

City of Rock Island

Housing Rehabilitation Program

Bidding Instructions and Requirements

GENERAL INSTRUCTIONS:

1. The contractor and subcontractors must meet all applicable State, County, and/or City licensing requirements. The successful bidder will be required to comply with the programs insurance requirements at all times while performing contracted service work.
2. The contractor and subcontractors are required to **visit the project** as part of bid preparation.
3. Contractors must verify all measurements referenced in the work write-up. **No Change Orders will be approved for measurements not verified at the bidding stage.**
4. All work and materials must meet the City of Rock Island guidelines and applicable Federal, State and Local Codes; and must meet HUD and Illinois state requirements including but not limited to employed lead-safe work practices [See 24 CFR, Part 92, 47 I11. Adm. Code, Part 370, and 77 I11. Admin. Code 845].
5. The Contractor's bid shall include all necessary labor, materials, tools, equipment, permits, applicable fees, and all other items necessary to complete the project in conjunction with the work write up/risk assessment.
6. The successful Contractor shall provide satisfactory certificates of insurance evidencing the required insurance coverage, which certificates shall name the Recipient, the City of Rock Island.
7. **Each contractor is responsible for completing and submitting a Contractor Information form to the City prior to the awarding of a Housing Rehabilitation Program bid. Completed Contractor Information form may be submitted with your bid. Bids will not be awarded to a non-approved contractor**
8. **CANCELLATION OF INVITATIONS FOR BIDS OR REQUESTS FOR PROPOSALS.** An invitation for bids, a request for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation or otherwise, when it is for good cause or in the best interests of the City. The reasons therefore shall be made part of the contract file. Each solicitation issued by the City shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause or when in the best interests of the City as the City, in its sole and exclusive discretion, may determine. Notice of cancellation shall be sent to all businesses solicited, or from whom bids or proposals were received. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate,

explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

9. The City of Rock Island is committed to preserving equal rights for all of its citizens during the construction of its public (works) projects and encourages minority contractors to submit bids for this work. The City also encourages bidders to consider hiring subcontractors and employees of all racial and ethnic backgrounds.

10. The City of Rock Island does not discriminate against any class of protected individuals.

BID INSTRUCTIONS:

1. Submit complete itemization of work on the work-write-up and Bid Summary Sheet provided by the City of Rock Island. **Write the total amount of each bid in both numeric and written formats on the Bid Summary Sheet. All bids shall be signed and dated.** Telegraphic, electronic mail, facsimile, or other similar forms of bid submission shall not be accepted.
2. The bid must be submitted in **ink or typed** and be clearly written. Bids presented in pencil will not be accepted. Any corrections made when providing pricing must be clearly written and initialed by the bidder. Unclear writing may result in rejection of bid. **Incorrect calculations shall result in rejection of the bid.**
3. In addition to the work write-up, contractors and their subcontractors are encouraged to identify any code violations or recommend corrections that do not appear in the work write-up. The contractor should itemize any **additions, or corrections** (such as measurements), **to the work write-up** on a **separate** sheet and may submit a **separate bid reflecting the additions or corrections**.
4. Contractors **must** guarantee the bid price for a period of sixty (60) days after the deadline date for submission of the bid. Failure to honor submitted bid shall result in removal from the approved contractor list for any future bids.
5. The selected contractor shall attend a Pre-Construction meeting prior to work beginning. Work cannot begin until a Notice to Proceed is issued by the City of Rock Island and the Homeowner.
6. Incomplete bids and those that do not conform to the General Instructions or Bid Instructions may be rejected.
7. The contractor is responsible to make sure all required bid documents are attached to the submitted bid prior to submission.
8. **Bids shall be delivered by the due date/time in a SEALED envelope to:**

**Housing Rehabilitation Program
City of Rock Island
1528 3rd Avenue
Rock Island, IL 61201**