



Western Illinois Museum
201 South Lafayette Street
Macomb, IL 61455
309.837.2750 www.wimuseum.org

August 2023 Request for Bids

Western Illinois Museum's Renovate to Innovate Capital Improvement Project

Sealed bids are requested on the list of materials, supplies, equipment, or services set forth herein, subject to all conditions outlined in the Bid Document, including:

Section I: Request for Bids Schedule of Dates

Section II: General Information and Instructions

Section III: Detail Specifications

Sealed bids will be received by mail, email, or in person at **The Western Illinois Museum**, 201 South Lafayette Street, Macomb, Illinois, 61455, until 5:00 pm local time, on the dates hereinafter stated at which time they will be opened and publicly read for furnishing the materials, supplies, equipment or services or for supplying the materials, and/or providing labor for the repair, construction or improvement as the case may be, as indicated by the items hereunder listed and in accord the applicable specifications.

Section I: Request for Bids Schedule of Dates

Date of Request: Tuesday, August 15, 2023

Item Description: Renovate to Innovate- See options for three packages on Bid Form

Open Facility Walk-through: Wednesday, August 23, 2023, 9:30 to 10:30 am

Bid Deadline: Friday, September 15, 2023, 5:00 pm

All bids must be delivered by the specific bid deadline. Bids arriving after the specified hour will not be accepted. Mailed bids, which are delivered after the specified hour will not be considered regardless of the postmarked time on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm; telephone, fax will not be accepted.

Section II: General Information and Instructions

1. Bid deposits of unsuccessful bidders will be returned after the bid has been awarded.
2. The vendor's bid may be withdrawn prior to the bid deadline and no bid may be withdrawn after that time.
3. Bidders are advised to become familiar with all conditions, instructions, and specifications governing this bid. Once the award has been made, a failure to have read all the conditions, instructions, and specifications of this contract shall not be a cause to alter the original contract or for the vendor to request additional compensation.

4. Bidders agree to defend and save the Museum from and against all demands, claims, suits, costs, expenses, damages, and adjustments based on any infringement of any patent relating to goods specified in this contract.
5. Successful bidder shall not assign the contract, or subcontract the whole or any part of the contract without the written consent of the Museum. Such consent shall neither relieve the bidder from his obligation nor change the terms of the contract.
6. The Museum shall have the right to inspect any material specified herein. Equipment, supplies, or services that fail to comply with the specifications herein regarding design, material, or workmanship are subject to rejection at the option of the Museum. Any materials rejected shall be removed from the premises of the Museum at the expense of the vendor.
7. Bidder shall state the nature and period of any warranty or guarantee. The manufacturer's specifications shall be submitted with the bid and shall be considered a part of this contract where such specifications meet the minimum of the Museum's specifications.
8. Each bidder shall submit in full this completed original BID DOCUMENT and all the necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work they propose to furnish.
9. Bidder shall state the delivery date for commodities in terms of calendar days after notification of award. Where the contract calls for the performance of labor, the bidder shall also state the number of calendar days required for completion after notification of the award.
10. Upon the award of the bid to the successful bidder, the Museum will require evidence of insurance coverage to be furnished within fourteen (14) days of notification of the bid award. The amounts and types of coverage will be specified in Section III. All insurance forms must be in a format acceptable to the Museum.
11. Every supplier of materials and services and all contractors doing business with the Museum shall be an "Equal Opportunity Employer" as described in the attached Equal Employment Opportunity Statement. All contractors and subcontractors are required to complete the attached EEO Compliance Form within fourteen (14) days of notification of the bid award.
12. Prices quoted herein must be firm for a period of but not less than sixty (60) days after the date of the bid closing.
13. Bid calling for other than a "lump sum" total bid may be awarded by a single item, by groups of items, or as a whole, as the Museum deems to be in the best interest of the Museum.

14. The Museum will be the sole and exclusive judge of quality, compliance with bid specifications, or any other matters pertaining to this bid. The Museum reserves the exclusive right to award this bid in any manner it deems to be in the best interest of the Museum.
15. Quantities specified in the PDF file named *2022 WIMuseum Issue for Bid Documents* are approximate only, the Museum reserves the right, within the period for delivery to increase or decrease the quantity ordered and upon mutual agreement after the period specified for delivery, order additional quantities of items bid.
16. All bidders must sign and submit with their bid, the enclosed *Certificate of Compliance* form, indicating their willingness to abide by the Museum's Equal Opportunity Employment Policy.
17. The successful bidder shall have all work completed and billed out no later than 120 days after approval of the contract or by a documented timeline approved by the Museum's Board of Directors.

Questions regarding procedures should be directed to:

Sue Scott, Director
Western Illinois Museum
201 South Lafayette Street
Macomb, Illinois 61455

E-mail: info@wimuseum.org
Phone: (309) 837-2750

Section III: Detail Specifications

F.O.B.

All prices of the bid shall be F.O.B. destination Macomb, Illinois; and delivery to any point within Macomb shall be without additional charge.

Tax

All bids shall be exclusive of tax; Museum staff will provide tax-exempt status paperwork.

Acceptance of Bid

The Museum reserves the right to accept or reject any, and all bids and reserves the right to waive technicalities where such action best serves the interests of the museum. The bidder or manufacturer of the proposed materials or equipment may be required to acknowledge by written confirmation that the minimum requirements of the specifications are included in the Bidder's bid before the award of the bid.

Exceptions

Any bidder's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to the bid form. However, such exceptions or deviations may result in bid rejection.

Contractor Insurance Guidelines

(to be submitted by successful bidder)

1. Worker's Compensation

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|----|------------------------------|-----------|
| a. | State: Illinois | Statutory |
| b. | Applicable Federal: | Statutory |
| c. | Employers Liability | |
| | Each accident | \$500,000 |
| | Each Disease – each employee | \$500,000 |
| | Each Disease – Policy Limit | \$500,000 |

2. Contractor's General Liability

- | | | |
|----|--|-------------|
| a. | General Aggregate | \$2,000,000 |
| b. | Products – Completed
Operations Aggregate | \$1,000,000 |
| c. | Personal and Advertising
Injury | \$1,000,000 |
| d. | Each Occurrence
(Bodily Injury and
Property Damage) | \$1,000,000 |
| e. | Property Damage liability insurance will provide explosion, collapse, and
underground coverages where applicable. | |
| f. | Excess or Umbrella Liability | |
| | 1) Each Occurrence | \$1,000,000 |

3. Automobile Liability

- | | | |
|----|------------------|-----------------------|
| a. | Bodily Injury: | |
| | Each person | \$500,000 |
| | Each Accident | \$1,000,000 |
| b. | Property Damage: | |
| | Each Accident | \$1,000,000 |
| or | c. | Combined Single Limit |
| | | \$1,000,000 |

Notes:

1. Contractors with contracts over \$100,000 shall have the Museum named as an “additional insured,” attach a “waiver of subrogation”, and sign a “hold harmless agreement.”
2. Contractors with contracts less than \$100,000 are exempt from Item 2(f) Excess or Umbrella Liability coverage, as well as naming the museum and city as an “additional insured” and attaching a “waiver of subrogation.”

Work on the property cannot be commenced until certificates of insurance have been presented. All certificates of insurance must remain current until the contract expires or is sooner canceled.

Please use the ACORD Certificate of Insurance form (provided by your insurer). If you use another form, the following requirements must be met to make the certificate acceptable to the Museum:

- name the Museum as additional insured for both GENERAL liability and AUTO liability;
- have at least thirty (30) days written notice of cancellation

All certificates of insurance must remain current until the contract expires or is sooner canceled.

After the acceptance and award of the bid by the authorized Officer of the Western Illinois Museum Board of Directors and upon receipt of a written notice to proceed executed by a proper officer of the Museum, the Museum will provide a form of contract to the successful Bidder.