

# INVITATION TO BID

## INVITATION TO BID #10-01

**BID DESCRIPTION: Rental of Tents with Accessories, Tables & Chairs**

**ISSUE DATE: Wednesday, January 27, 2010**

**BID OPENING DATE: Wednesday, February 24, 2010**

**BID OPENING TIME: 10:00 AM**

BID RESPONSES MUST BE RECEIVED NO LATER THAN THE PUBLIC BID OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME. LATE BIDS WILL NOT BE CONSIDERED.

### **TO ALL PROSPECTIVE CONTRACTORS/BIDDERS:**

You are hereby invited to submit your bid for the item(s) to be furnished and delivered, shipped f.o.b. to the address specified herein.

All bids must be received in **DUPLICATE** in sealed envelopes.

All bids are subject to staff analysis and Board approval. The Greater Rockford Airport Authority (Authority) reserves the right to accept or reject any and all bids received and waive any and all technicalities.

Bids must be delivered prior to the public bid opening date and time to:

**Greater Rockford Airport Authority  
60 Airport Drive  
Rockford, IL 61109-2902**

Direct any and all inquiries about this bid to Amy M. Ott, Deputy Director of Finance & Administration, at 815-969-4445 or [aott@flyrfd.com](mailto:aott@flyrfd.com) .

## Instructions to Bidders

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### 1.1 Bid Preparation

Bids must be submitted, in duplicate, on the blank Bid Form furnished with these contract documents and shall conform to the terms and conditions set forth in the “Instructions to Bidders,” “General Terms and Conditions” and “Special Terms and Conditions” of the contract. Bids submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strikeouts and corrections initialed in ink by the person signing the bid.

### 1.2 Bid Execution

If the Bidder is a corporation, the President shall execute the bid. In the event that the bid is executed by other than the President, a certified copy of that section of the corporate by-laws or other authorization by the corporation, which permits the person to execute the bid for the corporation, shall be submitted. If the Bidder is a partnership, all partners shall execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Deputy Director/Finance & Administration shall be submitted. If the Bidder is a sole proprietor, the owner shall execute the bid. A “Partnership” or “Sole Proprietor” operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1.

### 1.3 Bid Submission

The Greater Rockford Airport Authority must receive all bids by the specified opening time of the bid. Bids arriving after the specified time will not be accepted and will be returned unopened. All bids shall be submitted in sealed envelopes with the following information explicitly shown (centered both vertically and horizontally on the envelope): name and address of bidder and bid number. Further, the sealed envelope must be clearly marked “SEALED BID.” The Bidder shall be responsible for the delivery of the bid before the date and hour set forth for the opening of bids.

### 1.4 Error in Bid

Bidders are cautioned to verify their bids before submission. Negligence on the part of the Bidder in preparing the bid confers no right for withdrawal or modifications of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit price will prevail.

### 1.5 Variances and Deviations

Variances and deviations shall be described fully on the Bid Form. In the absence of such statement, the bid shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; the Contractor shall be held liable. Contractors are cautioned to avoid making variiances and deviations to the specifications, which may result in rejection of their bid.

### 1.6 Reserved Rights

Greater Rockford Airport Authority reserves the right at any time and for any reason to cancel this Invitation to Bid, accept or reject any or all bids or any portion thereof, or to accept an alternate bid. The Authority reserves the right to waive any immaterial defects or irregularities in any bid. The Authority may seek clarification from any Bidder at any time and failure to respond promptly is cause for rejection. The Authority has sixty (60) days to accept the bid.

### 1.7 Interpretation or Correction of Bidding Documents

Bidders shall promptly notify the Authority no later than one (1) week before bid opening of any ambiguity, inconsistency or error, which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by written addendum. Each bidder shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid. Oral explanations will not be binding.

### 1.8 Incurred Costs

The Authority will not be liable for any costs incurred by Bidders in replying to this Invitation to Bid.

1.9 No Bid Response

If your firm declines to bid on this invitation, but desires to remain on the Authority's Bidders' List for future invitations, please submit in a letter stating why you are declining to bid.

1.10 Basis of Award

It is the intent of the Authority to award a contract to the lowest responsible bidder meeting specifications. Further, the Authority reserves the right to determine the lowest responsible bidder in any way determined to be in the best interests of the Authority. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

1.11 Pre-Bid Conference

If a Pre-Bid Conference is a requirement of this contract, it will be shown on the Title Page.

*End of Instructions to Bidders*

## General Terms and Conditions

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### 2.1 Non-Discrimination

Contractor shall comply with the Illinois Human Rights Act, 775, ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

During the performance of this Contract, the Contractor agrees that it shall not discriminate against any worker, employee or applicant, or any member of the public, on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, or sexual orientation. Upon request of the Authority, the Contractor also agrees to submit in writing an affirmative action plan demonstrating compliance with equal employment opportunity laws and policies. Contractor further agrees that this clause will be incorporated by the Contractor in all contracts entered into with suppliers or materials or services, sub-contractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or any other person or organization performing services in connection with this Contract.

### 2.2 Drug-Free Workplace

The Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580/1, et seq.

### 2.3 Tax Exemption

The Greater Rockford Airport Authority is not subject to Federal Excise Tax. Per Illinois Compiled Statutes, 35 ILCS 120/2-5, the Greater Rockford Airport Authority is exempt from state and local taxes. Our exempt number is E9992-3521-04

### 2.4 Warranties

Contractor warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Contractor warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The Authority may return any nonconforming or defective items to the Contractor or require correction or replacement of the item at the time the defect is discovered, all at the Contractor's risk and expense. Acceptance shall not relieve the Contractor of its responsibility.

The Contractor further agrees, upon written notice from the Authority, to promptly and without charge, make changes, corrections and/or replacement, to the satisfaction of the Authority, which may be required to make good all defects in design and material under its intended use, for a period of one (1) year, with the one (1) year period commencing on the date of acceptance by the Authority. The Contractor shall receive no compensation for cost in replacement of goods or workmanship.

### 2.5 Indemnification

Contractor agrees to indemnify, save harmless and defend the Greater Rockford Airport Authority, its agents, servants, Commissioners, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses or expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen, in whole or in part, out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly and solely by the negligence or other fault of the Greater Rockford Airport Authority, its agents, servants, Commissioners, or employees or any other person indemnified hereunder. This indemnification obligation is not limited by, but is in addition to the insurance obligations, which may be contained in this contract. The provision of this paragraph shall not be waived.

## General Terms and Conditions

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### 2.6 Termination and Default

Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the Authority reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Contractor, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Contractor with any or all losses incurred. The Authority shall be entitled to recover its attorney's fees and expenses in any successful action by the Authority to enforce this contract.

### 2.7 Royalties and Patents

Contractor shall pay all royalties and license fees. Contractor shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the Authority harmless from loss on account thereof.

### 2.8 Regulatory Compliance

Contractor represents and warrants that the goods or services furnished hereunder (including all labels, packages and containers for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Contractor shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act.

Pursuant to Illinois Municipal Code 65 ILCS 5/11-42.1-1, by signing this bid the Contractor certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue.

All federal contractors and subcontractors, by signing this bid, agree to comply with the provisions of 29 CFR Part 470; the Beck notice requirement.

The Contractor certifies that they are not barred from bidding on this contract as a result of engaging in or being convicted of: (a) bid-rigging in violation of Section 3; or (b) bid-rotating in violation of Section 4, of the Illinois Criminal Code of 1961, as amended [720 ILCS 5/33E-3 and 4].

### 2.9 Discounts

Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.

### 2.10 Inspections

The Authority shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Authority. Any items rejected shall be removed from the premises of the Authority and/or replaced at the entire expense of the Contractor.

### 2.11 References

To allow the Authority to evaluate the experience of the Contractor, as it relates to this purchase, the Contractor must submit a minimum of three (3) references of organizations that have purchased similar items. Failure to include references may result in bid disqualification. References must be submitted on the Bid Form.

## General Terms and Conditions

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2.12 Law Governing

This contract shall be governed by and construed according to the laws of the State of Illinois.

2.13 Prevailing Wage Reporting Burdens

HB 188 became PA 94-515 and requires a contractor and subcontractor working on a prevailing wage project to submit on a monthly basis a certified payroll to the public body in charge of the project. Any contractor or subcontractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor. Such payroll records are public records subject to disclosure under the Freedom of Information Act. The new administrative burdens became effective August 10, 2005.

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=094-0515>

***End of General Terms and Conditions***

Revised 9/05

## Special Terms and Conditions

### 3.1 Pricing

The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

### 3.2 Contract Period

Wednesday, July 28, 2010 through Sunday, August 1, 2010 for the Greater Rockford Airport Authority's AirFest 2010.

### 3.3 Specifications

Two day rental (five days includes Wednesday, Thursday and Friday set-up) of Tents with Cement Blocks, Barrels & Walls, and Tables & Chairs as follows:

	<u>Size</u>	<u>Concessions</u>	<u>Caterers</u>	<u>GRAA</u>	<u>Total</u>
Tents:	10' X 10'	0	0	15	15
	15' X 15'	3	0	0	3
	20' X 20'	12	3	33	48
	20' X 30'	0	0	3	3
	30' X 60"	0	0	1	1
Walls 20' wide for:	10' X 10'	0	0	5	5
	20' X 20'	12	6	18	36
	20' X 30'	0	0	5	5
	30' X 60'	0	0	6	6
Cement Blocks: (est.)	400# blocks				45
	1,800# blocks				85
Barrels: (est.)					65
Tables:	8' banquet				310
	5' rounds				25
	18" x 96" narrow				13
Chairs:					5,000

The quantities listed above are an estimate only based on last year's requirements. The final number could be plus or minus depending on concessionaire demand which shall be finalized within forty-eight (48) hours of Saturday's show time. All tents shall be set up on concrete and require cement blocks and/or barrels for anchoring. The number of cement blocks and/or barrels is an estimate (plus or minus) needed for anchoring all tents. The wall requirements are for the number of 20' panels required for each tent size. The tents and walls are categorized in the manner above due to the Authority's (GRAA's) required invoicing to concessionaires and caterers for their tents. For this reason the final invoice shall be itemized by tent size, number of walls, number of each type of cement blocks and/or barrels, type/size of tables and number of chairs. Chair color(s) and type(s) will be mutually agreed upon between both parties by 48 hours prior to show.

### 3.4 Transportation

The successful bidder shall be responsible for transporting all items in their vehicles to the designated site(s) on the Authority's property. **There shall not be any separately itemized transportation/delivery/set-up, etc. fees; it shall be included within each item price/cost. See paragraph 3.1 – Pricing.** If these fees are necessary to list with your bid it shall be included on the Variances and Deviations Bid Form page. Also, see paragraph 1.5 Variances and Deviations. Also, if these fees are included in Variances and Deviations, it must be divided/split amongst Concessions, Caterers and GRAA on the final invoice.

## Special Terms and Conditions

### 3.5 Delivery Requirements

All contracted items shall be delivered and unloaded at a designated spot, as directed by the Authority. All of the tables, chairs, tents, tent walls, cement blocks and barrels shall be delivered by 5:00 AM Thursday, July 29, 2010. Some or all of the delivery can occur after 5:00 AM Wednesday, July 28, 2010. There are no vehicles allowed on the show site once the gates are open to the public. All tents shall be dismantled and all items removed from all areas beginning as early as 6:00 PM Sunday, August 1, 2010 and completed by 12 noon Monday, August 2, 2010.

### 3.6 Installation/Set-up

A minimum of fifty percent (50%) of each Contractor's total tents, including cement blocks/barrels and walls shall be assembled and installed on Thursday, July 29, 2010 between 5:00 AM and 7:00 PM. The balance shall be assembled and installed on Friday, July 30, 2010 between 5:00 AM and 7:00 PM. The contractor shall be available on Saturday, July 31, 2010 between 5:00 AM and 8:00 AM to adjust tent walls and to remedy last minute issues as directed by the Authority. It is crucial that the Contractor's assembly/installation crews be adequately staffed to satisfy this rigid schedule. Due to the scope of this project the Contractor awarded and supplying sixty percent (60%) or more of the total tents shall provide, at a minimum, two (2) four to five (4 – 5) person crews for Thursday and Friday set-up. All Contractors shall have a minimum of one person per crew speak fluent English. A penalty equal to fifty percent (50%) of the cost of each tent will be deducted from the final invoice for each tent that is not completely installed/set-up, including cement blocks/barrels, by 8:00 PM on Friday. Penalty consideration will be taken for inclement weather or other events as determined by the Authority.

Geoff Oman or an Authority appointee must agree and sign off on the inventory delivered and set up by 8:00 AM on Saturday, July 31, 2010.

The contractor's crews shall work together with the Authority-authorized Set-Up Committee and take direction from them on installation priority. The successful bidder shall be required to send a responsible representative to attend at least two Set-Up Committee meetings prior to the show weekend and shall also submit a schedule of lunch periods and break times allowed by their employees. The committee meets on the third Wednesday of the month from 5:30 PM to 7:00 PM at the Authority offices located at 60 Airport Drive, Rockford, IL 61109. The exact dates will be provided after award of the bid.

The successful bidder(s) shall supply the Authority personnel with a contact name and cell phone number on or before Friday, July 23, 2010. This contact person/phone number shall be available to receive calls during set up on Thursday July 29, 2010 between 5:00 AM and 7:00 PM, Friday, July 30, 2010 between 5:00 AM and 7:00 PM and Saturday, July 31, 2010 between 5:00 AM and 8:00 AM. The Contractor shall also be on-site on July 31 and August 1, 2010 in the event of shortages, errors, or other problems/issues.

### 3.7 Retainer

The Authority will retain 10% of the total bid package until final inspection is deemed full and complete.

### 3.8 Invoicing and Payment

The goal of the Authority is to pay properly submitted Contractor invoices within thirty (30) days of receipt, providing goods have been delivered and/or services have been performed, approved and accepted by the Greater Rockford Airport Authority. Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing.

### 3.9 Insurance

The Contractor shall maintain at all times a minimum commercial liability insurance policy in the amount of \$1,000,000.00 and must name the Greater Rockford Airport Authority as additional insured on Contractors policy. Proof of adequate insurance in the form of a Certificate of Insurance must be provided to the Authority upon contract acceptance.

### 3.10 Requirements

Preference shall be given to the bidder capable of supplying all items. However, the Authority reserves the right for multiple awards, based upon pricing and/or items available.

***End of Special Terms and Conditions***

Full Name of Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Contract Person: \_\_\_\_\_

FEIN: \_\_\_\_\_

The undersigned, being duly sworn, certifies that he/she is:

- The Owner/  
Sole Proprietor       a Member of the  
Partnership       an Officer of the  
Corporation       a Member of the  
Joint Venture

Further, the Contractor declares that the only person or parties interested in this bid as principals are those named herein.

Further, the undersigned hereby certifies that they have read and understand the contents of this bid and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications, warranties and attachments, including Addenda No. \_\_\_\_\_ and \_\_\_\_\_ issued thereto, except only to the extent that the Contractor has taken express written exception in this bid, hereto. Failure to have read all the provisions of this bid shall not be cause to alter any resulting contract or request additional compensations.

Further, by signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Further, by signing this bid document, the Contractor hereby certifies that pursuant to Illinois Compiled Statutes, 65 ILCS 5/11-42-1, the Contractor is not delinquent in the payment of any tax administered by the Department of Revenue.

Our State of Illinois Certification Number under the Fair Employment Practices Law is \_\_\_\_\_.

- (check if applicable) We do not have a State Pre-Qualification Statement. In lieu thereof, we will make an application at 312.814.2432 within thirty (30) days from the date of this bid opening.

Further, the Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580.1 et seq.

**Authorized Signature:** \_\_\_\_\_

**Typed/Printed Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

BIDDERS COMPANY NAME: \_\_\_\_\_

Please enter costs and extensions for all items based on your firms availability/stock and to be supplied for this event:

	<u>Total</u>	<u>Available</u>	<u>Each</u>	<u>Total</u>
Tents: 10' X 10'	15	_____	_____	\$_____
15' X 15'	3	_____	_____	_____
20' X 20'	48	_____	_____	_____
20' X 30'	3	_____	_____	_____
30' X 60'	1	_____	_____	_____
Walls: 20' wide panels				
For 10' X 10' tent	5 panels	_____	_____	_____
Or price per foot	100 ft	_____	_____	_____
For 20' X 20' tent	36 panels	_____	_____	_____
Or price per foot	720 ft	_____	_____	_____
For 20' X 30' tent	5 panels	_____	_____	_____
Or price per foot	100 ft	_____	_____	_____
For 30' X 60' tent	6 panels	_____	_____	_____
Or price per foot	120 ft	_____	_____	_____
Tables: 8' banquets	310	_____	_____	_____
5' rounds	25	_____	_____	_____
18" x 96" narrows	13	_____	_____	_____
Cement Blocks: 400#	45	_____	_____	_____
1,800#	85	_____	_____	_____
Barrels: (est.)	65	_____	_____	_____
Chairs	5,000	_____	_____	_____

If any of the above items are unavailable or not inventory stocked by your firm, please leave blank or enter "n/a".

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Variances and Deviations

Variance 1: \_\_\_\_\_

\_\_\_\_\_

Variance 2: \_\_\_\_\_

\_\_\_\_\_

Variance 3: \_\_\_\_\_

\_\_\_\_\_

Variance 4: \_\_\_\_\_

\_\_\_\_\_

References

Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail \_\_\_\_\_