

# **CHAMPAIGN COUNTY PHYSICAL PLANT**

1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

FACILITIES & GROUNDS MANAGEMENT SERVICES



**DANA BRENNER, FACILITIES DIRECTOR**

**To:** Chair Josh Hartke and Members of the County Facilities Committee  
**CC:** Rick Snider, County Administrator  
Tami Ogden, Deputy County Administrator of Finance  
**Date:** 6/05/2017  
**RE:** ITB #2017-003 Champaign County Coroner's Office, Election Supply and Physical Plant Generator Project

## **Project**

To purchase and install a stand-by back-up power system and automatic transfer switch for the Champaign County Coroner's Office, Election Supply and Physical Plant. This emergency power back-up system shall provide emergency electrical power to all the building's electrical loads, including HVAC systems, Coroner's freezer's and cooler's, all receptacle circuits, I.T. space cooling, and all lighting.

## **GHR**

GHR was retained by the Physical Plant to provide professional engineering services to design, bid and administer work associated with the purchase and installation of a diesel powered back-up generator. GHR agreed to perform this work for a Fixed Fee of \$15,750.00, plus reimbursable expenses for \$400.00 for advertising and \$600.00 for printing bid material, and \$2,000.00 for site observation.

## **Invitation-To-Bid**

The County's Facility Committee, at the May 2, 2017 meeting, authorized the Facilities Director to proceed with the posting and advertisement for Invitation-TO-Bid #2017-003 Champaign County Coroner's Office, Election Supply and Physical Plant Generator Project. The bid documents were posted on the Champaign County web site and advertised in the News Gazette. Additionally, GHR and the Facilities Director contacted a number of mechanical contractors to notify them of the posted work and bid information.

## **Pre-Bid Meeting**

On Thursday, May 18, 2017 at 2:00pm, a pre-bid meeting was held to provide potential respondents with an overview of the project. GHR presented the project to four different mechanical contractors: Pals Electric, Bodine Electric, Davis Electric, and Oberlander Electric. Attendees were given an opportunity to ask questions of GHR and Physical Plant and tour the designated area for the generator and surrounding area.

## **Addenda**

Any bid addenda shall become part of the bidding and contract documents and modifies the original bidding document, dated May 4, 2017. Bidders shall acknowledge receipt of any addendum in the space provided on the bid form. Failure to do so may subject the bidder to disqualification.

Addendum #1 was issued May 19, 2017, posted on the County's web site that same day and the four contractors, whom attended the pre-bid meeting, were made aware. Addendum #1 added clarification for the contractor needing to supply temporary generator supplied power to the entire Coroner's Office for the duration of any electrical service outage; and, the contractor is required to notify the owner/Engineer one week in advance to disconnecting the building's utility power.

In addition, addendum #1 provided further changes or additions to the following:

## **Sections**

Section 26 3216 – Engine Generators  
Section 32 3113

Addendum #2 was issued on May 23, 2017, posted on the County's web site that same day and the four contractors, whom attended the pre-bid meeting, were made aware. This addendum added note(s) and/or change(s) to Drawings Sheet E-2 – Electrical Site Plan – New York.

**Bid Opening**

At 2:30pm on June 1, 2017, the County Facilities Director and John Meerdink of GHR gathered in Lyle Shields Meeting Room at the Brookens Administrative Center to open, read and record the four (4) bid proposals that had been received. Representatives from the most of the four companies were present. The bid summary is as follows:

**ITB #2017-003 Coroner's Office, Election Supply and Physical Plant Generator Project**

<b><u>Bidder's Company</u></b>	<b><u>Add' #1</u></b>	<b><u>Add' #2</u></b>	<b><u>Signed and Sealed</u></b>	<b><u>Insurance</u></b>	<b><u>Performance Bond</u></b>	<b><u>Base Bid Amount</u></b>
Bodine Electric Decatur, Illinois	Yes	Yes	Yes	Yes	Yes	\$96,200.00
Tom Davis Urbana, Illinois	Yes	Yes	Yes	Yes	Yes	\$84,710.00
<b>Pals Electric, Inc. Teutopolis, Illinois</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>\$83,217.00</b>
Glesco Electric, Inc. Urbana, Illinois	Yes	Yes	Yes	Yes	Yes	\$104,375.00

It was determined after bids that four out of four bids were viable and all four bidders attached the required bid submittal information and documentation. Further, GHR reviewed the low bidder's (Pals Electric, Inc.) submission via telephone with Pals Electric and GHR determined their submission of materials and price to be valid and acceptable.

**Recommendation**

Based on the review of the submitted bids in response to ITB #2017-003, it is recommended that the County Facilities Committee recommend to the County Board awarding or ITB #2017-003 to Pals Electrical, Inc. of Teutopolis, Illinois for the Coroner's Office, Election Supply and Physical Plant Generator Project.