

CITY OF GALESBURG



PURCHASING
55 W Tompkins St
Galesburg, IL 61401
Phone: (309) 345-3678

INVITATION FOR BIDS

For the purchase of various water main materials
to be used for the new Gale Village subdivision
for the Galesburg Water Division

Instructions to Bidders

1. An advertisement for sealed bids on the above was published in the Galesburg Register-Mail on November 19, 2017. As stated in such notice, bids will be received until 11:00 a.m., local time, December 06, 2017, and, at that time, publicly opened and read aloud in the Basement Conference Room, located in City Hall. Bids received after 11:00 a.m. will be rejected.
2. The person, firm or corporation making a bid shall submit it in a sealed envelope to the Purchasing Agent or his duly designated representative on or before the hour and the day stated above. The notation "Bid on Water Main Materials – new Gale Village subdivision" shall appear on the outside of the sealed envelope and shall include the name of the bidder. Bidder shall also clearly mark on the outside of the envelope: company name and address.
3. The bidder shall insert the cost, and supply all the information, as indicated on the Bid Form. The cost inserted shall be net and shall be the full cost for the work specified, including all factors whatsoever. No permits shall be waived or paid for by the City of Galesburg.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.

5. Each bidder shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this bid for any reason of personal gain.
6. No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing and agreed to by the Purchasing Agent.
7. The City of Galesburg reserves the right to reject any and all bids and to waive any informalities or technicalities in the bidding. Any bid submitted will be binding for (60) sixty days after the date of the bid opening.
8. The City has adopted an "Equal Employment Opportunity Clause", which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Galesburg, Illinois.
9. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed bids must be accompanied by a properly prepared Certificate of Compliance form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
10. Bidder certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of the bid shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that vendor.
11. All general bidding information, bid forms, conditions of the contract, and the form of agreement, between the City and the Contractor, shall be approved by Purchasing prior to advertising of public notice of the project.
12. The successful bidder is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the City of Galesburg.
13. Bid must show the number of days required to complete services under normal conditions. Bids should also indicate an estimated start date and completion date.

14. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.

15. These instructions are to be considered an integral part of any bid.

Dated: November 19, 2017

Kraig Boynton
Purchasing Agent



City of Galesburg

Operating Under Council – Manager Government Since 1957

Specifications for Water Main Materials

The City of Galesburg Water Division is requesting bids for various water main materials that will be utilized by City staff to perform improvements to the water supply at a new Gale Village subdivision in Galesburg, IL. Bid prices submitted shall reflect and include delivery of materials to the Galesburg Water plant which is located at 920 W. Main St., Galesburg, IL.

The list of materials is as follows:

Qty.	Item
1	6" Macro Coupling
1100 ft.	8" PVC, C900, DR-18
1	8" D. I. Blind Flange
2	8" x 8" Ductile Iron Tee
4	8" Resilient Wedge Gate Valve
2	6" Resilient Wedge Gate Valve
2	8" x 6" Ductile Iron Flanged Reducer
2	4' 6" Trench Depth Fire Hydrant
2	8" 22-1/2 Degree D. I. Bend
4	8" 45 Degree D. I. Bend

Hydrant and Valve Specifications

Fire Hydrants

- A. Manufacturer:
 - a. American Flow Control: Pacer Fire Hydrant (Model WB-67-250)
 - b. Mueller Corp.: Super Centurion (Model A 423)
- B. Fire Hydrants: Compression or gate type conforming to AWWA C502. (Dry Barrel).
- C. Design shall be for a minimum 500-psi hydrostatic test pressure and 250 psi working pressure.
- D. Provide hydrants with two, 2-1/2" hose nozzles and one, 4-1/2" pumper nozzle. Threads on all nozzles shall conform to National Standard design.
- E. All hydrants shall be connected to auxiliary gate valves with ANSI Class 125 flanges.
- F. Provide hydrants with 2-piece breakaway barrels with full revolving bonnets, removable and renewable valve seats, nozzle cap chains, weather cap, and 1-1/2" pentagon operating nuts.
- G. Hydrants shall be furnished with 304 stainless steel bolts and nuts between the barrel and the shoe. Hydrants to have bronze seats. Trim for the shoe bolt connection shall be bronze.
- H. Provide valve box with rubber insert in the base of valve box. This rubber insert shall be the valve box adaptor II of West Allis, Wisc, or approved equal.
- I. Hydrant color to match the currently installed existing hydrants in the owners system.
- J. Provide hydrants with 6-inch pipe connections, 5-1/4 inch inside diameter valve openings, 7-inch inside diameter barrel diameters and auxiliary valves.
- K. Provide hydrants at locations designated with the frost ring at the established finished grade.
- L. Install hydrants with minimum 4-feet of cover over the connection pipe.
- M. Set breakaway barrel 2 inches above finished grade.
- N. Set each hydrant on a large flat stone or concrete block and not less than ½ cubic yard of coarse aggregate shall be provided at the base for drainage.
- O. Back or brace hydrants with concrete thrust block extending from the hydrant to the wall of excavation, and placed to permit the removal of hydrant. All joints shall be retrained.
- P. Lower barrel sections, flanges below grade shall be ductile iron only.
- Q. Finish above grade shall be of durable enamel, "Yellow".
- R. Trench depths and barrel length shall be as provided in the engineering design specifications.

Buried Valves

- A. Manufacturers:
 - a. American Flow Control
 - b. U.S. Pipe and Foundry
 - c. Mueller
- B. Gate valves 4-inch and larger: Resilient wedge type, AWWA C509 and suitable for buried service.
 - a. Bonnet bolts, studs and nuts: Series 304 stainless steel
 - b. Valve bodies, bonnets and gates: Ductile iron, per ASTM A536, valves to close in a clockwise direction.
 - c. Stem seals: O-ring
 - d. Provide valves with bronze stems, 125 lb. flanged ends per ANSI B 16.1 and non-rising stem.
 - e. Valves will be provided with valve boxes and lids marked "WATER".

Any deviation from these specifications must receive written approval from the City of Galesburg.

CITY OF GALESBURG



PURCHASING
55 West Tompkins Street
Galesburg, IL 61401
Phone: 309/345-3678

BID FORM

Name of Bidder _____

Business Address _____

City, State, Zip Code _____

Phone No. _____ Fax No. _____

E-Mail Address: _____

The Bidder above mentioned declares and certifies:

- First - That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose; and, is in all respects, fair and without collusion or fraud.
- Second - That no officer, employee or person whose salary is payable in whole or in part from the City of Galesburg is directly or indirectly interested in this bid or in any portion of the profits thereof.
- Third - That said bidder has carefully examined the Instructions to Bidders and the Specifications: and will, if successful in this bid, furnish and deliver at the prices bid within the time stated, the goods or services for which this bid is made.

Fourth - That the prices quoted herein are net and exclusive of all taxes from which the City of Galesburg is exempt.

Fifth - That the cost of the goods or services which meets the requirements as set forth in the Instruction to Bidders and the Specifications aforementioned is:

*Bid unit pricing is attached on separate page. The total cost of all line items being submitted with this bid is:

\$ _____

Sixth - That said bidder has executed the Certificate of Compliance, and has submitted herewith.

Date

Person, Firm, or Corporation

Authorized signature and title

Printed Name of Individual

GALE VILLAGE SUBDIVISION MATERIALS BID (Pg. 1 of 1)

Qty.	Unit of Measure	Item	Unit Price	Extension
1	Ea	6" Macro Coupling		
1100	Ft	8" PVC, C900, DR-18		
1	Ea	8" D.I. Blind Flange		
2	Ea	8" x 8" Ductile Iron Tee		
4	Ea	8" Resilient Wedge Gate Valve		
2	Ea	6" Resilient Wedge Gate Valve		
2	Ea	8" x 6" Ductile Iron Flanged Reducer		
2	Ea	4'6" Trench Depth Fire Hydrant		
2	Ea	8" 22-1/2 Degree D.I. Bend		
4	Ea	8" 45 Degree D. I. Bend		
Total Bid for Project:				

Company Bidding Project: _____

Authorized Signature: _____

Date: _____

RETURN WITH BID
TO THE CITY OF GALESBURG, ILLINOIS
CERTIFICATE OF COMPLIANCE

EMPLOY- MENT	SUPER- VISORY	SALES	OFFICE	SKILLED	SEMI- SKILLED	NON- SKILLED
WHITE						
BLACK						
OTHER						
MALE						
FEMALE						

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OF COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAP OR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.

3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.

4. In the event of the Contractor's or Company's non-compliance with the non-discrimination clauses of the Contract or Purchase or with any of such rules, regulations or orders, the CONTRACT OR Purchase may be cancelled, terminated or suspended in whole or in part and the Contractor or Company may be declared ineligible for further City Contracts or Purchases in accordance with the Affirmative Action Program adopted by the Galesburg City Council at their meeting on August 6, 1990.

BY: _____
BIDDER

THIS FORM IS BASED ON IRS REQUIRMENTS FOR THE SAME ESSENTIAL INFORMATION AS A W-9

RETURN TO: CITY OF GALESBURG
ATTN: A/P
55 W TOMPKINS ST
GALESBURG, IL 61401

OR FAX TO: 309-343-4765

The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to The City of Galesburg at the above address or fax number. Please call 309-345-3674 with any questions.

BUSINESS NAME: _____

INDIVIDUAL NAME: _____
(for Sole Proprietors as appears on Social Security Card)

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

YOUR TAXPAYER IDENTIFICATION NUMBER: _____
(FEIN or business tax ID. No.)

OR, YOUR SOCIAL SECURITY NUMBER: _____
If using SSN, enter the name on the card above as Individual Name.)

PLEASE CHECK APPROPRIATE BOX:

Individual/Sole Proprietor Corporation Partnership Other _____

YOUR COMPANY PROVIDES:

Legal Services Services Materials Other _____

ARE YOU SUBJECT TO BACKUP WITHHOLDING?

Yes No

PERSON TO CONTACT: _____

PHONE NUMBER: _____

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.

Signature

Date

Title

FOR OFFICE USE ONLY

ENTERED INTO SYSTEM

VENDOR NUMBER: _____



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The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a checking account, to the fax number listed below.

Vendor Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Bank Name: _____

Checking/Savings Acct Number: _____
(Please indicate type of account by circling Checking or Savings)

Bank Routing Number: _____

Signature: _____

Payment information will be e-mailed to you approximately two days prior to the funds being credited to your bank account. If you have any questions, please contact us.

Accounts Payable
City of Galesburg
309/345-3674
309/343-4765 fax
accountspayable@ci.galesburg.il.us