March 16, 2020

Any and all changes to the Bid Document are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the proposal due date to all who are known to have received a complete bid document. Each respondent must acknowledge receipt of any addenda by indicating it on the Bid Form. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following clarification:

1. Addendum Number One (1) is attached and consists of a total of four (4) pages including this cover sheet.

Please feel free to call (847-866-2935) or email (lithomas@cityofevanston.org) with any questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist
Addendum Number One (1)
March 16, 2020

This addendum forms a part of Invitation to Bid #20-05 and modifies these documents. This addendum consists of the following:

General:

1. The mandatory pre-bid meeting scheduled for March 18, 2020, has been cancelled. Please forward any questions via email to Linda Thomas, Purchasing Specialist at: lithomas@cityofevanston.org and Anil Khatkhate, Project Manager at: akhatkhate@cityofevanston.org

Attachments:

Information on requirements for submitting a Bid

Note: Acknowledgment of this Addendum is required in the Proposal.
Purchasing Items to Discuss:

**Pre-Bid Meeting – No Meeting Will be Held**

- Project Name: **Bid 20-05 Emergency Generators Police/Fire HQ, Fire Station # 2, Fire Station #1**

**Submittal Requirements**

Responses to this Request shall be in one volume. Any firm brochures and/or information pertaining to the qualifications of the firm and/or team may be submitted, but must be included in a single volume. Applicant firms must submit three (3) hardcopies, one (1) unbound original and an electronic copy on a flash drive.

Submittals must be forwarded in sealed envelopes clearly marked on the OUTSIDE with the following:

- Proposal name and number
- Name and address of Firm
- Date and time of Proposal deadline
- NO EMAIL SUBMITTALS –
- WE HAVE PROVIDED A PRE-PRINTED LABEL FOR YOUR CONVENIENCE

**Bid Due Date, Time and location:**

- **Tuesday, April 7, 2020**
- **Last Day for Questions March 31, 2020**
- **Final Addendum April 2, 2020**
- **Prior to 2:00 PM (Central Time)**
- **Will not accept any bids after 2:00 PM (time is registered by our time clock and no exceptions will be made)**

- Bid are due in room 4200 Lorraine H. Morton Civic Center
- WE DO NOT ACCEPT ELECTRONIC SUBMITTALS

ANY Bids RECEIVED AFTER THE SUBMITTAL DEADLINE, WILL BE RETURNED TO THE Proposer UNOPENED. It is the sole responsibility of the proposer to insure that his or her bid is delivered by the stated time. Mailed proposals, which are delivered after the specified time, will not be accepted regardless of post marked time on the envelope. **THE CITY IS NOT RESPONSIBLE FOR MISDIRECTED PACKAGES.**

We have included a pre-printed label for you to use on the outside of your submittal package.

**City of Evanston Bid Requirements:**
- Insurance Requirements
- Bid Bond 5% of contract amount and must be an ORIGINAL not a copy
- Performance/Payment Bond 110% of contract amount

- MWEBE – City of Evanston Goal of 25%:
  - The goal of the Minority, Women, and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City has established a 25% M/W/EBE subcontracting participation goal for general contractors.

- Evanston Local Employment Program (LEP) Ordinance Section 1-17-1 (C) this is a requirement for COE contracts over $250,000. (This Project will fall under LEP)
  - The intent of the LEP is to have qualified Evanston Residents employed at the construction site as laborers, apprentices and journeymen in such trades as electrical, HVAC, carpentry, masonry, concrete, finishing, truck drivers and other construction occupations necessary for the project.
  - Direct questions, regarding, City of Evanston MWEBE to: Tammi Nunez (tnunez@cityofevanston.org) or Sharon Johnson (sjohnson@cityofevanston.org)

- City of Evanston 5% Local Preference policy:
  - Evanston City Council reserves the right to award the contact to an Evanston firm if that firm’s bid come within 5% of the lowest bid.

Documents to be returned with Bid/Proposal:

- **ALL documents are to be returned with your bid** –
  - **ALL EXHIBITS** (forms must be completed or write “Not Applicable”)
  - *Contractors Service Agreement* We have attached a copy of the City of Evanston Standard Contractors Service Agreement. *Contractors Service Agreement Acknowledgement*. Please look at the contract and if you have any issues note them on this exhibit.

- Review document and make note of any exceptions on the Contactors Service Agreement Acknowledgement exhibits
- Any questions regarding the bid prior opening direct to: Linda Thomas (lithomas@cityofevanston.org) and cc: to Project Manager: Anil Khatkhate (akhatkhate@cityofevanston.org).