner shall supply a set of sepia drawings for the Contractor's use in preparing these drawings.
- 1.30 Changes in the Work: The Owner, without invalidating the contract, may make changes by altering, adding to or deducting from the work, the contract sum being adjusted accordingly. All such work shall be executed under the conditions of the original contract, except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change.

No change shall be made unless in pursuance of a written order from the Owner or his authorized representatives, stating that the Owner has authorized the change, and no claim for an addition to the contract sum shall be valid unless so ordered.

The value of any such change shall be determined in one or more of the following ways:

- a) By estimate and acceptance in a lump sum.
- b) By unit prices named in the contract or subsequently agreed on.
- c) By cost and percentage.

1.31 Claim for Extras: If the Contractor claims that any instructions, by drawings or otherwise, involve extra cost under this contract, he shall give the Owner written notice therefore before proceeding to execute the work. No such claims shall be valid unless so made.

1.32 Sexual Harassment:
All successful contractors must comply with the provisions of the Illinois Human Rights Act (Act) dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Humans Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The contract with the successful bidder will provide for this requirement. The statutory provisions setting forth what such policies shall include as a minimum, under the Act, are on file with the District and available to the contractor upon request.

1.33 Bid Security:
~~A certified check or bank draft or bid bond, made payable to Oakton Community College, shall be submitted with the bid in the amount of **ten (10) percent of your total bid**. The bid security will be forfeited by the successful bidder in the event of the bidder's failure to enter into a contract. Checks or drafts of unsuccessful bidders will be returned as soon as practicable after opening and checking the bids.~~

1.34 Performance Bonds:
~~The successful bidder on this proposal must furnish a performance bond and a labor and material payment bond made out to Oakton Community College, prepared on an approved form, as security for the faithful performance of their contract, within ten (10) days of their notification that their bid has been accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact business in the State of Illinois and have an A-/6 or better rated company (as rated by Best's Rating Service). Attorneys in fact who sign bid bonds must file with each bond a certified copy of their power of attorney to sign said bonds. The performance bond and payment bond shall be in an amount equal to one hundred percent (100%) of the contract sum. The cost of bonds shall be included in the bidder's proposal.~~

BID CHECKLIST

- | | | | |
|-----|---|-----|----|
| 1) | Did you include a company profile? | YES | NO |
| 2) | Did you include the references requested? | YES | NO |
| 3) | Did you complete and include your fully completed bid price sheets? | YES | NO |
| 4) | Did you attend the mandatory pre-bid meeting? | YES | NO |
| 5) | Did you complete and include the Contractors Certification? | YES | NO |
| 6) | Did you read and do you agree to all terms and specifications as noted in the bid? | YES | NO |
| 7) | Is your company going to use subcontractors? | YES | NO |
| 8) | If yes, did you include the name, address, phone number of the subcontractors being used? | YES | NO |
| 9) | Is your company or any subcontractor a Minority Business Enterprise?
If so, please provide certification type: _____ | YES | NO |
| 10) | If so, is this company registered with the State of Illinois Central Management Services (CMS)? | YES | NO |

******THIS BID CHECKLIST SHOULD BE RETURNED WITH YOUR BID******

Company: _____

Signature: _____

PRICING PAGE

FOR: Des Plaines Campus 2-Year Term Contract for Natural Areas Maintenance

DATE: _____ (BIDDER TO ENTER DATE)

SUBMITTED BY: (BIDDER TO ENTER INFORMATION)

Bidder's Full Name _____

Address _____

City, State, Zip _____

Phone number _____ Email Address _____

BID PROPOSAL

We, as Vendor having familiarized ourselves with the proposed project, hereby propose to perform everything required to provide all labor, materials, necessary equipment, utilities, transportation, and services necessary to perform and complete in a workmanlike manner all work indicated in the bidding documents for the subject project.

Acknowledge Addenda No. _____, _____, _____, _____

Description: The unit pricing included below is for the two-year term of the contract, expected to be February 1, 2024 through January 31, 2026. Contractors are to include unit pricing for each item based on the units and quantities identified in the table. The basis of the award will be the total projected cost. The actual work is to be directed by Oakton College based on the Unit Pricing in the bid form, depending on weather, site conditions and the priority of the College.

Item	Item Name	Description	Units	Number of Units	Bidders Proposed Unit Price	Total Bid Price
1	Prescribed Seasonal Burns	Burns to take place as allowed by weather and conditions; contractor must obtain burn permits	Acre	74		
2	Weed and Invasive Species Control	Work to include herbiciding, brushcutting, and manual dabbing as described in the specifications	Acre	74		
3	Debris Removal	Woody debris removal, including downed branches and limbs; burning onsite in supervised burn piles will be allowed, coordinated with the College	Acre	60		
4	Tree Thinning and Removal	Removal of standing trees identified by the College, per sizes listed below:				
	4.1	10"-18", can be burned onsite	Each	60		
	4.2	18"-24", can be burned onsite	Each	75		
	4.3	Over 24", must be removed offsite	Each	55		
5	Native Species Enhancement	Included in Specification; not under contract				
Total Base Bid						

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Notes to Authorized Representatives completing this Designation:

- Under Illinois law, prices and price quotes become public information once the information is announced at the public bid opening and may not thereafter be kept confidential.
- Other information cannot be kept confidential unless it is a trade secret, and is identified as such by the party submitting a proposal at the time of submittal as specified in Section 7(1)(g) of the Illinois Freedom of Information Act (“FOIA”, 5 ILCS 40/7(1)(g)).
- “Trade secret” as defined in Section 2(d) of the Illinois Trade Secrets Act (765 ILCS 1065/2(d)) means information, including but not limited to technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data, or list of actual or potential customers or suppliers, that: (1) is sufficiently secret to derive actual or potential economic value from not being generally known to other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts to maintain its secrecy or confidentiality that are reasonable under the circumstances.

* * * *

The attached material submitted in this Response to Oakton College **Bid #1023-23-07 for Des Plaines Campus Term Contract for Natural Areas Maintenance - Two Year contract** includes trade secrets and / or commercial or financial information that is proprietary, privileged, or confidential. The disclosure of specifically identified content within the material would cause competitive harm to:

(insert name of individual or company submitting the response)

as further explained below, such that it may be kept confidential under 5 ILCS 40/7(1)(g).

We request that the pages or parts of pages of this Response, as next indicated, be treated as confidential material and not be released without the prior written approval of our Authorized Representative named on the following page.

Section	Page #(s)	Topic	Why disclosure would cause competitive harm

If the designation of this information as confidential is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality, and agrees to hold the College harmless for any costs, damages, or penalties arising out of the College's agreeing to withhold the information.

Failure to complete and include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to inspection and copying. The College considers other markings of "confidential" in the bid/proposal documents to be insufficient. The undersigned agrees to hold the College harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Authorized Representative: _____
Signature

Authorized Representative: _____
Type or Print

E-mail address: _____

Date: _____

Please be sure to include one copy of your RFP response that has confidential and/or proprietary information removed/redacted. Please mark this as "FOIA Copy."

The College will use this copy at the public bid/RFP opening, and this copy must include your pricing.