



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Rita Weiss
Purchasing Director

(815) 740-4605
Fax (815) 740-4604
rweiss@willcountyillinois.com

September 10, 2013

To Whom It May Concern:

You are invited to submit your bid for the elevator contract for five (5) Will County Buildings. The contract period for five (5) buildings will commence December 1, 2013 through November 30, 2014, with two (2) one (1) year renewal options.

An **optional Pre-Bid** Conference will be held **9:00 A.M., Wednesday, September 18, 2013** beginning at the Will County Office Building, 302 N. Chicago Street, 2nd Flr, Reception Area, Joliet, IL, 60432. If you do not attend this meeting and wish to view any/all buildings, you must contact Mike Miglorini, Maintenance Director at (815) 405-0395, for an appointment.

A 10% Bid Bond or Cashier's Check, made payable to the Will County Treasurer, must accompany your bid, or it will not be considered. Money Orders or Company checks will not be accepted.

Bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, not later than **10:00 A.M., "as so indicated by the time stamp clock of Will County", Thursday, September 26, 2013.** Bids will be publicly opened and read by the Will County Executive or his Representative at **10:10 A.M., Thursday, September 26, 2013,** same location.

The bidder acknowledges the right of the County of Will to reject all bids, and to waive non-material informality or irregularity in any bid received as maybe specified in the solicitation.

Should you have any questions regarding this bid, please submit them in writing to Rita Weiss, Purchasing Director at rweiss@willcountyillinois.com.

We welcome your bid.

Sincerely,

Rita Weiss
Purchasing Director

RW/mmf

**ADVERTISEMENT OF BID
ELEVATOR MAINTENANCE CONTRACT
VARIOUS WILL COUNTY OFFICE BUILDINGS**

SEALED BIDS FOR THE ELEVATOR MAINTENANCE CONTRACT FOR VARIOUS WILL COUNTY BUILDINGS WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING.

AN **OPTIONAL PRE-BID CONFERENCE** WILL BE HELD ON WEDNESDAY, SEPTEMBER 18, 2013 AT 9:00 A.M. BEGINNING AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST, 2ND FLR, RECEPTION AREA, JOLIET, IL. IF YOU DO NOT ATTEND THIS MEETING AND WISH TO VIEW ANY/ALL BUILDINGS, YOU MUST CONTACT MIKE MIGLORINI, MAINTENANCE DIRECTOR AT (815) 405-0395, FOR AN APPOINTMENT.

BIDS WILL BE RECEIVED UNTIL THE HOUR OF 10:00 A.M., THURSDAY, SEPTEMBER 26, 2013. BID WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 10:10 A.M., THURSDAY, SEPTEMBER 26, 2013 AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, 2ND FLOOR, JOLIET, IL, 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com AND www.willcountyillinois.com AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL, 60432, (815) 740-4605 OR EMAIL purchasing@willcountyillinois.com.

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED AS MAYBE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

**INSTRUCTIONS TO BIDDERS
ELEVATOR MAINTENANCE CONTRACTS
VARIOUS WILL COUNTY BUILDINGS**

You are invited to submit your bid for the elevator maintenance contract for five (5) Will County Buildings, to commence December 1, 2013 through November 30, 2014, with two (2) one (1) year renewal options.

PRE-BID CONFERENCE:

An **Optional Pre-Bid Conference** for all interested Contractors will be on Wednesday, September 18, 2013, at 9:00 a.m., beginning at the Will County Office Building, 302 N Chicago St, 2nd fl. Reception Area, Joliet, IL. 60432. At this time there will be a walk through the building, you will be expected to examine the elevators and satisfy yourself fully as to all existing conditions under which you will be obliged to bid. We will then walk through the remaining four (4) buildings. No allowance will be made subsequently in this condition on behalf of any Contractor for any error or negligence on his part. If you do not attend this meeting and wish to view any/all buildings, you must contact Mike Miglorini, Maintenance Director at (815) 405-0395, for an appointment.

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 10:00 A.M., Thursday, September 26, 2013.** BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.

Sealed bids will be publicly opened and read aloud by the Will County Executive or his representative at **10:10 AM, Thursday, September 26, 2013** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL, 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED,**

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the bidder's name, address, and the notation:

SEALED BID: **2014-33 WC ELEVATOR CONTRACT**

BIDS DUE: **THURSDAY, SEPTEMBER 26, 2013 - 10:00 A.M.**

Proposals shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

SIGNATURE OF BIDS:

The signature on bid documents shall be that of an authorized representative of bidder. An officer or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal.

Each bidder, by making and signing his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

BIDDING PROCEDURES:

1. All Bids must be prepared on the forms provided by the County of Will and submitted in **TRIPLICATE** in accordance with the Instructions to Bidders.
2. A BID is invalid if it has not been deposited at the designated location prior to the time and date for receipt of Bids indicated in the Advertisement for Bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to Bidders, no bidder shall modify, withdraw or cancel his BID or any part thereof for sixty (60) days after the time designated for the receipt of Bids in the Advertisement for Bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before Bids are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the BID documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the document concerned, and shall become part of the BID documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of Bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a BID. Should a bidder find discrepancies or ambiguities in, or omission from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to Rita Weiss, rweiss@willcountyillinois.com. After Bids are received, no allowance will be made for oversight by the bidder.

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any or all bids, to waive any non-material informality or irregularity in any bid received, and to accept the bid deemed most favorable to the interest of the County of Will after all bids have been examined and evaluated.

In addition, the bidder recognizes the right of the County of Will to reject a bid if the bid is in any way incomplete or irregular.

DEFAULT:

In case of default by the successful Bidder, the County of Will may procure the articles or services from other sources and may deduct from any unpaid balance due the successful bidder any increase in cost to the county as a result of said default, or may collect against the bond or surety for excess

costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

PREVAILING WAGE:

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage requirements and notice and record keeping duties.

CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)

Effective August 10, 2005 Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any Vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

INCREASED PENALTIES for PREVAILING WAGE VIOLATIONS (Public Act 94-0488)

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against Vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

RISK OF LOSS:

The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

TYPES OF INSURANCE:

1. Workmen's compensation insurance. The Contractor shall procure workmen's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$500,000.00.
2. Contractor's comprehensive general liability and property damage insurance. Contractor's comprehensive general and property damage insurance shall be in an amount not less than \$500,000.00 for injuries including accidental death to any one person and not less than \$100,000.00 or \$500,000.00 combined single limit bodily injury and property damage.
3. Owners protective liability insurance. The Contractor shall protect the Owner or its assignee, if any, from contingent responsibility arising from the work, project operation performed under this Contract by adding these parties as named insured as a rider to the general Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, IL, 60432.

PROOF OF CARRIAGE OF INSURANCE:

1. The Contractor shall furnish the Owner at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured." Any bid not containing said proof of insurance shall be nonconforming and shall be rejected.
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by Insurance Companies maintaining a financial strength and claims paying ability rating no lower than "A" minus "VIII" as rated by the 1999 or most current AM Best's Insurance Guide.

TAXES

The Contractor shall pay all applicable sales, use, service use, service occupation, social security, and other taxes, levies, assessments, and duties, and shall make income tax deductions, all as required by local, State and Federal law.

RIGHT OF THE OWNER TO TERMINATE CONTRACT

1. If any of the Provisions of the Contract are violated by the Contractor, or if the Contractor shall disregard applicable law, ordinances, rules or regulations or work requirements as spelled out in the bid specifications, or if the Contractor shall be adjudged as bankrupt or make a general assignment for the benefit of creditors, or if a receiver should be appointed for the Contractor, or if at any time during the progress of the work the Contractor should allow any indebtedness to accrue for labor, material, or equipment, and should the Contractor fail to pay for labor, material, or equipment, and should the Contractor fail to pay and discharge the same within 5 days after demand made by the person or persons furnishing such labor, material or equipment, the Owner may serve written notice upon the Contractor and the Surety of its intention to terminate the Contract. Unless within 10 days after the serving of such notice upon the Contractor, such violation or other matter shall have been corrected or satisfactory arrangement for correction have been made, the Contractor shall, upon the expiration of said 10 days, at Owner's option, cease and terminate work. The contract shall then be null and void.
2. In the event of any such termination, the Owner shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within 10 days from the date of the mailing of such Surety of notice of termination, the Owner may take over work and prosecute the same to completion by other contract or by force. Contractor shall be liable to the Owner for any excess cost to the Owner occasioned thereby, and in such event the Owner may take possession of and utilize in completing the work, such material, equipment and the like as may be on the project site of the work and necessary therefore.
3. Notwithstanding anything contained herein to the contrary, failure to comply with or perform the required services as stated in the specifications, shall be cause for termination.
4. In addition, the Owner or its assign may also terminate this agreement for any reason by giving the Contractor written notification of termination of this agreement by registered United States Mail, sufficient postage prepaid, return receipt requested, addressed to the Contractor at its address stated in the Contract, at least 14 days prior to termination, with service of such notice conclusively presumed to be received on date of dispatch. In such event, the Contractor shall only be entitled to receive a prorated payment for work actually performed pursuant to the Contract through date of termination.

BID SECURITY:

A 10% bid bond or cashier's check, made payable to the Will County Treasurer, shall accompany each bid, attached to the front cover, as guarantee that if the bid is accepted, a contract will be entered into. **The 10% bond shall be calculated on the 1st year's service only for all (5) five buildings.** The Bid Bond or cashier's check shall be returned to the unsuccessful bidder after the bid has been awarded. The successful bidder's bond or check will be returned upon delivery of his performance bond.

PERFORMANCE BOND:

A Performance Bond for the amount of the Contract will be required from the successful bidder and shall be valid throughout the life of the Contract. The Performance Bond will be returned at the completion of the Contract. If it is difficult to acquire a Performance Bond by the time the Contract is to commence, the County of Will will accept a letter notarized by the Insurance Carrier showing that such Bond is being processed at this time.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. This form must be filled out and returned with your bid package or it will not be accepted.

CONTRACT DURATION:

The contract for five (5) buildings is to commence December 1, 2013 through November 30, 2014, with two (2) one (1) year renewal options.

APPROPRIATION OF FUNDS:

"In the event the Will County Board fails to appropriate funds for this Agreement, the obligations of both the Contractor and the county will cease immediately without any penalty or liquidated damages or any other payments".

NO BIDS:

Those who wish not to bid this project please return your bid plainly marked "**NO BID**" to retain your company's name on our bidder list. If you choose not to reply your name will be removed and no future bids will be sent to your company.

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

PAYMENT PERIOD:

Quarterly billing to the Will County Building Maintenance Department should begin on the 30th day of the month after commencement. Payment to the Contractor by the Owner shall be made in equal quarterly installments.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

CHOICE OF LAW AND VENUE:

Any agreement related to this bid shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid and the work performed in connection therewith shall be in the Twelfth Judicial Circuit, Will County, Illinois.

AWARDING OF BID:

The award will be based on the lowest responsible bid for the totals of the 1st year contract and the two (2) optional one (1) year contracts along with the estimated hourly figure for Sunny Hill Nursing Home and Adult Detention Facility.

The bidder acknowledges the right of the County of Will to reject any bids not in compliance with the request for bids and the right to reject all bids and the right to waive any non-material informalities or irregularities for any bid received and to accept the lowest responsible, responsive bid after all bids have been examined and evaluated. Bid is expected to be awarded at the October 17, 2013 meeting of the Will County Board. A contract will be made between Will County and the successful Firm after the County Board's approval.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. Bid Bond or Cashier's Check
2. Certificates of Insurance
3. Signed Copy of Prime Contractor Certification
4. Signed Bid Form
5. Signed Receipt of Addenda Form

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____
Name of Bidder

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Bidder Title

Signature Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of **Section 5-4 of this Code.**

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

**SPECIFICATIONS FOR ELEVATOR MAINTENANCE
ALL ELEVATORS
WILL COUNTY BUILDINGS
JOLIET, IL. 60432**

**Will County Office Building
302 N Chicago Street
Joliet, IL 60432**

- | | | |
|-------------------|---------------------|---------------------------|
| ▪ Westinghouse | Geared Freight | Serves (3) three landings |
| ▪ Otis Smart-Rise | Hydraulic Passenger | Serves (3) three landings |

**Sunny Hill Nursing Home
421 Doris Avenue
Joliet, IL 60433**

- | | | |
|--------------|----------------------------|---------------------------|
| ▪ Smart-Rise | Hydraulic Service Elevator | Serves (3) three landings |
| ▪ Smart-Rise | Hydraulic Passenger | Serves (2) two landings |
| ▪ M.C.E. | Hydraulic Passenger | Serves (2) two landings |

**Will County States Attorney Building
121 N Chicago Street
Joliet, IL 60432**

- | | | |
|--------|---------------------|---------------------------|
| ▪ Otis | Hydraulic Passenger | Serves (3) three landings |
|--------|---------------------|---------------------------|

**Will County Adult Detention Facility
95 South Chicago Street
Joliet, IL 60436**

- | | | |
|----------------|---------------------|---------------------------|
| ▪ Westinghouse | Hydraulic Passenger | Serves (2) two landings |
| ▪ Westinghouse | Hydraulic Passenger | Serves (3) three landings |
| ▪ Minnesota | Hydraulic Passenger | Serves (2) two landings |
| ▪ Minnesota | Hydraulic Passenger | Serves (2) two landings |
| ▪ Minnesota | Hydraulic Passenger | Serves (4) four landings |
| ▪ Minnesota | Hydraulic Passenger | Serves (4) four landings |

**Will County Court Annex
57 N Ottawa Street
Joliet, IL 60432**

- | | | |
|------------------|----------------|---------------------------|
| ▪ Smart-Rise(2) | Geared | Serves (6) six landings |
| ▪ Otis (1) | Geared Freight | Serves (5) five landings |
| ▪ Smart-Rise (2) | Geared | Serves (8) eight landings |

**SPECIFICATIONS FOR ELEVATOR MAINTENANCE
ALL ELEVATORS
WILL COUNTY BUILDINGS
JOLIET, IL. 60432**

To examine periodically all safety devices and governors and conduct customary annual no load test, and each fifth year (year 2014) perform a full load, full speed test of safety mechanism, overhead speed governor, car and counterweight buffers. The care balance will be checked, and the governor, car and the governor set. If required, the governor will be recalibrated and sealed for proper tripping speed.

To renew all wire ropes as often as is necessary to maintain an adequate factor of safety; to equalize the tension on all hoisting ropes, repair or replace conductor cables and hoistway and machine room elevator wiring.

To furnish lubricants compounded to rigid specifications.

All Work is to be performed during regular working hours of regular working days unless otherwise specified below.

All Elevators will be maintained monthly based on **full maintenance**. Service Calls will be a minimum of **(3)** three hours show up time.

Under this contract you will maintain the elevator equipment herein described, under the following terms and conditions:

You will use trained men directly employed and supervised by you. They will be qualified to keep our equipment properly adjusted, and they will use all reasonable care to maintain the elevator equipment in proper and safe operating condition.

You will regularly and systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace:

Machine, worm, gear, thrust bearings, drive sheave, drive sheave shaft bearings, brake pulley, brake coil, brake contact, linings, and component parts.

Motor and motor generator, motor winding, rotating element, commutator, brushes, brush holders, and bearing.

Controller, selector and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, steel selector tape and mechanical and electrical driving equipment.

Governor, governor sheave and shaft assembly, bearings, contacts, and governor jaws.

Deflector or secondary sheave, bearing car and counterweight buffers, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, counterweight and counterweight guide shoes including rollers or gibs.

Hoistway door interlocks, hoistway door hangers, bottom door guides and auxiliary door closing devices. Automatic power operated door operator, car door hanger, car door contact, door protective device, load weighing equipment, car frame, car safety mechanism, platform, wood platform flooring, tile floor covering in the elevator car, elevator car guide shoes, gibs or rollers.

PERFORMANCE:

You agree, where applicable, to maintain the original contract speed in feet per minute, the original performance time, including acceleration and retardation as designed and installed by Westinghouse Elevator Company and Otis Elevator Company, and to perform the necessary adjustments as required to maintain the original door opening and closing time, within limits of applicable codes.

FULL MAINTENANCE

All elevators must be inspected and checked for any defect or malfunction monthly. In the event during this monthly inspection the Elevator Contractor should find any defect or non-working part(s) he shall be then responsible to supply parts and labor at his expense.

GROUP SUPERVISORY SYSTEM:

You agree, where applicable, to check group dispatching systems and make necessary tests to insure that all circuits and time settings are properly adjusted, and that the system performs as designed and installed by Westinghouse Elevator Company and Otis Elevator Company.

STEEL PARTS CABINETS AND WIRING DIAGRAMS:

You agree to furnish cabinets for the orderly storage of replacement parts in the machine room and original Westinghouse and Otis engineering wiring diagrams for the term of the contract.

JOB MATERIAL INVENTORY:

You agree to maintain a supply of contacts, oils, and generator brushes, lubricants, wiping cloths, and other minor parts in each elevator machine room for the performance of routine preventive maintenance.

SPARE PARTS INVENTORY:

You agree to maintain a supply of genuine spare lending and replacement parts in you warehouse inventory. This inventory will include, but is not limited to, generator rotating elements, door operator motors, brake magnets, generator and motor brushes, controller switch contacts, selector switch contacts, solid state component, selector tapes, door hangers, rollers, hoistway limited switches. Such spare lending and replacement parts will be kept in your warehouse inventory or be available from your manufacturing facility.

HYDRAULIC PUMPS

You will regularly and systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace: Pumps, pump motors, pump belts, operating valves, valves, valve motors, valve magnet coils, seals and packing. Motor windings, leveling valves, plunger packings, exposed piping, and hydraulic fluid tanks.

Test and tag the hydraulic pump units on a yearly basis.

Periodic cleaning of the pits.

SERVICE:

Regular weekday service call will be performed between 8:30 A.M. and 4:30 P.M. Monday thru Friday. **Emergency after hours service call per hour**, Weekends & Holidays begin at 4:30 PM the last business day and stop at 8:30 AM the next business day. The hourly rate for emergency after hours calls will be a factor in determining the lowest responsible bid. We will hypothetically use a minimum of 12 hours total to base our total hourly time on.

CALLS:

All service calls will be answered and repairs made to restore the elevator(s) to a safe operating condition within 3 hours. The call will be placed by our Maintenance Supervisor Mike Miglorini or a representative of his office or a Will County Elected Official or the Department Head of the Building in need of repair.

DOWN TIME:

It shall be agreed that all Elevators shall never be shut down more than 48 hours, due to a mechanical or electrical malfunction.

CODES:

The County elevator's and equipment shall be kept in full minimum compliance with all elevator codes - local, county, state, and federal. Any maintenance procedure not mentioned in these specifications are still considered as part of the American Nation Standard Safety Code for elevators and shall be performed as mentioned.

Date Mailed: 9-10-13
 Due: 9-26-13, 10:00 A.M.
 Open: 9-26-13, 10:10 A.M.

PURCHASING DEPARTMENT
 COUNTY OF WILL
 302 N. CHICAGO ST
 JOLIET, IL. 60432

PAGE 1
 CONTRACT FOR
 ELEVATOR MAINTENANCE
 2014-33 WC BUILDINGS

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 CONTACT _____
 PHONE _____ FAX _____

Please check one:
 Minority Vendor yes no
 FEIN # _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: **WILL COUNTY OFFICE BUILDING,
 302 N. CHICAGO ST, JOLIET, IL. 60432**
 For Additional information contact: **RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com**

QUARTERLY	DESCRIPTION	QUARTERLY UNIT COST	EXTENDED COST
4 EA	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
4 EA	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
4 EA	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
	GRAND TOTAL		\$
YEAR ONE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
YEAR TWO - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
YEAR THREE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
RESPONSE TIME AFTER SERVICE CALL IS MADE _____			

Signed By: _____
 Title: _____

Place Corporate Seal Here

Will County reserves the right to accept or reject any bid.

Date Mailed: 9-10-13
 Due: 9-26-13, 10:00 A.M.
 Open: 9-26-13, 10:10 A.M.

PURCHASING DEPARTMENT
 COUNTY OF WILL
 302 N. CHICAGO ST
 JOLIET, IL. 60432

PAGE 2
 CONTRACT FOR
 ELEVATOR MAINTENANCE
 2014-33 WC BUILDINGS

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 CONTACT _____
 PHONE _____ FAX _____

Please check one:
 Minority Vendor yes no
 FEIN # _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: WILL COUNTY SUNNY HILL NURSING HOME,
 421 Doris Ave., Joliet, IL 60433
 For Additional information contact: RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com

QUARTERLY	DESCRIPTION	QUARTERLY UNIT COST	EXTENDED COST
4 EA	Quantities for hourly Service Charge is an estimate only 1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
12 HR	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
OPTIONAL TWO (2) ONE (1) YEAR RENEWALS			
4 EA	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
12 HR	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
4 EA	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
12 HR	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
GRAND TOTAL			\$
YEAR ONE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
YEAR TWO - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
YEAR THREE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
RESPONSE TIME AFTER SERVICE CALL IS MADE _____			

Signed By: _____

Place Corporate Seal Here

Title: _____

Will County reserves the right to accept or reject any bid.

Date Mailed: 9-10-13
 Due: 9-26-13, 10:00 A.M.
 Open: 9-26-13, 10:10 A.M.

PURCHASING DEPARTMENT
 COUNTY OF WILL
 302 N. CHICAGO ST
 JOLIET, IL. 60432

PAGE 3
 CONTRACT FOR
 ELEVATOR MAINTENANCE
 2014-33 WC BUILDINGS

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 CONTACT _____
 PHONE _____ FAX _____

Please check one:
 Minority Vendor yes no
 FEIN # _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: WILL COUNTY STATES ATTORNEY,
 121 N. CHICAGO ST. JOLIET, IL. 60432
 For Additional information contact: RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com

QUARTERLY	DESCRIPTION	QUARTERLY UNIT COST	EXTENDED COST
4 EA	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
OPTIONAL TWO (2) ONE (1) YEAR RENEWALS			
4 EA	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
4 EA	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
GRAND TOTAL			\$
YEAR ONE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
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YEAR THREE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
RESPONSE TIME AFTER SERVICE CALL IS MADE _____			

Signed By: _____
 Title: _____

Place Corporate Seal Here

Will County reserves the right to accept or reject any bid.

Date Mailed: 9-10-13
 Due: 9-26-13, 10:00 A.M.
 Open: 9-26-13, 10:10 A.M.

**PURCHASING DEPARTMENT
 COUNTY OF WILL
 302 N. CHICAGO ST
 JOLIET, IL. 60432**

**PAGE 4
 CONTRACT FOR
 ELEVATOR MAINTENANCE
 2014-33 WC BUILDINGS**

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 CONTACT _____
 PHONE _____ FAX _____

Please check one:
 Minority Vendor yes no
 FEIN # _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: **WILL COUNTY ADULT DETENTION FACILITY,
 95 S. CHICAGO ST. JOLIET, IL. 60436**
 For Additional information contact: **RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com**

QUARTERLY	DESCRIPTION	QUARTERLY UNIT COST	EXTENDED COST
	Quantities for hourly Service Charge is an estimate only		
4 EA	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
12 HR	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR, WEEKENDS & HOLIDAYS BEGIN AT 4:30 PM THE LAST BUSINESS DAY AND STOP AT 8:30 AM THE NEXT BUSINESS DAY.	\$ /HR	
	OPTIONAL TWO (2) ONE (1) YEAR RENEWALS		
4 EA	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
12 HR	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
4 EA	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
12 HR	EMERGENCY AFTER HOURS SERVICE CALL PER HOUR	\$ /HR	
	GRAND TOTAL		\$

YEAR ONE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN

YEAR TWO - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN

YEAR THREE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN

RESPONSE TIME AFTER SERVICE CALL IS MADE _____

Signed By: _____

Place Corporate Seal Here

Title: _____

Will County reserves the right to accept or reject any bid.

Date Mailed: 9-10-13
 Due: 9-26-13, 10:00 A.M.
 Open: 9-26-13, 10:10 A.M.

PURCHASING DEPARTMENT
 COUNTY OF WILL
 302 N. CHICAGO ST
 JOLIET, IL. 60432

PAGE 5
 CONTRACT FOR
 ELEVATOR MAINTENANCE
 2014-33 WC BUILDINGS

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 CONTACT _____
 PHONE _____ FAX _____

Please check one:
 Minority Vendor yes no
 FEIN # _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: **WILL COUNTY COURT ANNEX,
 57 N. OTTAWA ST. JOLIET, IL. 60432**
 For Additional information contact: **RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyllinois.com**

QUARTERLY	DESCRIPTION	QUARTERLY UNIT COST	EXTENDED COST
4 EA	1 ST YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
OPTIONAL TWO (2) ONE (1) YEAR RENEWALS			
4 EA	2 ND YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
4 EA	3 RD YR. ELEVATOR MAINTENANCE (TO BE BILLED QUARTERLY)	\$	
GRAND TOT			\$
YEAR ONE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
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YEAR THREE - TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN			
RESPONSE TIME AFTER SERVICE CALL IS MADE _____			

Signed By: _____

Place Corporate Seal Here

Title: _____

Will County reserves the right to accept or reject any bid.

Date Mailed: 9-10-13
Due: 9-26-13, 10:00 A.M.
Open: 9-26-13, 10:10 A.M.

PURCHASING DEPARTMENT
COUNTY OF WILL
302 N. CHICAGO ST
JOLIET, IL. 60432

CONTRACT FOR
ELEVATOR MAINTENANCE
2014-33 WC BUILDINGS

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____

PHONE _____ FAX _____

Please check one:

Minority Vendor yes no

FEIN # _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: COUNTY OF WILL,
Various Locations, JOLIET, IL. 60432

For Additional information contact: RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyllinois.com

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

LATE BIDS CANNOT BE ACCEPTED!

SEALED BID DOCUMENT

From:

BID #: 2014-33

DUE DATE: 9/26/13

DUE: 10:00 A.M.

DESCRIPTION: Elevator Maintenance Bid

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

**PLEASE CUT OUT AND AFFIX THIS BID LABEL
(ABOVE) TO THE OUTERMOST ENVELOPE OF YOUR
SEALED BID TO HELP ENSURE PROPER DELIVERY!**

LATE BIDS CANNOT BE ACCEPTED!