

BIDDING AND CONTRACT REQUIREMENTS

Advertisement for Bids - Section 00 03 00

1. **Pana CUSD 8** is seeking qualified bids for building demolition and site work for the removal of Washington Elementary School in Pana, Illinois. Sealed Bids will be received until **2:00 PM** on **April 22, 2025** prevailing time in the Office of the Superintendent. Bids will be publicly opened and read at the specified closing time. The Office of the Superintendent is located at 14 East Main Street in Pana, IL. Bidders shall confirm with the District Office the address before submitting Bids.
2. The Bid Package shall be enclosed in separate, and sealed envelope, endorsed "ATTN: BID PROPOSAL FOR DEMOLITION OF WASHINGTON ELEMENTARY SCHOOL".
3. Generally the work includes the mass demolition of the Washington Elementary School, a 37,595 square foot building that is a standalone structure. There is incidental site and utility work. The project is scheduled to begin on or about May 14 and be complete on or about by July 1, 2025.
4. The Demolition Contractor will be under contract with the Pana CUSD 8, and be paid by same. Not less than the prevailing hourly wage, as determined by the Illinois Department of Labor for Christian County shall be paid for any part of the work.
5. To secure electronic Bidding Documents send a Letter of Request to **Courtice/Grason**, P.O. Box 71, Sullivan, Illinois 61951 or to CourticeGrason@gmail.com. Printed Drawings are available for the Pre-Bid Walk Thru for a non-refundable fee of \$35.00, payable to **Courtice/Grason**. A request for printed drawings must be made at least two days before the Pre-Bid Walk Thru. A Bid bond **is required**. Bidders shall not discriminate against any employee or applicant for employment because of race, color, creed, or national origin.
6. The successful Bidder shall furnish a Performance Bond and a Labor & Material Payment Bond equal to 100% of the contract price. Bonds shall be filed with the Pana CUSD 8 prior to the successful contractor being issued a **Notice to Proceed**.
7. The owner reserves the right to waive technicalities or to reject any or all bids. The awarded bid will be accepted under consideration of the Pana CUSD 8 Board of Education. Acceptance will be based on the **Lowest Responsible Bidder**. All work shall be completed before the date of Substantial Completion specified in the Project Manual.
8. The **Pre-bid Meeting** is April 10, 2025 at 9:00 AM and will be held at the Washington School located at 200 South Sherman Street in Pana, Illinois. Due to the nature of the work it is highly recommended that Contractors attend the Pre-Bid Meeting prior to submitting their Bids.

BOARD OF EDUCATION
PANA CUSD 8
PANA, ILLINOIS

PROJECT SCHEDULE: Specification Development Phase
ASSOCIATED WITH: Building Demolition and Site Work
LOCATION: Washington Elementary School; 200 S Sherman Street, Pana.
PREPARED: 7 March 2025 **REVISION:** 2 **BY:** Courtice F. Bowman



MILESTONES: OWNER ENGINEER CONTRACTOR

<u>2025</u>	<u>TASK OR PROJECT ELEMENT</u>	
		FEB
Feb 5:	Section 855.360 Letter to IDPH Notifying Agency of School Building Demolition ✓	
Feb 7:	Pana CUSD 8 submits Written Notice to Courtice/Grason to proceed with Engineering ✓	
Feb 12:	Submit Schedule and Demolition Costs Estimates for Review by Pana CUSD 8 ✓	
Feb 13 - 20:	Prepare Front-End Bidding Documents, Site Work and Earth Moving Specifications ✓	
Feb 21:	Design Orientation Meeting with Pana CUSD 8 at Washington Elementary School ✓	
Feb 22 - 28:	Continue Design Specifications and include Comments from Design Orientation Meeting ✓	
		MAR
Mar 1 - 14	Finalize Design Specifications and include Comments from Design Orientation Meeting ✓	
Mar 15 - 28:	Prepare Drawings, Details, and Layouts for Bidding Documents	
Mar 28:	Submit Advertisement of Bids to Plan Rooms/Newspaper for Washington School	
Mar 29 - 31:	Contingency for Unplanned Events or to Incorporate Changes to Original Scope of Work	
		APR
Apr 1 - 6:	Submit 95% Completed Drawings and Specifications to Pana CUSD 8 for Review	
Apr 7:	95% Review Meeting with Pana CUSD 8 at District Office	
Apr 8 - 9:	Finalize Bidding Documents from 95% Review. Prepare for Pre-Bid Meeting at Site	
Apr 10:	Pre-Bid Meeting and Walk-thru at Washington Elementary School at 10:00 AM	
Apr 10 - 17:	Contractor Bidding Window for issuance of RFI's and Addendums to Project Manual	
Apr 17:	Last Day that Addendums and RFIs can be issued prior to Opening Bids	
Apr 17 - 21:	Spring Break. District and School not in Session.	
Apr 22:	Open Bids at 2:00 PM at Pana CUSD 8 District Office or at other Designated place	
Apr 23 - 25:	Put Consideration of Accepting Low Bidder on Agenda prior to School Board Meeting	
Apr 28:	School Boards considers and Approves Selection of Demolition Contractor and their Bid	
Apr 29:	Engineer formerly issues Notice of Award to selected Demolition Contractor.	
Apr 30:	Submit 14-Calendar Day Notification of Demolition to the Illinois EPA	
		MAY
May 1 - 8:	Agreement between District and Contractor Executed. Bonds and Insurance Secured	
May 9:	Engineer issues Formal Notice to Proceed.	
May 14:	Begin Demolition of Washington Elementary School	
July 1:	Final Completion Date and Closeout of Washington Elementary School	

Preliminary Engineering Estimate

Asbestos Survey + Design:	\$ OP (owner provided)
Demolition Design/Bidding:	\$ 16,500
Special/HAZ Waste Consulting:	\$ 0 ¹
Demolition Oversight:	\$ 0 ³
Grant Administration:	\$ 0
Total Engineering Estimate	\$ 16,500

Preliminary Construction Estimate

Special Waste Recycling ¹ :	\$ 10,500 - 12,500
Asbestos Air Monitoring ² :	\$ 1,500 - 2,500
Asbestos Abatement:	\$ OP
Building Demolition ⁴ :	\$ 375,950 - 394,748
Earth Work and Restoration	\$ 28,700 - 39,500
Total Construction Estimate:	\$ 416,650 - 449,248

¹These services includes removing fluorescent lights, batteries, PCB-Oils, mercury devices, E-Waste, etc.

²Consultant's effort during asbestos removal. Fees include air sampling, clearances, and end-of work report.

³Oversight during demolition of basement floors and footings is recommended to ensure soils are clean.

⁴Based on a total gross square footage of about 37,595 square feet.

BIDDING AND CONTRACT REQUIREMENTS

Advertisement for Bids - Section 00 03 00

1. **Pana CUSD 8** is seeking qualified bids for building demolition and site work for the removal of Lincoln Elementary School in Pana, Illinois. Sealed Bids will be received until **2:15 PM** on **April 22, 2025** prevailing time in the Office of the Superintendent. Bids will be publicly opened and read at the specified closing time. The Office of the Superintendent is located at 14 East Main Street in Pana, IL. Bidders shall confirm with the District Office the address before submitting Bids.
2. The Bid Package shall be enclosed in separate, and sealed envelope, endorsed "ATTN: BID PROPOSAL FOR DEMOLITION OF LINCOLN ELEMENTARY SCHOOL".
3. Generally the work includes the mass demolition of the Lincoln Elementary School, a 37,595 square foot building that is a standalone structure. There is incidental site and utility work. The project is scheduled to begin on or about June 16 and be complete on or about by August 1, 2025.
4. The Demolition Contractor will be under contract with the Pana CUSD 8, and be paid by same. Not less than the prevailing hourly wage, as determined by the Illinois Department of Labor for Christian County shall be paid for any part of the work.
5. To secure electronic Bidding Documents send a Letter of Request to **Courtice/Grason**, P.O. Box 71, Sullivan, Illinois 61951 or to CourticeGrason@gmail.com. Printed Drawings are available for the Pre-Bid Walk Thru for a non-refundable fee of \$35.00, payable to **Courtice/Grason**. A request for printed drawings must be made at least two days before the Pre-Bid Walk Thru. A Bid bond **is required**. Bidders shall not discriminate against any employee or applicant for employment because of race, color, creed, or national origin.
6. The successful Bidder shall furnish a Performance Bond and a Labor & Material Payment Bond equal to 100% of the contract price. Bonds shall be filed with the Pana CUSD 8 prior to the successful contractor being issued a **Notice to Proceed**.
7. The owner reserves the right to waive technicalities or to reject any or all bids. The awarded bid will be accepted under consideration of the Pana CUSD 8 Board of Education. Acceptance will be based on the **Lowest Responsible Bidder**. All work shall be completed before the date of Substantial Completion specified in the Project Manual.
8. The **Pre-bid Meeting** is April 10, 2025 at 11:00 AM and will be held at the Lincoln School located at 614 East 2nd Street in Pana, Illinois. Due to the nature of the work it is highly recommended that Contractors attend the Pre-Bid Meeting prior to submitting their Bids.

BOARD OF EDUCATION
PANA CUSD 8
PANA, ILLINOIS

PROJECT SCHEDULE: Program Development Phase
ASSOCIATED WITH: Building Demolition and Site Work
LOCATION: Lincoln Elementary School; 614 E 2nd Street, Pana.
PREPARED: 7 March 2025 **REVISION:** 1 **BY:** Courtice F. Bowman



MILESTONES: OWNER ENGINEER CONTRACTOR

<u>2025</u>	<u>TASK OR PROJECT ELEMENT</u>	
		FEB
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Feb 12:	Submit Schedule and Demolition Costs Estimates for Review by Pana CUSD 8 ✓	
		MAR
Mar 11:	Design Orientation Meeting with Pana CUSD 8 at Lincoln Elementary School ✓	
Mar 11 - 14:	Prepare Front-End Bidding Documents, Site Work and Earth Moving Specifications	
Mar 15 - 16:	Finalize Design Specifications and include Comments from Design Orientation Meeting	
Mar 17 - 27:	Prepare Drawings, Details, and Layouts for Bidding Documents	
Mar 28:	Submit Advertisement of Bids to Plan Rooms/Newspaper for Lincoln School	
		APR
Apr 1 - 4:	Submit 95% Completed Drawings and Specifications to Pana CUSD 8 for Review	
Apr 7:	95% Review Meeting with Pana CUSD 8 at District Office	
Apr 8 - 9:	Finalize Bidding Documents from 95% Review. Prepare for Pre-Bid Meeting at Site	
Apr 10:	Pre-Bid Meeting and Walk-thru at Lincoln Elementary School at 10:00 AM	
Apr 10 - 17:	Contractor Bidding Window for issuance of RFI's and Addendums to Project Manual	
Apr 17:	Last Day that Addendums and RFIs can be issued prior to Opening Bids	
Apr 17 - 21:	Spring Break. District and School not in Session.	
Apr 22:	Open Bids at 2:00 PM at Pana CUSD 8 District Office or at other Designated place	
Apr 23 - 25:	Put Consideration of Accepting Low Bidder on Agenda prior to School Board Meeting	
Apr 28:	School Boards considers and Approves Selection of Demolition Contractor and their Bid	
Apr 29:	Engineer formerly issues Notice of Award to selected Demolition Contractor.	
		MAY
May 1 - 26:	Agreement between District and Contractor Executed. Bonds and Insurance Secured	
May 27:	Engineer issues Formal Notice to Proceed.	
May 30:	Submit 14-Calendar Day Notification of Demolition to the Illinois EPA	
June 16:	Begin Demolition of Lincoln Elementary School	
Aug 1:	Finish Demolition of Lincoln Elementary School → July 1 finish date if different contractor	

Preliminary Engineering Estimate

Asbestos Survey + Design:	\$	OP (owner provided)
Demolition Design/Bidding:	\$	16,500
Special/HAZ Waste Consulting:	\$	0 ¹
Demolition Oversight:	\$	0 ³
Grant Administration:	\$	0

Total Engineering Estimate \$ 16,500

Preliminary Construction Estimate

Special Waste Recycling ¹ :	\$	10,500 - 12,500
Asbestos Air Monitoring ² :	\$	1,500 - 2,500
Asbestos Abatement:	\$	OP
Building Demolition ⁴ :	\$	375,950 - 394,748
Earth Work and Restoration	\$	32,700 - 43,000

Total Construction Estimate: \$ 420,650 - \$452,748

¹These services includes removing fluorescent lights, batteries, PCB-Oils, mercury devices, E-Waste, etc.

²Consultant's effort during asbestos removal. Fees include air sampling, clearances, and end-of work report.

³Oversight during demolition of basement floors and footings is recommended to ensure soils are clean.

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