

Official Notice to Bidders **FINAL COPY**

Waukegan Harbor Citizens' Advisory Group

P.O Box 297

Waukegan, Illinois 60079

Mission:

To ensure the expedient development and implementation of a Remedial Action Plan (RAP) for the Waukegan Harbor Area of Concern (AOC) that fulfills the terms of the Great Lakes Water Quality Agreement and the Critical Programs Act.

- A. To foster among the public a sense of responsibility for restoring and maintaining the ecological integrity of the Waukegan Harbor AOC.
- B. To promote a lakeshore environment for the public to use and enjoy in recognition that public access to the lake shore will significantly benefit the economy and the citizens of Waukegan.

Bid Notice:

Notice is hereby given that hard copies of the bids will be received by the Waukegan Harbor Citizens' Advisory Group, P.O. Box 297, Waukegan Illinois 60079 postmarked no later than 5 p.m. on July 6, 2011; electronic copy of the bids will be received at: waukeganharborcag@email.com by the Waukegan Harbor Citizens' Advisory Group by 5 p.m. on July 6, 2011 for the following project:

Full Fiduciary Management services for the administration of Great Lakes Restoration Initiative (GLRI) grant number: [GL – 00E00516 - 0](#)

A Mandatory Pre-bid meeting will be held on Monday, June 14, 2011 at Lilac Cottage in Bowen Park, 1911 Sheridan Road, Waukegan, Illinois, 60085 at 9:30 a.m. All three (3) attachments noted under the *Requirements* heading on page 2 will be provided at this pre-bid meeting.

INVITATION FOR BIDDERS PROPOSALS

Project Description

- A. The Waukegan Harbor Area of Concern Restoration GLRI 2010 grant supports the Great Lakes Restoration Initiative and the Great Lakes Water Quality Agreement, pursuant to Public Law 111-88. Specifically, this project will: 1) restore and expand a green buffer to preserve vital habitat and water quality for the near shore species, 2) gather baseline biological data for the Waukegan Harbor Extended Area of Concern; 3) prevent erosion and sedimentation in the riparian near shore, wetland and upland reaches of the Dead River watershed; and 4) provide greater infiltration and stabilization of at least 160 acres of riparian inflows to Lake Michigan.

- B. Fiduciary Portion of the Grant: Establish a financial accounting system as identified in the requirements listed below, and administer the financial portion of the grant throughout the grant period.

Requirements

1. Comply with the applicable sections of the GLRI Grant Agreement, GL-00e00516-0.
Attachment 1.
2. Meet the Waukegan Harbor Citizens' Advisory Group's (CAG) Standards for Management as set forth in their Policy and Procedure Manual. **See Attachment 2.**
3. Comply with standards in Section 210 (a)-(d), Sub-recipient and vendor determination, of OMB Circular A-133.
4. Arrange and provide to CAG annual audit in accordance with OMB Circular A-133.
5. Comply with 40 CFR 30.48, Contract Provision, as applicable to sub-awardee.
6. Provide financial reporting in accordance with 40 CFR 30.52.
7. Retain financial records and provide access to such records as so determined by CAG.
8. Communicate with CAG's Grant Administrator monthly or as required to verify accuracy and current status of financial reports.
9. Submit to the Waukegan Harbor Citizens' Advisory Group authorized vendor invoices in a timely manner for submittal to the US Treasury ASAP system for reimbursement, including independent contractor invoices and IRS filing obligations.
10. Provide resumes of contractor's project manager and those working on project.
11. Complete the USEPA GLRI webinars related to grant reporting formats and requirements.
Attachment #3.
12. Complete the contracted administrative duties by the end of the grant period.

Schedule

1. *Start date:* Upon notification of bid acceptance
2. *Completion:* December 15, 2013

Quote Form:

A complete itemization of not to exceed costs, which will include estimated quarterly and total costs during the period of the grant, shall be submitted by bidder.

Submission Date and Time

Please send in bid by 5 p.m. July 6, 2011. Submittal will be rejected if time is exceeded. Send electronic submittals by 5 p.m. on July 6, 2011 to: waukeganharborcag@email.com . Send hard copy postmarked no later than 5 p.m. July 6, 2011 to: Waukegan Harbor Citizens' Advisory Group, P.O. Box 297, Waukegan, Illinois 60079.

Contact Person

Jean B. Schreiber – "Susie" email: jbschreiber@comcast.net

Acceptance:

This quote is valid for 60 days from the date of submittal. In submitting this quote, it is understood that the Waukegan Harbor Citizens' Advisory Group reserves the right to reject any or all quotes, to accept an alternate quote, and to waive any informalities in any quote without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the Waukegan Harbor Citizens' Advisory Group.

I have fully read and understand the terms and conditions contained within this bid request and specifications. All responses given are accurate representations of item price and availability as described in this quote request package. All items supplied by the contractor shall conform to the dates, terms, and conditions outlined herein.

Name: _____

Company/Organization: _____

Date: _____

Inspection, Approval and Payment:

The contractor may submit invoices after successful completion of monthly service to the Grant Administrator for payment approval.

Waukegan Harbor Citizens' Advisory Group Responsibility:

During the grant period, the Waukegan Harbor Citizens' Advisory Group shall:

Notify the successful bidder of the award in writing to proceed with the work described herein and designate in writing that the Grant Administrator will serve as the Waukegan Harbor Citizens' Advisory Group's representative with respect to the services rendered under this agreement.

1. Arrange for access to financial documents/ records requested by the contractor.
2. Provide the contractor with the bid package format to be used on this project; copy of the grant; copy of the Policy and Procedure Manual, information on Webinars and other mandatory training.
3. Provide guidance/direction on securing EPA documents and other federal standards

Public Communication:

All questions or communications to this project from the public or news media shall be forwarded immediately to the Grant Administrator who will notify CAG Chair for response. The Contractor and

his employees shall not attempt to address questions or comments from members of the public or news media. Questions should be forwarded to the Waukegan Harbor Citizens' Advisory Group

NOTICE OF AWARD

TO: Successful Bidder
Address of Successful Bidder
City, State, & Zip
("Contractor")

FROM: Waukegan Harbor Citizens'
Advisory Group
P.O. Box 297
Waukegan, Illinois 60079
("CAG")

On this _____ day of _____, 2011, the Waukegan Harbor Citizens' Advisory Group Executive Committee and Technical Committee found to be most favorable to the interests of the Waukegan Harbor Citizens' Advisory Group, the bidder's proposal submitted by this named Contractor _____ and dated on the day of _____, 2011, in which this Contractor proposes to contract with the Waukegan Harbor Citizens' Advisory Group, in the form of the contract included in the bid package to perform the work (as defined in Article I of the Contract) and to do all other things required of the Contractor by the contract and to provide, perform and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by or pursuant to, the contract.

THE WAUKEGAN HARBOR CITIZENS ADVISORY GROUP ACCORDINGLY AWARDS CONTRACTOR, EFFECTIVE AS OF THE DATE OF _____ DELIVERY OF THIS NOTICE OF AWARD, THE CONTRACT FOR SAID WORK FOR THE BID SUM, AS THE CASE MAY BE, SET FORTH IN THE BIDDER'S PROPOSAL.

A closing will be held _____ a .m. on the day of _____, 2011, at the above-listed office of Waukegan Harbor Citizens' Advisory Group at which time the contract will be executed by Waukegan Harbor Citizens' Advisory Group, provided that all conditions precedent to closing have been satisfied. Contractor must have complied with all conditions precedent to closing included in the bid package, on or before the closing date.

The failure or refusal to comply with the conditions precedent to closing on or before the closing date, or to close on the closing date, shall result, at the Waukegan Harbor Citizens' Advisory Group's option, in the imposition of liquidated damages and the annulment of this award, or in Waukegan Harbor Citizens' Advisory Group's exercise of any or all equitable remedies the Waukegan Harbor Citizens' Advisory Group may have as set forth in the general instructions to bidders.

DATED this _____ day of _____, 2011

Waukegan Harbor Citizens Advisory Group

TO: **Waukegan Harbor Citizens Advisory Group GLRI Executive and Technical Committees**
P.O. Box 297
Waukegan, IL 60079

Bidder warrants and represents that Bidder has carefully examined the Work Site described and its environs and has reviewed and understood all documents included, referred to, or mentioned in this Bidder's Proposal.

Work Proposal

- A. **Contract and Work.** If this bidder's proposal is accepted, bidder proposes and agrees that bidder will contract with the Waukegan Harbor Citizens' Advisory Group, in the form of the contract included in the bid package to provide, perform and complete all work as defined in the grant agreement and CAG's Policy and Procedure Manual of the contract, and to do all other things required of contractor by the contract in a proper and professional manner and in full compliance with and as required by or pursuant to the contract.
- B. **Manner and Time of Performance.** If this bidder's proposal is accepted, bidder proposes and agrees that bidder will perform the work in the manner and time prescribed in the bid package and according to the requirements of the Waukegan Harbor Citizens' Advisory Group pursuant thereto.
- C. **General.** If this bidder's proposal is accepted, bidder proposes and agrees that bidder will do all other things required of bidder or contractor, as the case may be, by the bid package.

Contract Cost Proposal

If this bidder's proposal is accepted, bidder will take in full payment for all work, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth on the following "*schedule of not to exceed costs*" ("not to exceed proposal"), which schedule of costs bidder understands and agrees, will be made a part of the Contract.

SCHEDULE OF COSTS not to exceed

- A. Bid Sum Contract

_____ DOLLARS AND _____ CENTS
(in writing)

_____ DOLLARS AND _____ CENTS
(in figures)

- B. Awardees shall submit invoices that identify each persons hourly rate for actual work time and date preformed.

Time of Award

It is expected that the award of the contract, if it is awarded, will be made within thirty (30) days following the opening of the bidder's proposals. Should administrative difficulties be encountered after the opening of the bidder's proposals, including the annulment of any award that may delay an award or subsequent award beyond such thirty (30)-day period, the Waukegan Harbor Citizens' Advisory Group may accept any bidder's proposal for which the date for acceptance has been extended in order to avoid the need for re-advertisement.

Notice of Award

Effective Date of Award. If the contract is awarded by the Waukegan Harbor Citizens' Advisory Group, such award shall be effective when a *Notice of Award* in the form included in the bid package has been delivered to the successful bidder ("Effective Date of Award"). The Waukegan Harbor Citizens' Advisory Group will prepare two (2) copies of the contract based upon bidder's proposal and will submit them to the successful bidder with the *Notice of Award*.

Signing of Contract - Closing Date

Unless otherwise stated in the *Notice of Award*, the successful bidder shall satisfactorily complete all the conditions, including providing a Certificate of Insurance naming the Waukegan Harbor Citizens' Advisory Group as an additionally insured, preceding signing of the contracted duties. The contract and all related documents shall be executed, submitted and exchanged by the Waukegan Harbor Citizens' Advisory Group and the bidder on the tenth day following the Effective Date of Award, or within such extended period as the Waukegan Harbor Citizens' Advisory Group may, in the exercise of its sole discretion, authorize in writing after issuance of the *Notice of Award*.

Bidder's Proposal

Full Name of Bidder _____

Principal Office Address _____

Local Office Address _____

Contact Person _____ Telephone _____

FEIN _____

Fax _____ E-Mail _____