

THE HOUSING AUTHORITY OF THE CITY OF EAST ST. LOUIS SOLICITATION DOCUMENT



TO: ALL PROSPECTIVE BIDDERS

700 N. 20TH Street

E. St. Louis, IL 62205

Fax: (618) 271-2028

Website: <http://www.eslha.org>

Solicitation For:	AMP 2 - John DeShields CCTV SECURITY SYTEM	Packet # <input type="checkbox"/>
Solicitation No.	IFB 16-B001	
Issue Date:	February 5, 2016	
Due By:	Date: March 7, 2016	*Time: 3:00 P.M.
*The official time clock will be located in the Contracts Department. Bids received at 3:01 and thereafter are considered Late Bids and will not be accepted.		
Pre-Proposal Conference	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Date: February 22, 2016	Time: 10:00 A.M.
Attendance Mandatory	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Any firm, contractor, vendor or individual, interested in bidding on this ESLHA Contracting Opportunity are required to register prior to submitting a bid. You may register at any time. For more information or to register contact ESLHA Contracts Department		
For Copies of this RFP or for Further Information Contact:	ESLHA Contracts Department Cassandra Coulter, ccoulter@eslha.org Kathy Doss kdoss@eslha.org	618-646-7110 618-646-7211

We are issuing this solicitation in the following form and you must take into account when reading and responding:

- | | |
|--|--|
| <input checked="" type="checkbox"/> INVITATION FOR BID (IFB) | <input type="checkbox"/> REQUEST FOR QUALIFICATION (RFQ) |
| <input type="checkbox"/> REQUEST FOR PROPOSALS (RFP) | <input type="checkbox"/> QUOTE SMALL PURCHASE (QSP) |

(Please read the entire solicitation package carefully and submit your Offer in accordance with all instructions.)

The Housing Authority of the City of East St. Louis (ESLHA) is issuing this Invitation For Bid ("IFB") from qualified contractors to provide and install a CCTV Security System for John DeShields (1235 McCasland).	
HELP US KEEP OUR VENDOR'S LIST CURRENT	
NO BID is submitted for ___ this time only; NOT THIS COMMODITY/SERVICE ___ ONLY. FAILURE TO RESPOND TO BID SOLICITATIONS FOR THREE (3) BID PERIODS MAY RESULT IN REMOVAL FROM THE VENDORS LIST; <u>however, if removed you will be reinstated upon request.</u> If not submitting a bid, you will receive under separate cover a questionnaire for needed completion.	
SUBMITTED BY:	
COMPANY NAME (PRINTED):	
AUTHORIZED REPRESENTATIVE (PRINTED)	
SIGNATURE:	DATE:

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#	DESCRIPTION	# of
1.	Davis-Bacon Wage Rate Determination (www.dol.gov)	N/A
2.	Bid Label	1
3.	Site Plan	1
4.	Drawings	1
	THE FOLLOWING DOCUMENTS ARE AVAILABLE FOR DOWNLOAD ON OUR WEBSITE www.http://www.eslha.org/business/contracting/forms	
5.	Bidders Qualifications	1
6.	Request for Taxpayer Identification Number and Certification (W9 Form)	4
7.	Debarment Certification	1
8.	Letter of Intent – Sub Contractors Form	1
9.	Non-Collusive Affidavit Form	1
10.	HUD 2530 Previous Participation Form	4
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13.	Mandatory Contract Clauses	1

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REQUIRED: INVITATION FOR BID DOCUMENT RESPONSE CHECKLIST FORM

DO NOT RETURN THE SOLICITATION DOCUMENT IN YOUR SUBMITTAL PACKET

(Only - This Form must be fully completed and submitted with your bid packet)

INSTRUCTIONS: Unless otherwise specifically required, the items listed below must be completed and included in the bid submittal. Please complete this form by marking "✓," where provided, to verify that the referenced completed form or information has been included with the "hard copy" bid submittal submitted by the bidder. Also, complete the Section 3 Statement and the Bidder's Statement as noted below:

The following provides guidance and description on the information that must be supplied by the Contractor in their bid submission. Please follow the order outlined below.

Omission of any of the aforementioned documents or certifications may render the bid non-responsive.

Paperwork Reduction: In an effort to reduce the amount of paperwork listed in this solicitation document the following ESLHA required (*) documents are available for download and can be found on ESLHA Website: <http://www.eslha.org/contracts/forms> or HUD (Forms) Website: HUD.gov

✓ = ITEM INCLUDED	# Pages	SUBMITTED ITEMS
	1	Checklist Form
	2	Solicitation, Offer and Award
	3	Bid Sheet/Unit Cost
	1	5% Bid Bond
	N/A	3 Letters of Reference (To Be Provided by Bidder)
	4	HUD 2530 Previous Participation Form
	N/A	Bidder Section 3 Plan (To Be Provided by Bidder)
	1	Bid Label
*The following documents shall form a part of this solicitation and are available at the ESLHA website http://www.eslha.org/business/contracting/forms		
	4	Request For Taxpayer Identification Number and Certification (W9 Form)
	4	Bidders Qualifications
	19	HUD 5370 General Conditions For Construction Contracts
	1	Non-Collusive Affidavit
	1	Letter of Intent Sub-Contractors
	1	Debarment Certification
	4	HUD 2530 Previous Participation Form

SECTION 3 STATEMENT

Are you claiming a Section 3 business preference? Yes____ or NO____. If "YES," pursuant to the Section 3 portion with the IFB document, and pursuant to the documentation justifying such submitted, which category are you claiming?_____.

BIDDER'S STATEMENT

The undersigned bidder hereby states that by completing and submitting this Form and all other documents within this IFB submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if ESLHA discovers that any information entered herein to be false, such shall entitle ESLHA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the IFB submittal, the undersigned bidder is thereby agreeing to abide by all term and conditions pertaining to this IFB as issued by ESLHA, in hard copy, including an agreement to execute a Contract upon notice of award. Pursuant to all IFB Documents, this Form of Checklist, and all attachments, and pursuant to all completed Documents submitted, including this form and all attachments, the undersigned proposes to supply ESLHA with the services described herein for the fee(s) submitted pertaining to this IFB.

COMPANY NAME

SIGNATURE

PRINTED NAME

DATE

E-MAIL ADDRESS

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IFB 16-B001 BID FORM
(This Form Must Be Returned By Bidder)

DATE: _____ (Bidder to enter date)

SUBMITTED BY: (Bidder)

PROPOSAL FORM SIGNATURE(S): *Please sign all originals in blue ink.*

**NAME AND ADDRESS OF COMPANY/PROPOSER:		<u>ALL PROPOSALS MUST BE SIGNED PRIOR TO AWARD</u>
The Corporate Seal of Company Name (PRINTED):		Was Hereunto Affixed In the Presence Of: NAME (PRINTED):
Mailing Address:		Title:
		Signature(Authorized Signing Officer):
City/State:	ZIP:	E-Mail Address:
Federal Taxpayer ID Number:		Telephone and Fax No.:
		WEB Site:
** Legal Name, Address and Taxpayer ID number: Bidders are to submit the company's "Legal Name" as identified by their Federal Tax Certification certificate.		
(Seal)		Authorized Signing Officer, Title:

PART A: (BID AMOUNT)

- The Offeror, having familiarized and examined him/herself or themselves with the place of work, Scope of Work herein and Documents, including Attachments and any Amendments and/or Addenda, if any thereto, as prepared by and on file in the offices of the ESLHA, hereby proposes to furnish all labor, materials, equipment and services required to provide and install CCTV Security System for the following OFFERED PRICES FOR THE SUM OF:

	DESCRIPTION	IN THE SUM AMOUNT OF (write out)	DOLLARS \$
A	Installation John DeShields		\$
B	Preventative Maintenance Agreement (2 Yrs)		\$
	TOTAL AMOUNT OF:		\$

PART B: (UNIT PRICE BREAKDOWN)

2. The following is the list of Unit Prices referenced in the solicitation and which is an integral part of the Bid Form. The following are Unit Prices for specific portions of the Work as listed, and are applicable to authorized variations from the Contract Documents.

Unless lump sum price is specifically requested, unit and extended prices should be given. Failure to do so may cause bid not to be considered. In case of error in extension of prices in the bid, the unit price shall govern.

CONTRACTOR SHOULD NOTE THAT THE SAME LISTED ITEMS BELOW MAY OR MAY NOT BE REQUIRED AND WILL REQUIRE FIELD VERIFICATION FOR BID BREAKDOWN PURPOSES

Amp 2 (John Robinson/John DeSheilds) CCTV Security System					
#	HARDWARE EQUIPMENT ITEM DESCRIPTION	QTY	UM	Unit Price	Extended Price \$
1	Outdoor fixed IP color cameras w/protective domes	40	EA	\$	\$
2	Network video recorder	1	EA	\$	\$
3	Rack (wall mounted 40 camera capacity with workstation in rack)	1	EA	\$	\$
4	Routers	TBD	EA	\$	\$
5	Switches	TBD	EA	\$	\$
6	Video Management Workstations	2	EA	\$	\$
7	36 inch wall mount flat screen monitors or	2	EA	\$	\$
	42 inch wall mount flat screen monitor	1	EA	\$	\$
8	MISCELLANEOUS (CONDUIT WITH TRACERS, CABLING, POWER CABLES & BOXES, BOOSTERS)		LS	\$	\$
9	Electrical (Attach Cost Breakdown Sheet)	1	LS	\$	\$
10	OTHER Portable cooling fan if ventilation is inadequate	1	EA	\$	\$
11	SOFTWARE (PLEASE ATTACH TECHNICAL SPECIFICATION SHEET) SUPPORT?		EA	\$	\$
12	MAINTENANCE AGREEMENT	2	YR	\$	\$
13	Conduit Tracer with Wiring		LF	\$	\$
14	INSTALLATION LABOR		Lot	\$	\$
15	GENERAL CONDITIONS				
	General Conditions				
	Overhead % _____				\$
	Profit % _____				\$
16	TOTAL PRICE				\$
17	Alternate Deduct –ESLHA reserves the right to adjust the above quantities for budgetary purposes	TBD			\$

3. ACCEPTANCE

- A. In submitting this bid, it is understood that ESLHA reserves the right to reject any and all bids. If written notice of the acceptance of the bid is mailed, faxed, E-mailed or delivered to the undersigned within thirty (30) days after the Notice to Proceed, the undersigned agrees to perform all work as prescribed herein.
- B. The Contracting Officer may waive minor informalities or allow the bidder to correct them depending on which actions is in the best interest of the housing authority. Minor informalities are matters of form rather than substance, evident from the bid document, or insignificant mistakes that can be waived or corrected without prejudice to the other bidders: That is; the effect on price, quantity, quality, delivery, or contractual conditions is negligible.
- C. This offer shall be open to acceptance and is irrevocable for sixty (60) days from the bid closing date.
- D. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within seven (7) days of receipt of Notice of Award.
 - 2. Furnish the required bonds (if applicable) within seven days of receipt of Notice of Award.
 - 3. Commence work within seven days after written Notice to Proceed of this bid.

4. CONTRACT TIME

- A. If this Bid is accepted, we estimate starting work (_____) calendar days. Insert Date
- B. Estimate completing the Work in ____calendar days from Notice to Proceed.

5. ADDENDA (s) ACKNOWLEDGMENT

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.
 - 3. Addendum # _____ Dated _____.
 - 4. Addendum # _____ Dated _____.

6. BID FORM SUPPLEMENTS

- A. The following Supplements are attached to this Bid Form and are considered an integral part of the Contract Documents:
 - 1. Cost Breakdown Prices: Include a listing of unit prices specifically.
 - B. We agree to submit the following Supplements to the Bid Form within three (3) days after submission of this bid for additional bid information:
 - 1. Letter of Intent: Include the names of all Subcontractors and the portions of the Work they will perform including proposed values.
7. If the bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF BID FORM

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Solicitation, Offer, and Award			Document Number IFB 16-B001	Type of Solicitation <input checked="" type="checkbox"/> Sealed Bid (IFB) <input type="checkbox"/> Negotiated (RFP) <input type="checkbox"/> Quote Sm. Purchase (QSP)
Important: The <i>Offer</i> section on the reverse <u>must</u> be completed by the respondent.				
Date of Solicitation February 5, 2016	Contract Number	Budget Number CF	AMP 2 John DeShields CCTV Security System	
Issued by: East St. Louis Housing Authority (ESLHA) Contracts Department 700 North 20th Street East St. Louis, IL 62205			For More Information Contact: Kathy Doss- Contracts Phone: (618) 646-7211 Fax: (618) 271-2028 E-Mail: kdoss@eslha.org	
Section 1: Solicitation Section				
The ESLHA requires performance of the work described below and in any attachments listed.				
<u>AMP 2 John DeShields CCTV Security System</u>				
Bids will be received until:				
<u>Closing Time:</u> 3:00 p.m.				
<u>Closing Date:</u> March 7, 2016				
<u>Where:</u> The Housing Authority of the City of East St. Louis 700 N. 20 th Street East St. Louis, IL 62205				
A pre-bid conference will be held at 10:00 A.M., February 22, 2016 at the above mentioned address.				
The contractor shall begin performance within 7 calendar days and complete it within 60 business days after receiving <input type="checkbox"/> award <input checked="" type="checkbox"/> notice to proceed. This performance period is <input checked="" type="checkbox"/> mandatory <input type="checkbox"/> negotiable.				
The contractor must furnish any required performance and payment bonds? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			If bond(s) is/are required, contractor must provide said bond(s) within seven calendar days after award.	
Additional solicitation requirements:				
A. Sealed offers, in original only, to perform the work required are due at the place specified above by March 7, 2016 local time at 3:00 PM . If this is a sealed bid solicitation, offers will be publicly opened at that time.				
B. An offer guarantee <input checked="" type="checkbox"/> is <input type="checkbox"/> is not required.				
C. All offers are subject to the work requirements and other provisions and clauses incorporated in this solicitation in full text or by reference.				
D. Offers providing less than <input type="checkbox"/> 30 <input checked="" type="checkbox"/> 60 <input type="checkbox"/> 90 calendar days for quote acceptance after the date offers are due will not be considered and will be rejected.				

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Section 2: Offer Section																																
Name, address, and phone number of respondent:					Remittance address (if different):																											
Alternate contact info (e-mail, web site, etc.):					Fax number:																											
<p>The respondent agrees to perform the work required at the prices specified below in strict accordance with the terms of this solicitation if this offer is accepted by the ESLHA within the time frame noted below.</p> <p>Total cost of the work: _____</p> <p>Additional offer materials <input type="checkbox"/> are <input type="checkbox"/> are not attached to this form.</p> <p>Respondent guarantees that this offer will remain valid for _____ calendar days after offer is due to ESLHA. Failure to insert any number means the respondent accepts the minimum number on page one.</p> <p>Respondent agrees to furnish any required performance and payment bonds.</p> <p>Acknowledgement of Amendments (The respondent acknowledges receipt of amendments to the solicitation. Give number and date for each.)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 15%;">Amendment No.</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Date received</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Name and title of person authorized to sign offer: _____</p> <p>Signature: _____ Date _____</p>											Amendment No.											Date received										
Amendment No.																																
Date received																																
Section 3: Award Section (To be completed by ESLHA)																																
Items accepted:																																
Contract Amount:				Budget Fund	Major Acct #	Sub-Acct#	Cost Center	Project #																								
Submit invoices to address on page one.				<p>Check below only if this award constitutes other than full and open competition pursuant to:</p> <p style="text-align: center;"><input type="checkbox"/> 10 U.S.C. 2304 (c) <input type="checkbox"/> 41 U.S.C. 253 (c)</p>																												
Administered by:				Payment will be made by:																												
<p style="text-align: center;">Contracting Officer will select one of the two options below:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><input type="checkbox"/> Negotiated Agreement – (Contractor is required to sign this document and return three (3) copies to the ESLHA.) Contractor agrees to furnish and deliver all items or perform all work requirements identified on this form, and any continuation sheets, for the consideration stated in this contract. The rights and or obligations of the parties to this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) the clauses, representations, certifications, and specifications incorporated herein by reference or attached to this contract.</p> </div> <div style="width: 48%;"> <p><input type="checkbox"/> Award – (Contractor is not required to sign this document.) Your offer on this solicitation is hereby accepted as to the items listed. This award consummates the contract, which consists of (a) the ESLHA solicitation, (b) your offer, and (c) this contract award. No further contractual document is necessary.</p> </div> </div>																																
Name and title of person authorized to sign offer:				<p>ESLHA Contracting Officer:</p> <p>Mildred A. Motley, Executive Director</p>																												
Signature _____ Date _____				Signature _____ Date _____																												
<input type="checkbox"/> To Finance For Obligation _____ Initial _____ Date _____																																

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SECTION 1 – INTRODUCTION

1.0 STATEMENT OF NEED

ESLHA requests bids from responsive and responsible bidders to meet its needs. A brief description is set forth below for the bidder's convenience, with detailed requirements in subsequent sections of this solicitation. If interested and able to meet these requirements, the ESLHA appreciates and welcomes a bid.

Please read the entire solicitation package and submit a bid in accordance with the instructions. All forms and signature areas contained in the solicitation package must be completed in full and submitted along with the bid form which combined will constitute the offer. Bidders should keep a copy of their bid for future reference.

INFORMATION AT A GLANCE

Project : AMP 2 John DeShields CCTV Security System

Bid packages available for pick-up on February 5, 2016 after 2:00 P.M. (CST)

ESLHA CONTACT	Contracts Kathy Doss, 618.646.7211 kdoss@eslha.org Cassandra Coulter, 618.646.7110 ccoulter@eslha.org Technical Cortez Slack, 618.646.7168 cslack@eslha.org
HOW TO OBTAIN THE IFB DOCUMENTS	1. Call 618.646.7110 to request document to be mailed 2. E-mail request to ccoulter@eslha.org 3. Mail request to ESLHA, Contracts Dept., 700 N.20 th St., E. St. Louis, IL
PRE-CONFERENCE MEETING	February 22, 2016 at 10:00 AM (CST) ESLHA Main Office 700 N. 20 th St. East St. Louis, IL 62205
HOW TO RESPOND TO THIS IFB	1. As directed within Section 1.6 of the IFB document.
IFB SUBMITTAL RETURN & DEADLINE	Sealed Package clearly marked, "CCTV Security System Contract IFB 16-B001" *March 7, 2016 ESLHA Contracts Department 700 N. 20 th Street East St. Louis, IL 62205 *(The "sealed bid" must be received in-hand and time-stamped by the ESLHA no later than 3:00 pm, CST on March 7, 2016.)
ANTICIPATED ESLHA BOARD APPROVAL	TBD, 2016

1.1 BID PRICES – FIRM FIXED PRICE

Bids shall be in the form of a firm unit price for each line item set forth in this Solicitation, Offer, and Award. Bidders shall provide pricing as noted on the bid form. ESLHA reserves the right to award contracts in a manner that is beneficial to ESLHA. Unit pricings are to be provided as requested.

1.2 CONTRACT TYPE AND ADMINISTRATION

This bid will result in a firm fixed price contract to supply the items as listed on the bid form along with unit prices as requested for items. The bidder must provide a firm; fixed price for all requirements set forth in the Solicitation, Offer, and Award. A lump sum firm, fixed price must be shown on page 2 of the ESLHA Form 1442 (Solicitation, Bidder, and Award) which **must be** completed, signed and returned with the Bidder's acknowledgment of **all** solicitation amendments.

1.3 BID BOND

Each bidder must submit with his bid a satisfactory bid bond or a certified check or bank draft, payable to The Housing Authority of the City of East St. Louis, in the amount of **5% of total bid amount**. If the bid guarantee is not submitted with the bid, The Housing Authority shall reject the bid.

- 1.3.1 a satisfactory performance, labor, and material payment bond in the amount equal to 100 percent (100%) of the contract amount;
- 1.3.2 a separate performance bond and payment bonds, each 50% or more of the contract price;
- 1.3.3 a 20 percent (20%) case escrow;
- 1.3.4 a 25 percent (25%) Irrevocable Letter of Credit. The Irrevocable Letter of Credit must contain language acceptable to the Housing Authority. The surety company must be authorized to do business in the State of Illinois and must be acceptable to the Government and be listed on the most recently published U.S. Treasury Circular 570 <http://www.fm.treas.gov/c570/index.html>.

1.4 OTHER

Contractors omitting the Solicitation, Offer and Award form, and any other required forms from their submittals may be considered non-responsive.

The Housing Authority of the City of East St. Louis reserves the right to reject any and all bids and to waive any informality in the bid process. **The Owner also reserves the right to reduce the scope of work in this project to stay within budget limitations.** No bids shall be withdrawn for a period of sixty (60) days subsequent to the opening date.

The work is to be funded by the U.S. Department of Housing and Urban Development (HUD), and the contract administered by the Housing Authority of the City of East St. Louis. HUD reserves the right to approve the contractor selected by the Authority.

The Housing Authority of the City of East St. Louis

By: Mildred A. Motley, Executive Director

1.5 HA'S RESERVATION OF RIGHTS: ESLHA reserves the right to:

- ✓ Reject any or all bids, to waive any informalities in the IFB process, or to terminate the IFB process at any time, if deemed by the HA to be in its best interests.
- ✓ Not to award a contract pursuant to this IFB.
- ✓ Make an award to the one bidder (aggregate for all items; or, to make an award to multiple bidders for the same or different items.
- ✓ To terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 30 days written notice to the successful bidder(s).
- ✓ Determine the days, hours and locations that the successful bidder(s) shall provide the services called for in this IFB.
- ✓ Retain all bids submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the HA Contracting Officer (CO).
- ✓ Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete quotes and/or quotes offering alternate or non-requested services.
- ✓ Have no obligation to compensate any bid for any costs incurred in responding to this IFB.
- ✓ ESLHA retains the right to demand and receive a change in personnel assigned by the Contractor to provide services to ESLHA if ESLHA believes that such change is in its best interest.
- ✓ At any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bids submitted that does not conform to any of the requirements detailed herein, and contractor further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective bidder, of any responsibility pertaining to such issue.

1.6 BID DOCUMENTS

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THESE DOCUMENTS! As all the pages of this document are considered to be a part of the Form of Bid, Bidder shall not be allowed to change the conditions or specifications contained herein by entering onto these documents any changes, notations, or additional requirements. If any such additional marks, notations, or requirements are entered on the original signed documents that are submitted to the ESLHA, the entire bid will be determined invalid and it will be rejected without further consideration.

It shall be the responsibility of each bidders to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable Documents issued by the ESLHA; including any addenda and attachments to the completed forms submitted by the contractors. By virtue of completing, signing, and submitting the completed Documents and attachments, the contractor is stating his/her agreement to comply with the Instructions, Conditions and requirements set forth within the Documents.

1.7 BID FILING INSTRUCTIONS

Bids shall be submitted in sealed envelopes or package. All required forms shall be submitted in the envelopes or package(s), and shall be clearly marked, "Bid Documents" along with the project name and number, name of bidder, and the date and time when bids are due. Once received by the ESLHA, bids will not be returned.

Formal communication such as requests for clarification and/or information concerning this solicitation shall be submitted and received only **in writing to the ESLHA's Contracting Officer**. No information concerning this solicitation or request for clarification will be provided in response to initiated telephone calls.

Bids should be presented in a sealed envelope or package clearly marked, "**Amp 2 John DeShields CCTV Security System IFB 16-B001**".

1.8 TIME FOR RECEIVING BIDS

Bids received prior to the closing date and time will be securely kept, unopened until opening date. The officer, whose duty it is to open them will decide when the specified time has arrived, open them, and no bids received thereafter will be considered responsive.

1.9 PROCUREMENT SCHEDULE

The estimated schedule for the IFB is as follows.

Event	Date	Time
Invitation For Bid Issued	2/5/2016	After 2:00 PM
Pre-Conference Meeting	2/22/2016	10:00 AM
Last Day for Questions	2/29/2016	4:00 PM
Bids Due to ESLHA	3/7/2016	3:00 PM

1.10 CONTRACT COMPENSATION

The vendor shall be paid full compensation for work required, performed, and accepted under the contract at the prices indicated on the attached bid sheets.

1.11 CONTRACT AWARD

Due to the nature of the work and the critical importance of timely services, the ESLHA reserves the right to award a contract to more one Contractor for accomplishing this work. The contract will be awarded to the bidder(s) that is most responsive and responsible and that is most advantageous to the ESLHA, provided the bid complies with all conditions of the solicitation. The ESLHA reserves the right to reject any and all bids and to waive any informality in the process. The ESLHA is prohibited from making any awards to contractor firms (including subcontractors) or any individuals that are on the list of firms ineligible to receive awards from the United States Government, as furnished by HUD.

Responsiveness: A responsive bidder is one who submits a bid that conforms to in all material respects to the IFB, and includes **all required** forms.

Responsibility: A responsible bidder is one who has the capability in all respects to perform fully the contract requirements and who has the integrity and reliability that will assure good faith performance. The ESLHA determines whether the bidder is a "Responsible" bidder with whom the ESLHA can or should do business.

Respondent should bear in mind that any offer that is unrealistic in terms of the technical, schedule commitments, or unrealistically high or low in cost, shall be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the requirements as set forth in this IFB.

A written award or acceptance of offer mailed or otherwise furnished to the successful bidder within the time for acceptance specified in the offer shall result in a binding contract without further action by either party.

1.12 BID WITHDRAWAL/MODIFICATIONS OF BIDS

Bids may be withdrawn or modified by written notice received from bidders prior to the deadline fixed for bid receipt. The withdrawal or modification may be made by the person signing the bid or by an individual(s) who is authorized by him/her on the face of the bid. Written modifications may be made on the bid form itself, on the envelope in which the bid is enclosed, or on a separate document. Written modifications, whether the original is delivered, or transmitted electronically or by facsimile, must be signed by the person making the modification or withdrawal.

No bid shall be withdrawn for a period of sixty-(60) days subsequent to the opening of the bids without the written consent of the ESLHA.

1.13 FINAL NOTIFICATION AND COMMENCEMENT OF WORK

All respondents will be notified by mail of the ESLHA's selection as soon as possible. The selected vendor will be expected to begin work no later than seven (7) days after the Notice to Proceed has been issued.

1.14 MINORITY BUSINESS PARTICIPATION

Pursuant to established ESLHA and the U.S. Department of Housing and Urban Development (HUD) Affirmative Action and Equal Employment Opportunity goals, all bidders are advised they must satisfy the goal to utilize qualified minority businesses to perform subcontractor work or supply materials and/or equipment for this project. The established goal for said participation shall be no less than 25% (twenty-five percent) of the total contract price.

1.15 CERTIFICATION OF ELIGIBILITY

Each company submitting a bid for consideration must provide a certified statement that the company is not debarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

1.16 *INSURANCE REQUIREMENTS

Contractor shall present to ESLHA prior to execution of a contract, proof of insurance compliant with the requirements below and must be submitted on an Accord "Certificate of Insurance" form:

Workers Compensation Insurance	REQUIRED LIMITS OR AMOUNT
Workers' Compensation coverage is Statutory and has no pre-set limits.	Statutory Limit
General Public Liability	REQUIRED LIMITS OR AMOUNT
This is required for any vendor who will be performing work at ESLHA properties.	\$1,000,000/occurrence \$1,000,000/aggregate
Property Damage	REQUIRED LIMITS OR AMOUNT
	\$ 300,000/aggregate
Automobile Insurance	REQUIRED LIMITS OR AMOUNT
This is required for any vendor that will be using their vehicle to do work on ESLHA properties	\$1,000,000/occurrence \$1,000,000/aggregate
OTHER INSURANCE: As deemed applicable for this contract	TBD

*The East St. Louis Housing Authority (ESLHA) shall be listed as additionally insured on general contractor and all sub-contractor's insurance certificates. The ESLHA shall be a certificate holder for all insurance certificates. Contractor must keep insurance active during project duration.

1.17 CURRENT REGISTRATION/LICENSING REQUIREMENT

Each company submitting a bid for consideration must be registered in the City of East St. Louis, Illinois and must have a working knowledge of Federal, State and local building codes and regulations.

By submitting a bid the successful vendor certifies that he/she possess and will, prior to issuance of a contract present to ESLHA, proof and/or certification of the following:

- 1.17.1 If applicable, local business license issued by the City of East St. Louis
- 1.17.2 If applicable, a copy of the bidder's license issued by the State of Illinois licensing authority allowing the bidder to provide services or products detailed herein.

1.18 INTEREST OF MEMBERS, OFFICERS OR EMPLOYEES AND FORMER MEMBERS, OFFICERS OR EMPLOYEES

No member, officer, or employee of the ESLHA or former member, officer, or employee of ESLHA who ceased to be a member, officer, or employee within one (1) year shall voluntarily acquire any interest, direct or indirect, in any property included or planned to be included in the project, or in this contract or any subcontracts relating to the project.

If any such firm involuntarily acquires any such interest prior to appointment or employment as such member, officer, or employee, then such firm shall immediately disclose any such interest in writing to the ESLHA. Upon any such disclosure, a member, officer, or employee shall not participate in any action by the ESLHA relating to the property or contract in which he may have any such interest.

1.19 INTEREST OF MEMBER OF CONGRESS OR RESIDENT COMMISSIONER

No member of or delegate of the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, unless it be made with a corporation for its general benefit.

1.20 INDEMNITY

The following indemnification clause is hereby included, by reference, as a part of the proposed contract:

To the extent authorized by law, the successful bidder shall protect, indemnify and hold the ESLHA, its officers, employees, agents and other retained consultants harmless from and against any and all claims, damages, losses, suits, actions, decrees, judgments, attorney's fees, court costs and other expenses of any kind or character which the ESLHA its officers, employees, agents or other retained consultants may suffer, or which may be sought against, recovered from or obtainable against the ESLHA, its officers, employees, agents, or other retained consultants (i) as a result of, or arising out of, or on accounts of, or in consequences of any act or failure to act on the part of the successful bidder, its subcontractors or agents, or anyone directly or indirectly employed by any subcontractor or agent, in the fulfillment or performance of the terms, conditions or covenants that are contained in the contract or agreement, regardless of whether or not the occurrence which gave rise to such claim, damage, loss, suit, action, judgment or expense was caused, in part, by any party indemnified hereunder; or (ii) as a result of, or by reason of, or arising out of, or on account of, or in consequence of, any neglect of safeguarding the work; (iii) through the use of unacceptable materials, and/or products, or both, which may be defective or manufactured, designed, or installed or used so as to give rise to a claim; or (iv) because of any claim or amount recovered under the "Illinois Industrial Insurance Act", or any other law, ordinance, or decree, which claim or recovery arose out of or is attributable to any act or failure to act on the part of the successful bidder in the fulfillment or performance of the terms, conditions and covenants that are contained in the contract. Any money due the successful bidder under and by virtue of the contract which is considered necessary by the ESLHA for such purpose, may be retained by the ESLHA for its protection; or in case on money is due, its surety, if any, may be held until all such claims, damages, losses, suits, actions, decrees, judgments, attorney's fees and court costs and other expenses of any kind or character as aforesaid shall have been settled and suitable evidence to that effect furnished to the ESLHA; provided, however, that money due the successful bidder will not be withheld when the successful bidder produces satisfactory evidence that it is adequately protected by public liability and property damage insurance.

In this connection, it is expressly agreed that the successful bidder shall, at its own expense, defend the ESLHA, its officers, employees, agents and other retained consultants, against any and all claims, suits or actions which may be brought against them or any of the, as a result of, or by reason of, or arising out of, or on account of, or in consequences of any act or failure to act which the successful bidder has indemnified the ESLHA, its officers, employees, agents and other retained consultants against, and if the successful bidder shall fail to do so, the ESLHA shall have the right, but not the obligation, to defend the same and to charge all direct and incidental costs of such defense to the successful bidder, including attorney's fees and court costs; provided however, that, if the forum in which such claim suit, or action is heard determines that the occurrence that gave rise to the same was caused, in whole or in part, by any party who is indemnified hereunder, the ESLHA shall reimburse the successful bidder for all, or the indemnified party's proportionate share, as the case may be, of the costs of such defense.

The successful bidder guarantees the payment of all just claims for materials, supplies and labor, and all other just claims against it or any subcontractor, in connection with the contract.

2.0 GENERAL REQUIREMENTS

2.1 Required Submittals

The successful bidder will be required to submit the following:

- (a) Names of subcontractors they propose to sublet portions of the work; and
- (b) Listing of subcontract amounts; and type of work
The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation (including, but not limited to, selling or transferring the ensuring contract) without the prior written consent of ESLHA. Any purported assignment of interest or delegation of duty, without prior written consent of ESLHA shall void and may result in the cancellation of the contract with ESLHA.
- (c) Names of vendors they propose to obtain principal items of materials.
- (d) Written detailed specifications
- (e) Shop drawings
- (f) As-Builts
- (g) O & M Manuals

2.2 Subcontractors with Minority/WBE Status

Subcontractors with minority/WBE status are to be identified and the percentage amount of the total contract amount is to be shown.

2.3 References

The Contractor must submit at least three (3) current written letters of references for work of similar nature. In the event the HA elects to conduct reference checks, a uniform set of questions will be used to check each reference. ESLHA reserves the right to check references.

2.4 Notice of Award

Award shall be made to the responsive and responsible contractor(s) that submits the best value to ESLHA using price and other factors herein. The Contractor agrees that upon receipt of Notice of Award, they will sign Notice of Award and will deliver to the ESLHA:

- (a) Signed Notice of Award;
- (b) Required City Registration Certificate;
- (c) Required Permits and Licenses;
- (d) Insurance Certificates; and
- (e) Be prepared to execute a contract within seven (7) calendar days.

2.5 Holiday Schedule

The following list of holidays is observed by ESLHA. Contractors are advised that these dates of our office will be closed. Contractors are obligated to observe these holidays.

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King's Birthday	Labor Day	Friday after Thanksgiving
President's Day	Columbus Day	Christmas Eve (1/2 Day)
Memorial Day	Veterans Day	Christmas
		New Year's Eve (1/2 Day)

2.6 Permits and Inspections (if applicable)

It is the responsibility of the Contractor to secure all necessary permits and inspections as required by local code and governing agencies.

2.7 Work Procedures

Work procedures shall be such as to minimize inconvenience to occupants surrounding the site. Trucks and other heavy equipment shall not be driven over unpaved areas or where underground utilities are located. All adjacent buildings and their contents shall be protected from damage.

2.8 Daily Work Hours (Hours other than those listed below require ESLHA approval)

Daily work hours shall be as follows:

Starting time: No earlier than 8:00 a.m.

Ending time: No later than 4:30 p.m.

2.9 Wage Classifications (Apply to this contract)

Application for Additional Wage Rate Classifications must be submitted to the Department of Labor prior to start of the Project. Bid should be based on a Labor Classification similar in effort and skill as the basis of the Davis Bacon Wage Determination Rate.

2.10 Davis Bacon Determination Wage

General Decision #IL20160007, MOD #0, Publication Date (1/8/16)

2.11 Certified Payrolls

The contractor must submit weekly certified payrolls, indicating contract number, the employees complete name, last four (4) digits of social security number, address, employee's title, pay rate, and fringes (if any). Authorized personnel of the company must sign the certified payrolls.

2.12 Utility Locations (if applicable)

The Contractor shall be responsible for contacting JULIE to mark public utilities underground prior to digging. ESLHA will be responsible for locates. The Contractor shall protect all public utilities from damage during the work. Any existing public utilities damaged by the contractor shall be repaired promptly by the Contractor, at Contractor's expense.

3.0 Administrative Requirements

3.1 Contract Clauses Reference (48 CFR Chapter 1 Clauses)

This contract incorporates one or more clauses by references, with the same force and effect as if they were given in full text, upon request the Contracting Officer will make their full text available.

3.1.1 Administrative Contractual or legal remedies.

3.1.2 Compliance with Executive Order 11246 of the September 24, 1965 Act, as amended by Executive order 11375 of 10/13/67 and as supplemental in D.O.L. regulations 41 CFR Chapter 60).

3.1.3 Compliance with the Copeland Anti-Kickback Act.

3.1.4 Compliance with the Davis Bacon Act and/or Maintenance Wage Rate Determination.

3.1.5 Compliance Sections 103 and 107 of the Contract Work Hours and Safety Standards Act.

- 3.1.6 Access by grantee, the sub-grantee, the Federal Grantor Agency or any duly authorized representative to any books, documents, papers and records of the contractor that pertain to that specific contract.
- 3.1.7 Retention of all required records for three (3) years after grantees or sub-grantees makes final payment.
- 3.1.8 Compliance with applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act and Clean Water Act.
- 3.1.9 Mandatory Standards and policy relating to energy efficiency that is contained in the State Conservation Plan issued in compliance with the Energy Policy and Conservation Act.

3.2 **Changes**

The Contracting Officer may at any time, by a written order and without notice to the sureties, make changes within the general scope of this contract. If any such change causes an increase or decrease in the cost of or the time required for performance of this contract, whether changed or not changed by such order, an equitable adjustment shall be made by written modification of this contract.

Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the Notification of Change provided that the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim if asserted prior to final payment under this contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "**Disputes**". However, nothing in the clause shall excuse the Contractor from proceeding with the contract as changed.

3.3 **Disputes**

- a. "Claims," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under the contract, unlike a claim relating to the contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim. The submission may be converted to a claim by complying with the requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.
- b. All claims by the Contractor shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the PHA/IHA against the Contractor shall be subject to a written decision by the Contracting Officer.
- c. The Contracting Officer shall, within **ninety - (90)** (unless otherwise indicated) days after receipt of the request, decide the claim or notify the Contractor of the date by which the decision will be made.

3.4 **Termination for Default:**

The Contracting Officer, by written notice, may terminate this contract, in whole or in part for failure by the Contractor to perform any of the provisions hereof. In such event, the Contractor shall be liable for damages, including the excess cost of re-procuring similar supplies or services. The contractor shall not be charged with damages under this clause if:

- a. It is determined for any reason that the Contractor was not in default; or
- b. The Contractor's failure to perform is without his or her subcontractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience under paragraph 28 as used in this provision. The term "subcontractor" means subcontractors at any tier.

3.5 Termination for Convenience:

The Contracting Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the ESLHA. If this contract is for supplies and is so terminated, the Contractor shall be compensated in accordance with parts 49 of the FAR.

To the extent that the contract is for services and is so terminated, the ESLHA shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.

3.6 Administration of Contract:

After award has been made, the Capital Improvements Department will administer this contract. Any request for information or clarification after award of contract shall be referred to this office at (618) 646-7211, fax (618) 271-2028 or by writing to, The Contracts Department, Housing Authority of the City of East St. Louis, 700 North 20th Street, East St. Louis, IL 62205.

3.7 Invoice Payments

Payment terms are Net 30 days. Payments shall be submitted at the end of each month. Payments will be made in 30-day increments. Invoices shall contain **company's name, address, phone number, contract #, invoice date, invoice # and detailing full description of work performed by date**. The payment requests shall be submitted to:

The Housing Authority of the City of East St. Louis (ESLHA)
Attn: Contracts Department
700 North 20th Street
East St. Louis, IL 62205

3.8 Lien Waivers (If applicable)

Unconditional lien waivers for labor and materials shall be provided from Contractor, all subcontractors and materials suppliers. Lien Waivers must be provided to the ESLHA within ten (10) days after receipt of disbursement of all payment requests.

3.9 Notices to Contractor

Payments will be made to the address shown on Invoice or Payment Request. To expedite payment of this order, you are required to submit your invoice or request for payment to the address listed on the Solicitation, Offer, and Award. The contract number must appear on your invoice or request for payment.

3.10 Hours of Delivery

Daily work hours and delivery of items under this order shall be accomplished between the local hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Deliveries shall not be made on Saturdays, Sundays, or Federal legal holidays. No variations to this schedule shall be made without prior approval from the ESLHA.

3.11 Tax Exemption

ESLHA is exempt from Illinois State Sales tax. If necessary, Contractor may request the applicable Agency's Illinois tax exemption number and federal tax exemption information.

3.12 Conflict of Interest

The Contractor certifies by acceptance of this order that no related official, during his or her tenure or for one year thereafter shall have any interest, direct or indirect, in this purchase order of the proceeds thereof. The term "related official" means any: 1) member, officer, or employee of the Housing Authority, 2) member of the governing body of the locality in which the Housing Authority was activated, 3) member of the governing body of the locality in which the project is situated, and 4) other public official of such locality (parties) who exercises any functions or responsibilities with respect to the project.

3.13 Contract Prices

Unless otherwise specified, all prices are firm-fixed prices, which are not subject to adjustment based on costs incurred. Prices should be stated in the units specified. All prices are considered to be f.o.b. destination, unless otherwise indicated.

3.14 Inspection

All items covered by this order shall be subject to inspection and acceptance at destination.

3.15 City Registration/Permit

The Contractor shall provide to the Housing Authority a copy of the Certificate of Registration and permit with the City of East St. Louis. The number to East St. Louis City Hall is 618-482-6810 for more information.

4.0 MBE/WBE/DBE, SECTION 3/ AFFIRMATIVE ACTION POLICY

4.1 Section 3 Requirements

The ESLHA will require perspective bidders to provide with the quote, a written "Section 3 Plan showing their possible compliance with the Plan. Prior to execution of a contract, a preliminary statement of work force needs (skilled, semiskilled labor, and trainees, of which the ESLHA will supply a list of potential candidates for the program) where known; or where not known.

A copy of the ESLHA Section 3 Policy-Plan can be found on the Agency's website <http://www.eslha.org>.

This contract is subject to the following conditions under Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3).

4.2 SECTION 3 CLAUSE

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulation in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7 (b) requires that to the greatest extent feasible (1) preference and opportunities for training and employment shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7 (b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7 (b).

4.3 AFFIRMATIVE ACTION CONTRACTORS AGREEMENT

During the performance of this Contract, the Contractor agrees as follows:

- 4.3.1 The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, or handicap. The Contractor will take affirmative action to ensure applicants are employed, and employees are treated during employment without regard to their race, creed, color, 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 forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the Provisions of this nondiscrimination clause.
- 4.3.2 The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, or handicap.
- 4.3.3 The Contractor will send to each labor union or representative or workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency Contracting Officer, advising a labor union or workers' representative of the Contractor's commitments under this Equal Opportunity clause, and shall post copies of the notice in a conspicuous places available to employees and applicants for employment.
- 4.3.4 The Contractor shall comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, Executive Order No. 11914 of April 28, 1976, and of the rules, regulations, and relevant order of the Secretary of Labor.
- 4.3.5 The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, Executive Order No. 11914 of April 28, 1976, and of the rules, regulations, and relevant order of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 4.3.6 In the event of the Contractor's noncompliance with the Equal Opportunity clause of this contract or with any of such rules, regulations, or orders this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, Executive Order No. 11914 of April 28, 1976, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, Executive Order No. 11914 of April 28, 1976, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

4.3.6 In the event of the Contractor's noncompliance with the Equal Opportunity clause of this contract or with any of such rules, regulations, or orders this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, Executive Order No. 11914 of April 28, 1976, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, Executive Order No. 11914 of April 28, 1976, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

4.3.7 The Contractor will include the provisions of Paragraph (1) through (7) in every subcontract or purchase order unless exempt by rules, regulations, or orders of the Secretary of Labor, issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, Executive Order No. 11914 of April 28, 1976, so such provisions will be binding upon each subcontractor or vendor. The Contractor will take each action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance; PROVIDED, however, that in the event the Contractor becomes involved in, or is threatened with litigations with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

In addition to the above, the Contractor will be required to comply with all requirements of Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000-2000d-4), 24 CFR Part 1; Fair Housing Act (42 U.S.C. 3601-36), 24 CFR Part 100; Executive Orders 11063 (Equal Opportunity in Housing), 11246 (Equal Opportunity), and 12138 (Women's Business Enterprise); Section 3 of the HUD Act of 1968, as amended, (123 U.S.C. 1701u), 24 CFR Part 135, Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), 24 CFR Part 146; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), 24 CFR Part 8.

The provisions of the Act of General Assembly of the State of Illinois entitled "An Act to Prohibit Discrimination and Intimidation on Account of Race or Color in the Employment under Contracts for Public Buildings or Public Works", approved July 8, 1977, as well as the Equal Employment Opportunity clause required by the Illinois Fair Employment Practices Commission, are hereby made a part of the contract the same as if incorporated verbatim herein.

4.3.8 Utilization of Minority Business

- a. It is the policy of this Authority that minority businesses shall have the maximum practicable opportunity to participate in the performance of contracts of the Authority. This Authority has established a goal of at least 25% of its approved Comprehensive Grant funds be awarded to contracts with MBE construction contractors, architect/engineers, consultants, or material suppliers.
- b. The Contractor agrees to use its best efforts to carry out this policy in the award of its subcontracts to the fullest extent consistent with the efficient performance of this contract. As used in this contract, minority individual controls the term "minority business" means a business with at least 51% minority ownership, control or distribution of profit and losses and whose management and daily business operations. For the purposes of this definition, minority group members are African-Americans (Blacks), Hasidic Jews, Spanish-speaking Americans, American Indians, Aleuts, Puerto Ricans, Asian Pacific Americans, and Asian Indians.
- c. Contractors may rely on written representation by a subcontractor regarding its status as a minority business in lieu of an independent investigation.

4.3.9 Employment and Training Opportunities for Residents of Public Housing

- a. It is the policy of the Authority to provide to the greatest extent feasible, opportunities for training and employment are given by construction Contractors and subcontractors to tenants of public housing owned by the Authority and Section 8 tenants.

THE HOUSING AUTHORITY OF THE CITY OF EAST ST. LOUIS SOLICITATION DOCUMENT

- b. The Contractor agrees to use its best efforts to carry out this policy in accordance with the Authority's Affirmative Action Plan and in the awarding of its subcontracts to the fullest extent consistent with the efficient performance of this contract.

4.3.10 Affirmative Action Program

The Contractor shall submit for the review and approval of the ESLHA an Affirmative Action Program that is in compliance with the requirements listed above prior to the issuance of Notice to Proceed. This program shall include the specific steps to be taken to guarantee equal employment opportunity keyed to the problems and needs of minority groups and the proposed manner of implementation.

5.0 **SCOPE OF WORK**

5.1 SCOPE OF WORK (SOW)/PROJECT DESCRIPTION

The East St. Louis Housing Authority, hereafter referred to as ESHLA, hereby seeks sealed bids from contractors licensed to work on Security Systems within the State of Illinois to provide all labor, equipment, materials, tools, expertise and supervision necessary to install a new CCTV cameras, DVRs and related security equipment in accordance to specifications herein for the following locations:

Project #	AMP 2
1-3	John DeShields Homes - 1235 McCasland

5.1.1 Staffing – Capacity of bidder to provide adequate professional staffing. Contractor must have a minimum of five (5) years' experience performing activities related to the Scope of Work.

5.1.2 Contractor shall be responsible for the preservation and protection of all work and property from damage until ESLHA accepts all work. In the event damage does occur, all damage shall be completely repaired or replaced to the satisfaction of ESLHA. All costs of such work shall be paid by the Contractor.

5.1.3 Contractor shall provide all necessary signs, cones, barricades, tape, or other barriers necessary at the work site to protect people from harm or injury.

5.1.4 The Contractor shall maintain a clean work site continuously throughout the duration of the project. The Contractor shall be responsible for disposing, at no additional cost, any trash, or debris generated by work performance. All trash and debris shall be dumped in a suitable dumpster, which will be supplied by the Contractor. Under no circumstances shall the contractor use any ESLHA trash receptacles to dispose of trash or debris.

5.1.5 ESLHA is a non-smoking environment employer. Contractor shall not permit smoking by any employee's or sub-contractors on ESLHA property.

5.1.6 Contractor shall warranty against defective or faulty material or workmanship for at least one (1) year after services are completed or for the manufacturer's standard warranty period, whatever is greater, from date of acceptance by ESLHA.

5.1.7 All parts and materials used in the performance of this contract must be new and unused and work shall be fully guaranteed against defective or faulty material or workmanship for at least one (1) year after date of acceptance by ESLHA or as required by the manufacturer's standard warranty, whichever is greater.

5.1.8 Contractor shall comply with all EPA and OSHA Regulations and any Federal, State, and Local Regulations that may apply.

5.1.9 Contractor shall perform site visit, field verify, and bring to ESLHA attention any recommendations for additions or deletions in writing of any portion of specification prior to bid submittal.

5.1.9 Contractor shall be responsible for all measurements to ensure proper fit.

5.2 Scope of Work/Technical Specifications

Work shall include the following but not limited to items for installation of a new equipment installation for real time monitoring and retention of video images for evidence purposes and live remote viewing. Specifically, this CCTV security system is intended to act a safety tool that is designed to capture and record videos within the vicinity of the developments listed above to act as a deterrent to potential theft and provide a safe environment.

The systems are of the highest importance. There will be adequate firewall and VLAN protection in place that must be configured to work with the proposed systems. All work must be completed to provide a turn-key/complete installation; including but not limited to all labor, materials, equipment, etc.

A.

1. Forty (40) outdoor fixed IP color cameras with protective domes at specific locations identified on attached site plan. Camera locations have been carefully selected, but contractor is responsible for ensuring that final installation and lens selection results in an acceptable field of view.
2. Install and configure one (1) network video recorder (NVR) with a minimum of at least 1 up to 4TB of internal data storage capacity using a rack mounted system.
3. Install and configure the necessary rack mounted routers and switches.
4. A rack mounted UPS with the main source of power coming from shore.
5. Configure all forty (40) cameras with LAN settings to the NVR.
6. Video management workstations capable of viewing all network cameras on a single screen.
7. All conduit materials to run from the electrical source to the camera locations.
8. Cabling for electrical, Cat 5, Cat 6 and network cabling.
9. Power cables and boxes for the power source to all systems including any boosters needed in the field due to the distance of the runs.
10. Power to all camera locations and all network equipment using the existing power source at the property.
11. Two (2) 36 to one (1) 42" inch flat screen wall mounted monitors for viewing. ESLHA to approve contractor locations for flat screens (1 camera equipment room and 2 offices each area of viewing).

B. Cameras

1. Cameras will be minimum of 2 MEG/high resolution with infrared technology for low lux capabilities.
2. Some cameras will be equipped with 180 to 360 degree lens for optimum viewing in large open areas.
3. Cameras will be climate proof and installed with vandal proof domes.
4. Option: Wireless pt to pt if conduit conduit can't be installed. (Note: If underground digging won't allow)

C. Software and Hardware

1. Contractor will install all necessary software patches and hardware for the system.
2. NVR's will have internet capabilities for remote viewing of all cameras while offsite.
3. NVR's will have dubbing technology to include CD, DD and thumb drive with the necessary watermark technology for evidence purposes. NVR's will have 16 to 32 channels minimum, 1 to 4 TB full HD, H.264 compression and output up to 1080p.
4. Contractor will be responsible for all internet IP addresses associated with the project installation.
5. Contractor must provide 3 copies shop drawings to show fabrication and installation details for all components; including pane, elevations, sections, and details of installation. (2 hard copy and on CADD)
6. Contractor shall provide a two-week in advance schedule detailing projected activities and areas of impact.
7. Contractor shall provide all documentation for new equipment.
8. Contractor must provide a 2 Year maintenance agreement on all work and material, to include a minimum:
 - a. Quarterly inspections of all security systems; performing necessary adjustments, repairs, and cleaning
 - b. Inspect the UPS systems. Check batteries. Measure voltage. Verify that all connected systems will operate by battery for five minutes. Feel the neutral wires for excess heat on the insulation.

- c. Use an Amprobe to determine the load that is processed when the UPS power sustains the system. Verify acceptability.
- d. On graphic panels, perform a lamp test. Replace burned-out or dim lamps and indicators.
- e. Inspect CPUs and observe status indicators.
- f. Clean video monitors, observe picture quality and adjust as necessary.
- g. Clean control panels and equipment faceplates.
- h. Vacuum (or blow off) the interior of cabinets. Remove all dust.
- i. Remove and clean and replace all filters and fans.
- j. Inspect electrical connections in cabinets. Check for hot-spots. Feel the equipment and relays for excessive heat.
- k. Measure and verify the proper voltage of all power supplies.
- l. Maintain a level of spare parts in inventory for needed repairs.
- m. Maintain service logbook noting description of problem encountered with the system, with time and date.
- n. Inspect screens for screen alignment and color. Adjust brightness.
- o. Verify computer operation is satisfactory.
- p. Perform software maintenance.
- q. Run diagnostic on CPUs.
- r. Coordinate with ESLHA exact time of scheduled visits.
- s. Record maintenance and service calls by signing in project logbook maintained on site for both scheduled and emergency visits.
- t. Train ESLHA staff on maintenance and operation.

D. GENERAL ELECTRICAL NOTES:

- 1. All work shall conform to latest National Electrical Code, latest Illinois State Building Code and all applicable Local Codes.
- 2. Workmanship shall be in accordance with NECA 1 "Standard practice for good workmanship in electrical contracting".
- 3. Membrane penetrations must be sealed.
- 4. All ceiling tiles moved during cable installation must be re-installed and properly sealed.
- 5. Existing voice/data/communications cable tray and Raceway shall be used as primary conveyance for network cabling.
- 6. Conduit shall be Electrical Metallic Tubing (EMT). EMT shall be cold-rolled steel tubing with a coating on the outside and protected on the inside by Zinc, Enamel, or equivalent corrosion resistant coating and conforming to the requirements of ANSI C 80.3-1996 or later edition. Steel compression fittings shall be used on all EMT. Not set screw fittings on EMT shall be used. All underground conduits shall be schedule 40 PVC conforming to ARTICLE 300 of the 2008 NEC.
- 7. All junction or devices boxes shall have a cover.
- 8. Each piece of electrical gear, equipment, ETC shall bear a "UL" label.
- 9. Electrical boxes installed U.L. rated walls shall be located a minimum of 2'-0" from any other electrical box in that wall.
- 10. Electrical boxes shall not be installed back-to-back in any wall.
- 11. Electrical contractor (EC) shall provide fire-stopping at all electrical penetrations of rated walls to preserve or restore the fire-resistance rating. Seal penetrations using a UL listed system specific to the UL listing of the assembly being penetrated.

E. USE OF BRAND NAMES

Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equal, shall be furnished. If, however, the bidder proposes similar but not identical items, it must furnish full particulars. If no mention is made of any exceptions, it is assumed that it is bidding on the article mentioned and not an approved equal, and it will be required to deliver the exact article specified.

5.3 INSPECTION OF WORK

Contractor will coordinate with ESLHA HA Inspector for inspecting any damaged items. All work is subject to inspection by the HA Inspector or other designated party at all times, but such inspection shall not relieve the Contractor from any obligation to perform said work in accordance with the specifications or any other modification thereof, as hereby provided. Work not done strictly in accordance with the specifications shall be corrected and made good by the Contractor whenever so ordered by the Authority without reference to any previous oversight or error in inspection and at no additional cost to the Authority.

6.0 CONTRACT SUBMITTALS

6.1 Product Data including brochures detailing product description for equipment or supplies, which is being proposed to be furnished, if such articles are of a different manufacture than those specified herein. Should the description furnished in such literature differ from the specifications submitted by the ESLHA, and no mention is made to the contrary, it shall be construed to mean that the bidder proposes to furnish equipment or supplies in accordance with such description and not in accordance with the ESLHA's specifications, and its bid will be evaluated accordingly.

6.2 Samples of items, if requested, shall be furnished without charge, upon request within ten days. Failure on the part of the bidder to provide such samples, within the specified time frame or to comply with these instructions may be cause to consider the bid as non-responsive. If not destroyed and upon request at the time of submission, samples will be returned at the bidder's expense.

6.2 Invoice (Sample).

6.3 Maintenance Agreement (Sample). **A001**

Vendor to provide all required state licenses (if applicable) and permits which must be included in final cost.

A002

Permit & License are required by the City of East St. Louis for this installation. No additional charges may be applied.

7.0 GENERAL

7.1 Buy Local

The Housing Authority of the City of East St. Louis encourages contractors and their sub-contractors to make efforts to purchase materials and services within the local area.

The total price should include all the items listed above. The Permit is a mandatory requirement by the City of East St. Louis and it should be included in bid submitted. The bid is non-compliant if a price is not included for all items.

The Bidders agrees to provide all material, equipment, transportation and incidentals in accordance with the conditions of the bid and specifications.

ALL DEVIATIONS FROM THE SPECIFICATIONS ARE TO BE NOTED IN THE BID RESPONSE.

If no equals or substitutes are submitted, the bidder assures ESLHA of full compliance with the specifications and conditions contained herein.

8.0 JOINDER/PIGGYBACK CONTRACT

Joinder Contract Pricing: ESLHA will entertain and is eligible for joinder contract pricing awarded to contractor, i.e., State of Illinois, National Joint Powers Alliance (NJPA). Contractor should specify in their bid joinder contract's pricing information.

Offered Incentives: Contractor should provide any other incentives being offered as part of this contract for ESLHA's consideration.

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(IL WAGE DETERMINATION)

General Decision #IL20160007, MOD #0, Publication Date 1/8/16

FOR COPY GO TO: www.wdol.gov

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(BID LABEL)

BID REPLY LABEL

CUT ON THE DOTTED LINE AND SECURE TO THE
OUTSIDE OF YOUR RESPONSE ENVELOPE OR CARTON



☐ QSP ☐ RFQ ☒ IFB ☐ RFP

**BID FOR IFB 16-B001
AMP 2 CCTV
Security System**

Due: March 7, 2016, 3:00 PM

SUBMITTED BY:

**TO: EAST ST. LOUIS HOUSING AUTHORITY
ATTN: CONTRACTS DEPARTMENT
700 NORTH 20TH STREET
EAST ST. Louis, IL 62205**

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(SITE PLAN/DRAWINGS)

CONDENSING UNITS FURNISHED
AND INSTALLED BY MECH.
CONTR. FINAL ELECTRICAL
CONNECTION BY E.C.

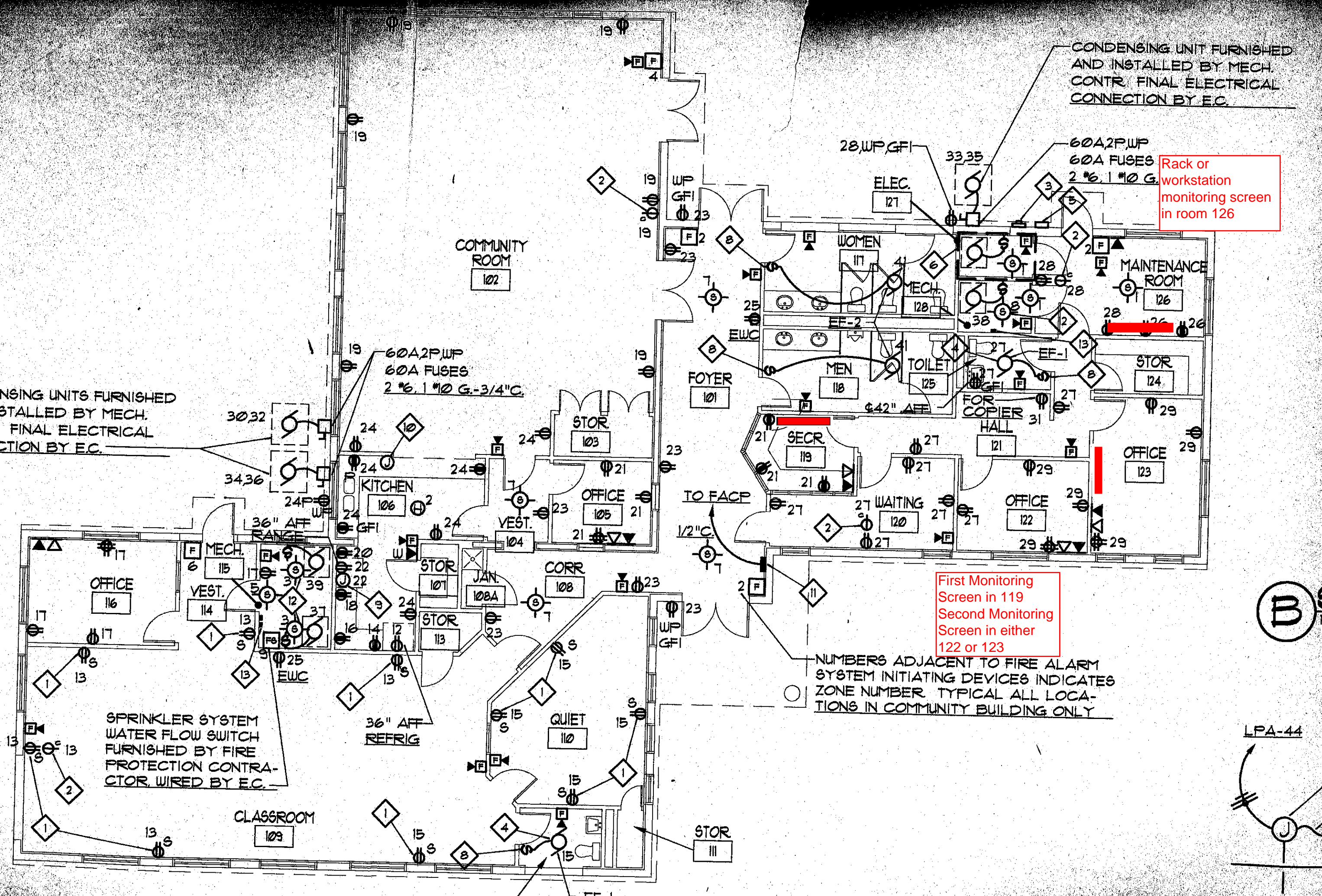
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AND INSTALLED BY MECH.
CONTR. FINAL ELECTRICAL
CONNECTION BY E.C.

Rack or
workstation
monitoring screen
in room 126

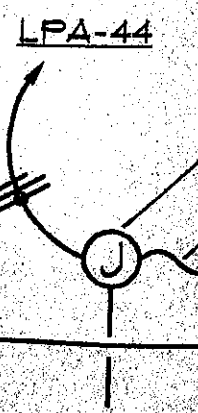
First Monitoring
Screen in 119
Second Monitoring
Screen in either
122 or 123

NUMBERS ADJACENT TO FIRE ALARM
SYSTEM INITIATING DEVICES INDICATES
ZONE NUMBER. TYPICAL ALL LOCA-
TIONS IN COMMUNITY BUILDING ONLY

SPRINKLER SYSTEM
WATER FLOW SWITCH
FURNISHED BY FIRE
PROTECTION CONTRA-
CTOR. WIRED BY E.C.



B



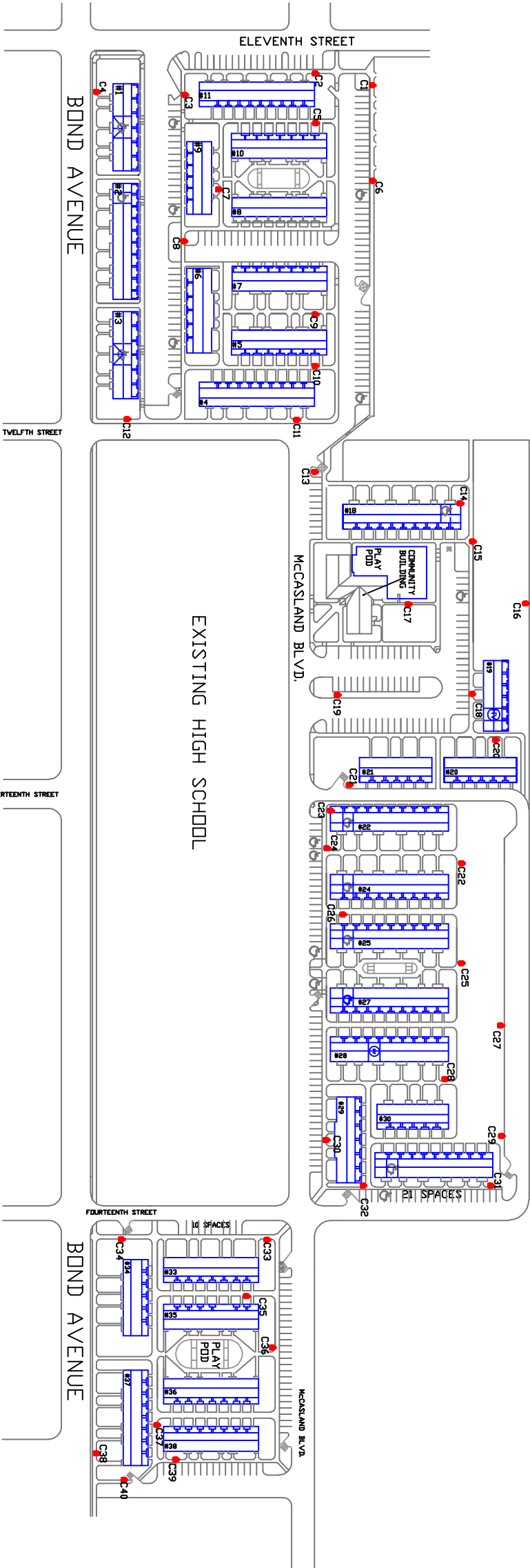
JOHN DESHIELDS
EAST ST. LOUIS HOUSING
AUTHORITY
ILLINOIS

No.	Revision/Issue	Date

From Name and Address
Proposed
Security
Camera
Placement

Project Name and Address
JOHN DESHIELDS

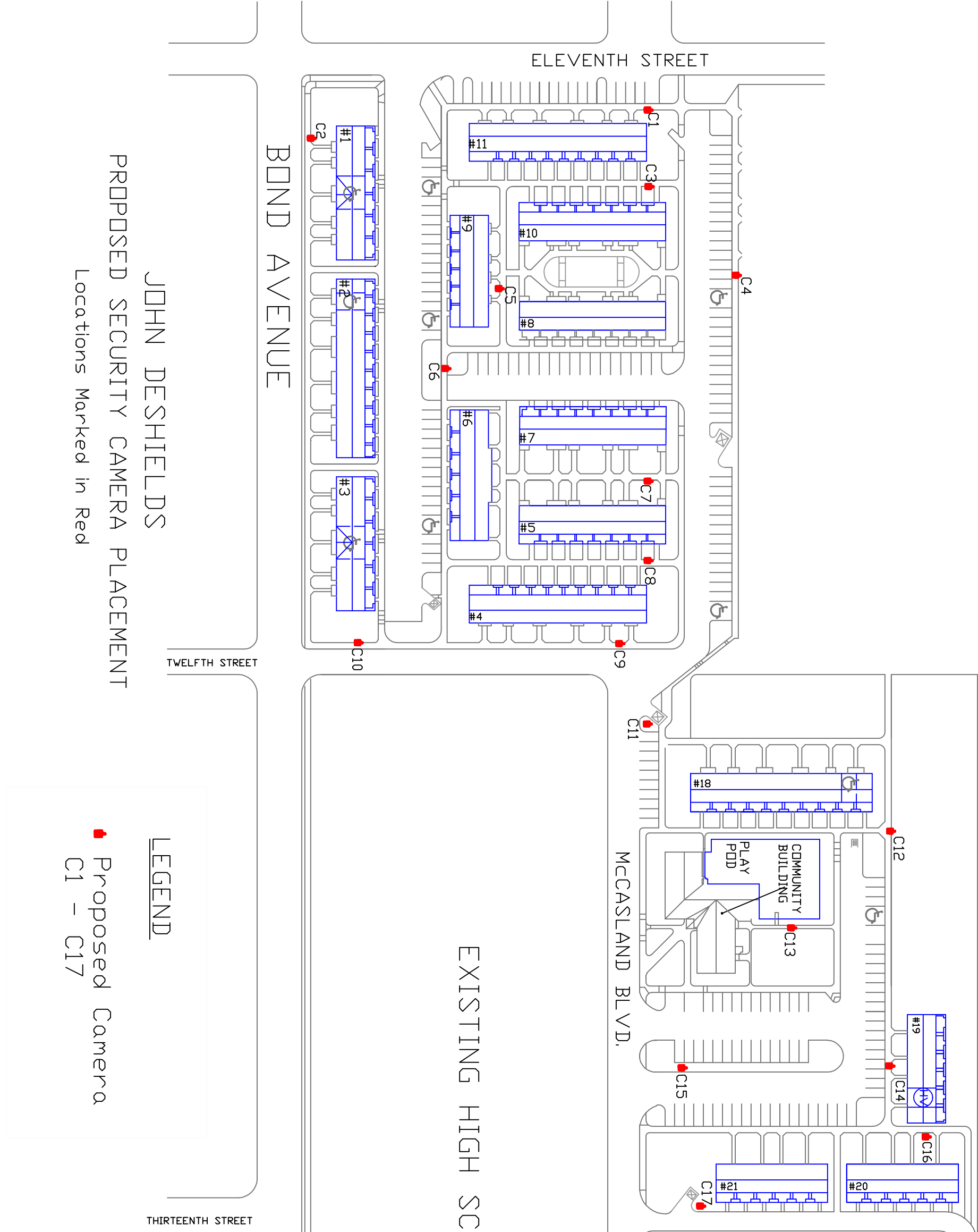
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Date 03/18/2015	
Scale 3/8" = 1'	



JOHN DESHIELDS
PROPOSED SECURITY CAMERA PLACEMENT
Locations Marked in Red

LEGEND

■ Proposed Camera
C1 – C40



General Notes

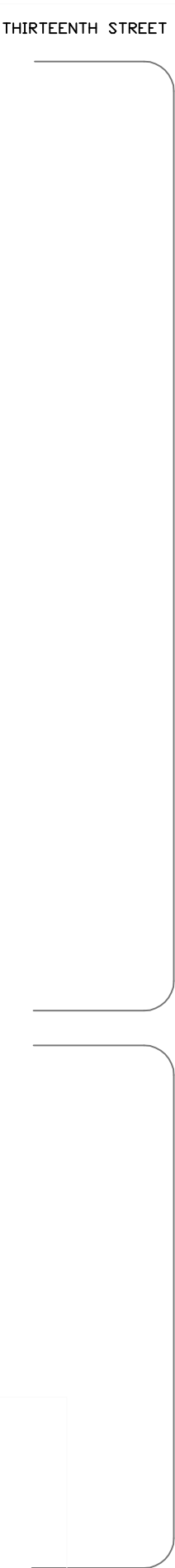
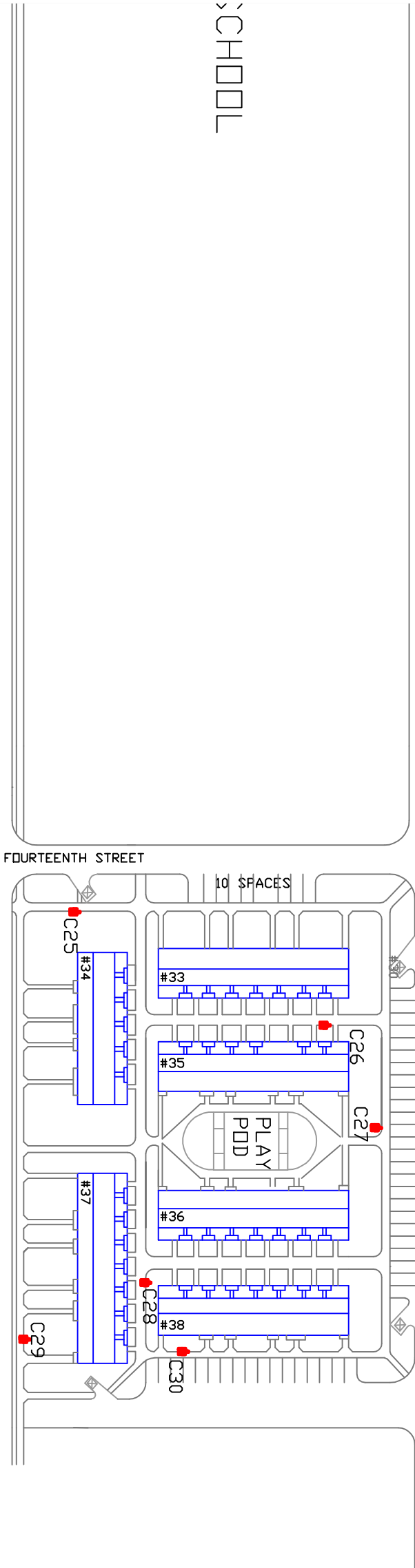
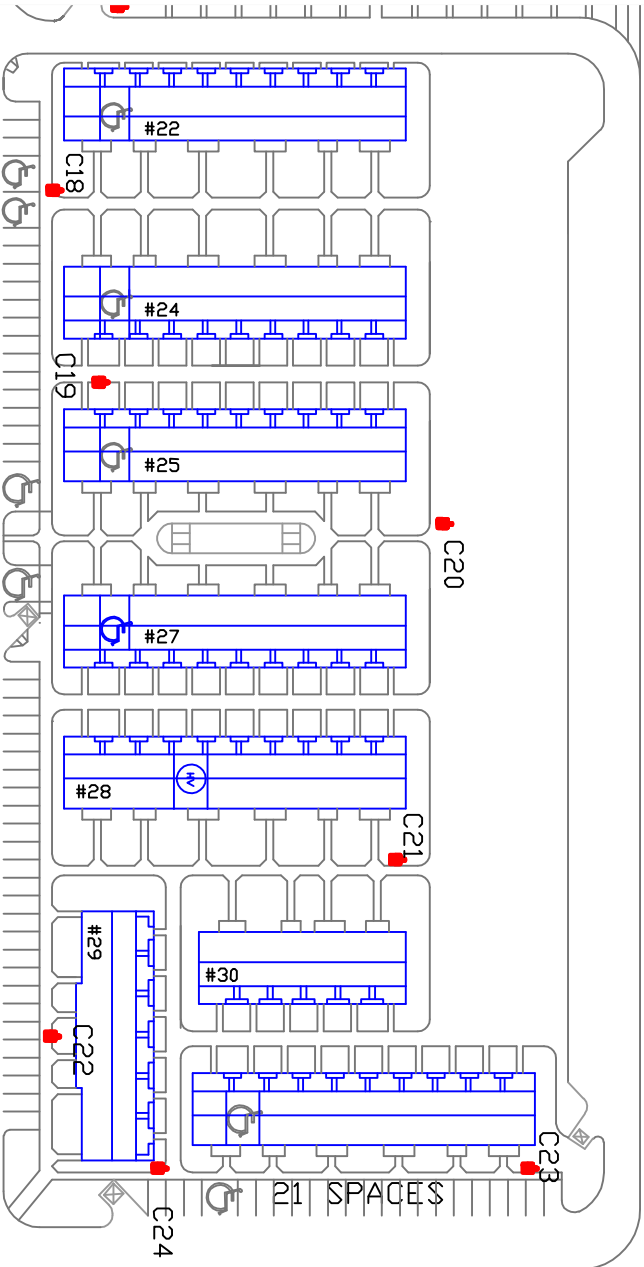
JOHN DESHIELDS
EAST ST. LOUIS HOUSING
AUTHORITY
ILLINOIS

No.	Revision/Issue	Date

From Name and Address
Proposed
Security
Camera
Placement

Project Name and Address
JOHN DESHIELDS

Project	Sheet
Date 09/10/2015	1 of 2
Scale NTS	



JOHN DESHIELDS
PROPOSED SECURITY CAMERA PLACEMENT

Locations Marked in Red

LEGEND

Proposed Camera
C18 – C30

General Notes

JOHN DESHIELDS
EAST ST. LOUIS HOUSING
AUTHORITY
ILLINOIS

No.		
Revision/Issue		
Date		

From Name and Address
Proposed
Security
Camera
Placement

Project Name and Address
JOHN DESHIELDS

Project	Sheet
Date 09/10/2015	2 of 2
Scale NTS	