

September 16, 2019

---

ORLAND PARK PUBLIC LIBRARY – FURNITURE BID FORM

1.1 PROJECT IDENTIFICATION:

- A. Project Name: Orland Park Public Library
- B. Project Location: 14921 S. Ravinia Ave, Orland Park 60462
- C. Owner: Board of Library Trustees of the Orland Park Public Library, 14921 S. Ravinia Ave, Orland Park, Illinois, 60462
- D. Architect: Wight & Company, 211 North Clinton #3N, Chicago, IL 60611.

1.2 FURNITURE BIDDER IDENTIFICATION:

Name:

Address:

City, State

Zip code

Tel:

Primary Contact Name:

Email:

1.3 FURNITURE BIDDING DOCUMENTS:

- A. Bidding Documents titled "Issued for Bid" and dated September 16, 2019.
  - 1. Drawing numbers and titles listed on Cover Sheet. Furniture plans are located in the A.11 Series drawings.
  - 2. Furniture, Furnishings, and Equipment Specifications Guide, dated September 16, 2019.
  - 3. Furniture CSI Specification Sections: 125100, 125200, 125900.
  - 4. The Project Manual, Sample Agreements, General Conditions, and Addenda.

1.4 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Furniture Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

- 1. Addendum No. 1, dated \_\_\_\_\_.
- 2. Addendum No. 2, dated \_\_\_\_\_.
- 3. Addendum No. 3, dated \_\_\_\_\_.

September 16, 2019

ORLAND PARK PUBLIC LIBRARY – FURNITURE BID FORM

1.5 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Furniture Bidder, having carefully examined the Project Manual including all Drawings and Specifications, and all subsequent Addenda, as prepared by Architect – Wight & Company 211 North Clinton #3N, Chicago, IL. and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all installation drawings, submittals, material, labor, material, equipment and services necessary to complete the construction of the above-named project, according to the requirements of the AIA A151-2019 Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment, for the stipulated sum of:

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_)

1.6 FURNITURE BASE BID BREAKDOWN

- A. The base bid breakdown should be itemized per Room name and room number and include the following:
1. Room designation
  2. Drawing label
  3. Manufacturer
  4. Product
  5. Model number
  6. Quantity
  7. Finish
  8. Lead time
  9. Unit Cost
  10. Extended Cost
  11. Total Cost for Each Room designated

1.7 PERFORMANCE AND PAYMENT BOND:

- A. The amount for the performance bond and the labor and materials payment bond is NOT included in the base bid price. The Undersigned states the cost of the Performance and Payment Bond, in the amount of 100% of the Base Bid contract by an approved surety company licensed to do business in the State of Illinois, will be:

\$ \_\_\_\_\_ the name of the Surety Company is:

\_\_\_\_\_  
Per AIA Contract A312-2010 Performance & Payment bond.

September 16, 2019

---

ORLAND PARK PUBLIC LIBRARY – FURNITURE BID FORM

1.8 FURNITURE BIDDER AND SUBCONTRACTOR REGISTRATION:

- A. All contractors and subcontractors within the village are required to be pre-registered with Village of Orland Park.
- B. The contractors and sub-contractors are responsible for fees associated with registering to work in the Village of Orland Park.

1.9 ALTERNATES:

- A. An “Alternate is an amount proposed by the Bidder for certain work defining the Bidding Documents that may be added to or deducted from the Base Bid or Contract amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Bidding Documents.
  - 1. Alternates are described in the FFE Specifications Guide.
  - B. The Undersigned agrees not to withdraw the Bids for Alternates for 90 days after Bid Opening.
  - C. All Alternates must be included in this Bid Form. The Owner reserves the right to reject the Bid, if the cost for the mandatory Alternates is not properly and fully completed.
  - D. The Undersigned proposes the following Alternates as shown and specified for additions or deductions to the lump sum base bid: **NOT APPLICABLE. NO ALTERNATES CURRENTLY FOR THIS PROJECT AT THIS TIME.**

1.10 FURNITURE BIDDERS’ SUBCONTRACTORS AND SUPPLIERS

- A. The following companies shall execute subcontracts for the portions of the Work indicated:
  - 1. Furniture Installation: \_\_\_\_\_
  - 2. Carpentry: \_\_\_\_\_
  - 3. Electrical Work: \_\_\_\_\_

1.11 PROJECT STAFF:

- A. The undersigned confirms the following staff assigned to the work for the duration of the Project.
  - 1. Name of Project Manager: \_\_\_\_\_
  - 2. Other Team Members: \_\_\_\_\_
  - 3. Other Team Members: \_\_\_\_\_

1.12 TIME OF COMPLETION

The undersigned Furniture Bidder proposes and agrees hereby to commence the Work of the AIA Contract Documents on a date specified in a written Notice to Proceed to be issued by the Owner and shall fully complete the Work within the specified duration with the contract terms and conditions.

September 16, 2019

ORLAND PARK PUBLIC LIBRARY – FURNITURE BID FORM

- A. There will be three (3) estimated dates for delivery based on a Phased construction schedule. This scope is subject to change based on the Construction Manager’s final construction schedule. Below is an estimated timeline for delivery. Furniture Contractor shall provide a timeline schedule based on the scope per floor and provide an installation timeline:

Estimated Phases of Delivery:

1. Phase 1 – Nov 2019 to Late March 2020
  - 1st Floor HR Office
  - 2nd Floor Multipurpose / Study Rooms
  - 2nd Floor Computer/Tech/Smart Lab
  - 2nd Floor Administrative Offices/Graphics Dept.
  - 2nd Floor Adult Services Workroom
2. Phase 2 – April 2020 to Late June 2020
  - 1st Floor Large Meeting Room
  - 1st Floor Board Room
  - 2nd Floor Teen Area
3. Phase 3 - July 2020 to October 2020
  - 1st Floor Storytime Room / Craft area
  - 1st Floor Children’s Toddler Zone
  - 1st Floor Tween Area
  - 1st Floor Study rooms
  - 1st Floor Mother’s room
  - 1st Floor Lobby

Construction will begin November 2019 and Substantial Completion for the entire project will be October of 2020.

1.13 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached in sample format for Bidder to provide hereto.
1. Furniture Bidder’s Qualification statement (AIA Document A305-1986).
  2. General Conditions for a Contract for FF&E (AIA Document A251-2007)
  3. Standard form Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E) (AIA Document A151-2019)
  4. Performance & Payment Bid Bond Form (AIA Document A312-2010).

1.14 FURNITURE BIDDER – ILLINOIS BUSINESS LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the State of Illinois, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

September 16, 2019

ORLAND PARK PUBLIC LIBRARY – FURNITURE BID FORM

1.15 FURNITURE BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety and insurance certificates as specified within 10 days after a written Notice of Award, if offered within 90 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, or bid bond, as liquidated damages for such failure, in the following amount constituting ten percent (10%) of the Base Bid amount above:

\_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_).

- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.16 SUBMISSION OF BID

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Submitted By: \_\_\_\_\_

(Name of bidding firm or corporation).

Authorized Signature: \_\_\_\_\_ (Handwritten signature).

Signed By: \_\_\_\_\_ (Type or print name).

Title: \_\_\_\_\_ (Owner/Partner/President/Vice President).

Witness By \_\_\_\_\_ (Handwritten signature).

Attest: \_\_\_\_\_ (Handwritten signature).

By: \_\_\_\_\_ (Type or print name).

Title: \_\_\_\_\_

(Corporate Secretary or Assistant Secretary).

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

License No. \_\_\_\_\_

Federal ID No. : \_\_\_\_\_

(Affix Corporate Seal Here).