

NEW LENOX FIRE PROTECTION DISTRICT

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL PROJECT

Station 63 Outdoor Patio Expansion at 930 Country Creek Drive

INFORMATIONAL

REQUEST FOR PROPOSAL

Proposal packages must be received by **Monday, August 12, 2024 at 10:00am¹**

Public opening of the bids will take place on **Monday, August 12, 2024 at 11:00am** at the District Office.

Proposal packages must be received at **261 E Maple Street, New Lenox, IL 60451 (Attn: Linda Baaske)** no later than the date/time listed above. Postmarks are not accepted. Late proposals will be returned unopened. Hand deliveries should be made to the New Lenox Fire District Staff at 261 E Maple Street, New Lenox, IL 60451.

Submit a complete original proposal and one (1) digital copy in a sealed envelope. Mark the outside of the envelope RFP – Station 63 Outdoor Patio Expansion. Submissions may not include photographs, pamphlets, brochures or other extraneous promotional materials.

Questions and/or additional information concerning this RFP must be submitted in writing via email to:

Brian Applegate, Battalion Chief
New Lenox Fire Protection District
info@nlfire.com

Please do not contact any other District personnel about this RFP unless authorized prior to contact. Violating this rule is grounds for rejection of proposal.

The New Lenox Fire Protection District reserves the right to reject any or all Proposals, to waive any informalities in any Proposal, and to qualify the firms that best meet the District's needs.

The location of the work will be Fire Station #63 930 Country Creek Drive New Lenox, IL 60451.

¹ Time of submission will be determined by using the clock displayed on the phone system located at the fire district reception desk.

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Introduction

The New Lenox Fire Protection District (“District”) is soliciting proposals from qualified vendors (“Vendor”) for a concrete patio expansion for New Lenox Fire Protection District Station 63.

The District’s overall goal in soliciting these proposals is to identify the most responsible and capable Vendor that meets the requirements indicated in this proposal at a reasonable cost.

Minimum Qualifications

- a) It is the intention of the District to award a contract to a Vendor who:
 - i) Is able to provide the work within the time constraints identified in the Request for Proposals.
 - ii) Represents the best overall value to the District, including:
 - 1) Warranties pertaining the project
Note: Price, though important, is NOT the sole determining factor in determining the Best Value for the District.
 - iii) To determine the degree of responsibility to be credited to a Vendor, the District will weigh any evidence that the Vendor has or has not performed satisfactorily on other contracts of like nature and magnitude or comparable difficulty.
 - iv) Shall meet the building qualifications and standards for the building codes adopted by the Village of New Lenox.
 - v) Specifications for the patio slab are the following:
 - 1) 5” thickness for the concrete base
 - 2) A 3500psi or six (6) bag concrete mix shall be used for the slab.
 - 3) Wire mesh and/or concrete fiber mesh shall be used for reinforcement of the concrete.
 - 4) Shall be tied into existing concrete pad that is currently onsite.
 - vi) Shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/1-12).

Proposal Information

- a) All proposals must be submitted under sealed cover and sent to New Lenox Fire Protection District, Attention : Linda Baaske RFP- Station 63 Outdoor Patio Extension
- b) Send or hand deliver proposals to the following address.
New Lenox Fire Protection District
Attention: Linda Baaske (RFP- Station 63 Outdoor Patio Extension)
261 E Maple Street
New Lenox, IL 60451
- c) A minimum of one(1) original and one (1) digital copy must be submitted.

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- d) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The District may in its sole discretion reject any or all proposals and it may waive an immaterial deviation in a proposal. The District's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Vendor from full compliance with all requirements if awarded the Vendor Agreement.
- e) Costs incurred for developing proposals and in anticipation of award of the Vendor Agreement are entirely the responsibility and risk of the Vendor and shall not be charged to the District.
- f) A Vendor may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal, but only if this is accomplished prior to the proposal submission deadline. Vendor modifications offered in any other manner, oral or written, will not be considered.
- g) A Vendor may withdraw its proposal by submitting a written withdrawal request to the District, signed by the Vendor or an authorized agent. A Vendor may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- h) The District may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package. All addenda will be sent via electronic mail.
- i) The District reserves the right to reject all proposals in its sole discretion.
- j) Before submitting a response to this solicitation, Vendors should review, correct all errors and confirm compliance with the RFP requirements.
- k) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The District may in its sole discretion reject any or all proposals and it may waive an immaterial deviation in a proposal. The District's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Vendor from full compliance with all requirements if awarded the Vendor Agreement.
- l) Costs incurred for developing proposals and in anticipation of award of the Vendor Agreement are entirely the responsibility and risk of the Vendor and shall not be charged to the District.
- m) A Vendor may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal, but only if this is accomplished prior to the proposal submission deadline. Vendor modifications offered in any other manner, oral or written, will not be considered.
- n) A Vendor may withdraw its proposal by submitting a written withdrawal request to the District, signed by the Vendor or an authorized agent. A Vendor may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- o) The District may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package. All addenda will be sent via electronic mail.
- p) Before submitting a response to this solicitation, Vendors should review, correct all errors and confirm compliance with the RFP requirements.
- q) The District does not accept alternate contract language from a prospective Vendor. A proposal with such language will be considered a counter proposal and will be rejected.
- r) No oral understanding or agreement shall be binding on either party.

Evaluation and Selection

- a) At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.
- b) The District will evaluate each proposal to determine its responsiveness to the published requirements.

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- c) Proposals that contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Vendor, may be rejected.
- d) Award, if made, will be to the lowest responsible Vendor, as determined by the District through its evaluation of submitted Proposals. Award is not dependent on total cost of the Proposal, although cost is a factor in the evaluation of the Proposals.

Disposition of Proposals (Public Records)

Proposing Vendors understand that, as a general rule, all documents received by the District are considered public records. Upon proposal opening, all documents submitted in response to this RFP will become the property of the New Lenox Fire Protection District and will be regarded as public records under the Local Records Act (50 ILCS 205/ Local Records Act) and subject to production to and review by the public on request. If a proposing Vendor considers any portion of its submittal proprietary and/or otherwise exempt from disclosure, it must clearly label such information or documentation and submit it, together with a written request for a determination of whether the documents can be withheld from public disclosure, no later than 10 business days prior to the due date of the submittal. The District's attorney shall make a determination of confidentiality. If a determination is not obtained prior to the submittal deadline, all document(s) shall be subject to public disclosure. In the event a request is made for a document deemed confidential, the District will inform the applicable Vendor. Such Vendor will participate in the event proceedings are initiated to compel the disclosure of the same.

Unopened, sealed Proposal packages may be returned only at the Vendor's expense, unless such expense is waived by the District.

Miscellaneous Requirements

- a) The District requires all Contractors bidding on District projects to be governed by the Illinois Prevailing Wage Act as defined in Section 2 of the Prevailing Wage Act (820 ILCS 130/2).
- b) Contractors performing work in the District must be licensed, bonded, and insured with the applicable regulatory agency before commencing work on this project. All responsibility for licensing, bonding, and insuring rests solely with the Contractor.
- c) Sufficient references of all like public and/or private agencies must be presented on a separate sheet and attached to this Bid. Listing must include company name, contract person, telephone number and date completed.
- d) The successful Bidder shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.
- e) The Bidder shall at all times observe and comply with all Federal, State, Municipal, and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the work, and with all Federal, State, and local laws and policies of non-discrimination, sexual harassment, prevailing wages and others applicable thereto; and all such orders or decrees as exist at the present and which may be enacted later, of bodies or tribunals having jurisdiction or authority over the work, and no plea of misunderstanding or ignorance thereof will be considered. The Vendor shall indemnify and hold harmless the District and all its officers, agents, employees and servants against any requirement, claim, or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself or his employees. All Bidders must supply a certificate of eligibility to enter into public contracts.
- f) If the resulting Contract price is greater than \$50,000, Bidder shall deposit with the District, before commencing any work, an AIA A312-2010 Performance Bond and Payment Bond for the full amount of the

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contract, guaranteeing the faithful performance of the work in accordance with the contract, the payment of all indebtedness incurred for labor and materials, and guarantee correction of work for a period of one (1) year after final payment. The cost of each bond shall be included in the contract price set forth above. The surety must be approved by the Fire Protection District and be licensed to conduct business in the State of Illinois and be named in the "Surety Companies Acceptable on Federal Bonds," as published in the Federal Register by the Audit Staff, Bureau of Accounts, U.S. Treasury. The Bidder and all subcontractors shall name the District as an obligee on all bonds. Said bonds shall meet the requirements of the Illinois Public Construction Bond Act, 30 ILCS 550/0.01 et seq. and any future amendments thereto. Bidder shall include in its Performance Bond and Payment Bond, such language that will guarantee the faithful performance of the Prevailing Wage Act.

- g) All labor provided under this bid and any contract arising there from is guaranteed against any defect due to faulty workmanship for a period of one (1) year after performance of the labor in question. Any such defects must be corrected, either through repair or replacement, at the expense of the Bidder. Bidder must provide the District with two (2) copies of any manufacturer's warranty or guarantee information. If necessary, the Bidder will assign all manufacturers' warranties to the District.

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