

LEGAL NOTICE

VILLAGE OF ORLAND PARK, ILLINOIS
ADVERTISEMENT FOR BIDS

DOG PARK CONSTRUCTION

The Village of Orland Park, Illinois will receive sealed bids until 11:00 A.M. on Monday the 13TH day of May, 2013, at the Office of the Village Clerk, 14700 S. Ravinia Ave., Orland Park, Illinois 60462, for Dog Park Construction located at Centennial Park, 15600 West Avenue, in the Village of Orland Park. All Bids received will be publicly opened and read aloud on said date and time at the Village Hall, 14700 Ravinia Avenue, Orland Park, Illinois, 60462, before the Village Manager or his designee.

The improvements on which bids are requested will require the following construction: Construction of a new Dog Park located at Centennial Park, 15600 West Avenue, Orland Park, Illinois

The contract items including plans and specifications are on file and available for inspection and copies will be available at the Office of the Village Clerk and online at the Village's website www.orland-park.il.us.

No bid shall be withdrawn after the opening of the bid without the consent of the Village for a period of sixty (60) days after the scheduled time of opening and reading bids. Each bid must be accompanied by a bid bond, certified or cashier's check in the amount of ten percent (10%) of the total amount of the bid, as a guarantee that the successful bidder will furnish satisfactory performance and payment bonds in the full amount of the executed Contract and proceed with the work.

The President and Board of Trustees reserve the right to reject any and all bids or parts thereof and to waive any informalities, technicalities and irregularities in bidding and to disregard all non-conforming or conditional bids.

The successful bidder shall be required to comply with the provisions of all State of Illinois and federal laws concerning public works projects as well as the State of Illinois Human Rights Act and the regulations of the Illinois Human Rights Commission. Any contract executed is subject to the Illinois Prevailing Wage Act.

By order of the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois.

PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF ORLAND PARK, ILLINOIS

BY: JOHN C. MEHALEK
VILLAGE CLERK



VILLAGE OF ORLAND PARK, ILLINOIS

INVITATION TO BID
Dog Park Construction

ISSUED

Friday, April 26, 2013

BID OPENING

Monday, May 13, 2013 11:00 A.M.

**VILLAGE OF ORLAND PARK, ILLINOIS
DOG PARK CONSTRUCTION
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I. INSTRUCTIONS TO BIDDERS

OVERVIEW

The Village of Orland Park requests Bids for construction of a new Dog Park (“the Project”) located at Centennial Park, 15600 West Avenue, in the Village of Orland Park, Illinois (“Village”). See the Plans and Specifications prepared by Brusseau Design Group, LLC for details on the Project (“Plans and Specifications”).

In order to be responsive, SEALED BIDS must be signed and received by the Village of Orland Park in the Office of the Village Clerk, 14700 South Ravinia Avenue, Orland Park, Illinois 60462, not later than 11:00 A.M., local prevailing time on Monday May 13, 2013. All sealed bids must be submitted to the Village Clerk, located at the above stated address. All sealed bids submitted properly will be opened publicly and read aloud immediately following the stated submission time for the Project which described in detail consists of the following:

Construction of a new Dog Park located at Centennial Park, 15600 West Avenue, Orland Park, Illinois

Oral, telephonic, facsimile or electronically transmitted bids shall not be considered.

No oral comments will be made to any Bidder as to the meaning of the Plans and Specifications or other contract documents. Requests for comments shall be made in writing. Contact Frank Stec by fax at (708) 403-6289, if you have any technical questions on this project. Inquiries received in writing within seven (7) or more days prior to the bid opening will be given consideration and answers will be provided in writing to all potential bidders and will be available to the public. Bidders will not be relieved of obligations due to failure to examine or receive documents, visit the site or become familiar with conditions or facts of which the Bidder should have been aware and the Village will reject all claims related thereto.

Information (other than in the form of a written Addendum issued by the Village) from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the bidder or relieve him from fulfilling any of the conditions and obligations set forth in the bid and other contract documents. Before the bids are opened, all modification or additions to the Plans, Specifications or General Provisions, or other bid documents will be made in the form of a written Addendum issued by the Village. The Village will send copies of any such Addendum not less than four (4) calendar days before bids are opened to those persons who have received bid packages and provided sufficient contact information. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

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The bidder shall be required to acknowledge receipt of the formal Addendum by signing the Addendum and including it with the bid quotation. Failure of a bidder to include a signed formal Addendum in its bid quotation shall deem its quotation non-responsive; provided, however, that the Village may waive this requirement in its best interest.

Any references in the Plans and Specifications to manufacturer's name, trade name, or catalog number (unless otherwise specified) is intended to be descriptive but not restrictive and only to indicate articles or materials that will be satisfactory. Bids on other makes and catalogs will be considered, provided each bidder clearly states on the face of their bid exactly what is proposed to be furnished. Unless so stated in the bid, it shall be understood that the bidder intends to furnish the item specified and does not propose to furnish an "equal." The Village hereby reserves the right to approve as an equal, or to reject as not being an equal any article the bidder proposes to furnish which contains minor or major variations from specification requirements, but which may comply substantially therewith.

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BID SPECIFICATIONS FOR:

Dog Park Construction, Centennial Park, 15600 West Avenue, Orland Park, Illinois.

SCOPE OF WORK:

The Village of Orland Park, Illinois is requesting bids for Dog Park Construction.

SPECIAL CONDITIONS:

Chain Link Fences and Gates

General – Galvanized Fencing & Gates

- A. Galvanized chain link fencing and accessories.
- B. Related Sections
 - 1. Cast-In-Place Concrete

Submittals

- A. Changes in specifications may not be made after the published date of bid. All submittals of substitutions must be approved before bid date.
- B. Shop drawings of fences and gates with all dimensions, details, and finishes. Drawings must include post foundations.
- C. Product data: Manufacturer's catalog cuts indicating material compliance and specified options.

Special Warranty

- A. Provide manufacturer's standard limited warranty that its aluminum coated chain link fence is warranted for 25 years from the date of purchase against failure due to rust or corrosion.

Products

Manufacturer

- A. Products from other qualified manufacturers who have five years or more experience manufacturing aluminized chain link fencing will be considered by the Village as equal if approved in writing 10 days prior to bidding, and

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they meet all specifications for design, size guage of metal parts and fabrication.

- B. Chain link fences and gates must be obtained from a single source.
- C. Approved Manufacturer:

Merchants Metals, Houston, Texas 77032
Phone 888-260-1600 Fax 888-261-3600

Chain Link Fence Fabric

- A. Aluminized wire coated per ASTM A 491 in 6 or 9 ga., .4 oz. sq. ft.
- B. Size: Helically wound and woven to height of 4 feet or 6 feet with 2" (50mm) diamond mesh, 9 gauge, with a core wire diameter of 0.148" (3.76mm) and a break load of 1290lbf (5740N).
- C. Selvage of fabric knuckled at top and at bottom.

Steel Fence Frame Members

- A. Type B steel pipe produced in accordance with commercial standards. Minimum yield strength of 50,000 psi (344 MPa). Cold formed and welded per ASTM F1043. Zinc overcoat, minimum 0.9 oz/ft² (0.27 kg/m²) with a conversion coating and verifiable polymer film.
- B. End and Corner Post: 2-1/2" OD, 3.12 lbs/ft
Line (intermediate) Post: 2" OD, 2.28 lbs/ft
Rail and Braces: 1-5/8" OD, 1.83 lbs/ft

Fittings

- A. Chain link fence fittings per ASTM F 626. All ferrous metal fittings to be galvanized.
- B. Post caps: Steel, cast iron or aluminum alloy; must be weatherproof to prevent moisture intrusion into post. Intermediate or line post tops to have loop for top rail when specified.
- C. Rail ends: Formed steel or iron, designed to provide secure connection of top rails to terminal post and brace or other rails to terminal and intermediate posts.

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- D. Sleeves: Lengths of top rails to be connected using 6" (152mm) sleeves that allow for expansion or contraction of the rail.
- E. Tie Wire: 9 gauge [0.148" (3.76 mm)] galvanized steel or aluminum for attachment of chain link fabric to rails. Hog rings attach fabric to tension wire to be 12-1/2 GA [0.0985" (2.502 mm)].
- F. Fabric bands and rail bands to be pressed steel.
- G. Tension (stretcher) bars made of one continuous piece of steel or aluminum, 3/16" x 3/4" (4.76 mm x 19 mm). Provide one bar per end or gate post and two bars per corner or pull post.

Setting Materials

- A. Concrete: Minimum 28 day compressive strength of 3,000 psi (20 MPa).

Execution/Examination

- A. Verify areas to receive fencing are completed to final grades and elevations.
- B. Property lines and legal boundaries of work to be clearly established by the general contractor.

Chain Link Fence Framing Installation

- A. Install chain link fence in accordance with ASTM F 567.
- B. Pace line posts equidistant 10' (2438 mm) maximum center to center of posts or as shown on plan.
- C. Set terminal posts at beginning and end of each continuous length of fence and where changes in grade or direction of fence occur (30' or more).
- D. Set posts in concrete. Core drill through concrete walks for post installation. Post holes must have diameter 4 times the diameter of the post, and 6" (152mm) deeper than the bottom of the post.

Place concrete around posts in a continuous pour.
- E. Check each post for vertical and top alignment.
- F. Top & bottom rails: Install as shown on plan. Connect joints with sleeves for rigid connections for expansion/contraction.

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Chain Link Fabric Installation

- A. Fabric: Install fabric on outside of area and attach so that fabric remains in tension after pulling force is released. Leave approximately 1" (50 mm) between finish grade and bottom selvage. Attach fabric with wire ties to line posts at 15" (381mm) on center and to rails, braces, and tension wire at 24" (600 mm) on center.
- B. Stretcher bars: Thread tension bar through fabric and attach to terminal posts with bands spaced maximum of 15" (381 mm) on center.

Cleaning

- A. Clean up debris and remove from the site.

WIRE FENCES

Wires and Galvanized Fencing

- A. Wire fencing and accessories.
- B. Cast-In-Place Concrete

Special Warranty

- A. Provide manufacturer's standard limited warranty.

Manufacturer

- A. Approved Manufacturer:
Red Brand, Keystone Steel and Wire Company, Peoria, IL 61641
Phone 800-447-16444

Wire Fence Fabric

- A. Yard, Garden & Kennel Mesh with Galvanized Finish.
- B. Size: 16 Gauge with 2"x2" Mesh Pattern and Square Deal Knot.

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Steel Fence Frame Members

- A. Type B steel pipe produced in accordance with commercial standards. Minimum yield strength of 50,000 psi (344 MPa). Cold formed and welded per ASTM F1043. Zinc overcoat, minimum 0.9 oz/ft² (0.27 kg/m²) with a conversion coating and verifiable polymer film.
- B. End and Corner Post: 2-1/2" OD, 3.12 lbs/ft
Line (intermediate) Post: 2" OD, 2.28 lbs/ft
Rail and Braces: 1-5/8" OD, 1.83 lbs/ft

Fittings

- A. Chain link fence fittings per ASTM F 626. All ferrous metal fittings to be galvanized.
- B. Post caps: Steel, cast iron or aluminum alloy; must be weatherproof to prevent moisture intrusion into post. Intermediate or line post tops to have loop for top rail when specified.
- C. Tie Wire: 9 gauge [0.148" (3.76 mm)] galvanized steel or aluminum for attachment of fabric to posts and braces.

Setting Materials

- A. Concrete: Minimum 28 day compressive strength of 3,000 psi (20 MPa).

Examination

- A. Verify areas to receive fencing are completed to final grades and elevations.
- B. Property lines and legal boundaries of work to be clearly established by the general contractor.

Chain Link Fence Framing Installation

- A. Install fence in accordance with ASTM F 567.
- B. Space line posts equidistant 10' (2438 mm) maximum center to center of posts or as shown on plan.
- C. Set terminal posts at beginning and end of each continuous length of fence and where changes in grade or direction of fence occur.

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- D. Set terminal posts in concrete. Post holes must have diameter 4 times the diameter of the post, and 6" (152mm) deeper than the bottom of the post. Place concrete around terminal post in continuous pour.

Drive line posts into grade.
- E. Check each post for vertical and top alignment.
- F. Braces - Provide braces with concrete footings on each side at beginning and end of each continuous length of fence and where changes in grade or direction of fence occur.

Wire Fabric Installation

- A. Fabric: Install fabric on outside of area and attach so that fabric remains in tension after pulling force is released. Leave approximately 1" (50 mm) between finish grade and bottom of fabric. Attach fabric with wire ties to line posts at 12" on center and braces 24" on center.

Cast-in-Place Concrete

Description of Work

This work will consist of excavating topsoil and other undesirable or unstable base materials, subgrade compaction, placement and compaction of aggregate base course, formwork installation, steel reinforcement installation, pouring and finishing of concrete, installation of control and expansion joints, removal of forms and backfilling.

This work shall consist of all work shown on the Construction Plans and Construction Documents.

Standards

- A. All work required under this section shall conform to the current edition of the "ILLINOIS DEPARTMENT OF TRANSPORTATION, STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION".

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Weather and Environmental Conditions

- A. No concrete shall be poured when the air temperature is below 45 degrees.
- B. No concrete shall be poured when rain or similar weather has been forecast or is occurring near the project site.

Submittals

- A. Submit shop drawings for all rebar reinforcement.

Concrete Protection

- A. Concrete shall be maintained in a continually moist condition for a minimum of seven (7) days after pouring.
- B. The air and ground temperature around the concrete shall be maintained at 45 degrees or higher.
- C. All concrete surfaces must be protected from weather conditions, including rain, snow, frost or hail, etc.
- D. All concrete surfaces must be secured and protected from graffiti, vandalism or similar damage. The Contractor will be responsible for the protection of each concrete pour until the concrete has had sufficient time to harden. Any concrete that is vandalized or receives graffiti must be removed and replaced by the Contractor at no additional expense to the Owner.

Concrete Testing

- A. The Contractor must provide test cylinders for any concrete work completed as part of this work. A total of one (1) test cylinder shall be filled from each truck load of concrete delivered to the site. Each cylinder shall be clearly marked with the date of delivery, location of pour, name of concrete supplier and load or delivery ticket number.

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- B. Testing services will be arranged and paid for by the Owner. The Contractor will be responsible for the disposal of all un-tested cylinders.

Products and Materials

- A. Must be Mix #1 as shown below in concrete mixture matrix.
- B. Must have a compressive strength of 3,500 pounds per square inch at 14 Days.
- C. Must slump between two (2) to four (4) inches.
- D. Must be delivered to the job site and discharged from the truck within one (1) hour after mixing at the mixing plant.

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Concrete Mixture Matrix

| | | | |
|---------------------------------|-------------|--|--------------|
| Design Mix # | | | Mix 1 |
| | | | |
| Strength | PSI | | 3500 |
| Slump Range | Inches | | 2 to 4 |
| Air Content | % | | 4.5 to 7.5 |
| | | | |
| Material | Unit | Specification & Description | Mix1 |
| Cement | LB | ASTM-C150, Type 1 | 575 |
| Fly Ash | LB | ASTM C18 | |
| GGBF Slag | LB | ASTM C989 | |
| Fine Aggregate | LB | ASTM C33, Natural Sand | 1263 |
| Course Aggregate | LB | ASTM C33, #57 Aggregate | 1800 |
| Course Aggregate | LB | ASTM33, #8P-Grvl Aggregate | |
| Water | LB | ASTM C94, Potable | 244 |
| Water Reducing Agent | OZ | ASTM C494, Type A/D Mid-Range | |
| Air Entraining Agent | OZ | ASTM C260 | * |
| Water Reducing Agent | OZ | ASTM C494, Type A/D | 20.01 |
| Calcium Chloride | OZ | ASTM C494, Type C | |
| | | | |
| *As Needed to Insure Proper A/E | | | |

Equipment

- A. All equipment used to perform this work must conform to the relevant section of the IDOT Specifications.

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Inspections

- A. Prior to the pouring of concrete, all formwork, steel reinforcing and Base course preparation shall be inspected and approved by the owner's Representative or by the Landscape Architect.
- B. The Contractor must provide a minimum of 48 hour notice to the Owner's Representative or the Landscape Architect to schedule inspections.

Preparation

- A. The Contractor must excavate and remove all topsoil or unsuitable soils to obtain a clean compacted clay subgrade elevation for concrete installation.
- B. Any soils encountered, which prohibit the construction of concrete on structural clay, shall be removed. Compacted aggregate base material must then be added to compensate for removal of unsuitable or organic soils.
- C. A four (4) inch minimum compacted thickness of aggregate base material, or as otherwise shown on the details, must be installed over the prepared and compacted subgrade.

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Installation

A. All formwork must be constructed to the horizontal and vertical lines and grades shown on the plans. Forms must be sufficiently staked and braced to eliminate any movement after concrete has been poured. Any deflection in formwork will result in the removal and replacement of the effected area or concrete, subject to the review by the Landscape Architect. Formwork must remain in place for a minimum of twenty-four (24) hours or until the concrete has had sufficient time to set up.

B. Install reinforcing steel in locations and sized as shown on the plans and details. Unless otherwise noted, wire mesh shall be sized as follows:

4" Reinforced Concrete: 6" x 6" - 10 Gauge Steel
6" Reinforced Concrete: 6" x 6" - 6 Gauge Steel

Concrete Curbs, Stairs

And Walls: As Shown on the Plans & Details

C. Expansion joints must be installed against existing concrete and stationary objects and where indicated on plan. Expansion joints must be made of a water resistant asphalt fiber material and sized as follows:

Concrete Walks & Slabs: ½" Wide
Concrete Curbs: ¾" Wide

Expansion joints must be located as follows or where indicated on plan:

Concrete Walks: 30.0' On Center
Concrete Curbs: 25.0' On Center

The top of the expansion joint material must be installed a minimum of 1/4 below the finish grade of the concrete surface.

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D. Concrete Finishing

1. Walks must be finished by floating, steel troweling, tool scoring edging, and medium broom finishing perpendicular to the path of pedestrian travel. Install ½" Deep by ½" Wide tooled scoring joints at five (5) feet on center or as indicated on plan. Other finishes including California Finish shall be executed if shown on the plan and details.

2. Curbs, stairs and walls must be finished by vibrating, floating, steel troweling, tooled scoring, edging, chamfering, and medium broom finishing, unless otherwise indicated on the plans and details.

Clean-Up

- A. All concrete must be clean and free of any debris, mortar, or dirt, etc. Acceptable methods of cleaning include power washing or sweeping.

- B. All fence posts, bench legs, table, legs, litter receptacle legs or sign posts, etc, which come into contact with poured concrete must be clean and free of any concrete debris.

Grading

General Description

A. Standards

All work required under this section shall conform to the current edition of the "ILLINOIS DEPARTMENT OF TRANSPORTATION, STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION".

B. Description

This work shall consist of the stripping and stockpiling of existing topsoil, excavation, filling and backfilling, rough grading and shaping the site to attain specific grades, compacting fill areas, and topsoil re-spreading.

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Protection

- A. At the end of each work day, the Contractor will be responsible for covering-up or filling in any excavations or trenching. If covering up or filling of excavations or trenching is not in the opinion of the Contractor practical, the Contractor may erect fencing and barricades to protect persons that may access the site.
- B. The Contractor shall be responsible for controlling dust in the project site and all surrounding properties.
- C. The Contractor shall be responsible for the protection of all existing structures, trees, amenities, site furnishings, pavements, utilities, etc. that remain during the grading operations. Any damage to any existing feature will be repaired or replaced by the Contractor at no additional expense to the Owner.

Adjustments to Elevations

- A. The Landscape Architect or the Owner's Representative may at times, make adjustments to elevations or contouring as the grading progresses, to improve the project or make beneficial adjustments in the earthwork balance of the project.

Products and Materials

- A. Existing Soils
 - 1. Clean clay soils generated from cut areas will be used as fill material to create contouring shown on the Grading or Construction Plan.
 - 2. Unsuitable materials shall be removed from the site by the Contractor. Excess clay material and excess topsoil material shall be removed from the site by the Contractor, unless otherwise directed in the Bid Plans and/or Special Conditions.
 - 3. All topsoil encountered on the site will be used to the best extent to fulfill the requirements of the Grading or Construction Plan. The Contractor must contact the Owner, prior to removing any excess topsoil from the site, so that arrangements may be made to utilize this soil in another location.

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- B. Imported Soils
 - 1. All imported topsoil shall be subject to review and approval by the Landscape Architect and/or the Owner's Representative
The Contractor must submit samples from each source that will be used.
 - 2. All imported fill material shall be subject to review and approval by the Landscape Architect and/or the Owner's Representative. All imported fill material shall be clay or a granular clay mixture, which is free from all organic matter and debris. Imported clay must contain no rocks or debris larger than 3" diameter, and contain no submit samples from each source that will be used.

Earth Moving Equipment

- A. Equipment for grading operations shall be of sufficient size and quantity to perform the required work in this specification in a timely, productive and high quality manner.
- B. Any damage caused by unauthorized use of Contractor's equipment, while it is located at the project site, will be repaired or replaced by the Contractor at no additional expense to the Owner.

Work Execution

- A. Existing Vegetation
 - 1. All existing grass, turf or similar vegetative cover must be tilled in or turned over into the topsoil prior to topsoil stripping, which shall be considered an incidental item to the grading operations.
- B. Topsoil Handling
 - 1. All topsoil that exists at the project site under proposed buildings or pavements must be stripped and stockpiled.
 - 2. In areas to be filled, which are not located under proposed buildings or pavements, existing topsoil need not be stripped.
 - 3. The Contractor must strip and stockpile sufficient topsoil to allow for a minimum of 6" to be re-spread over all disturbed or graded areas. If insufficient topsoil exists on the project site, then the Contractor will be required to import, distribute and spread additional topsoil to meet this requirement. This importation of topsoil will be considered an incidental

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item to the Contract.

C. "Cut" Areas

1. Excavate or perform cuts to establish the subgrade elevations as shown on the Grading or Construction Plan.
2. All unstable or unsuitable soils encountered during grading operations shall be removed and replaced with clean structural clay or similar acceptable material.
3. All rocks and stone discovered during grading operations with a volume of one cubic yard or larger and are not readily visible on the surface, or part of the public record, shall not be removed as part of this work. The Contractor will be responsible for making arrangements with the Owner for the removal of this material.
4. All rocks and stone discovered during grading operations with A volume less than one cubic yard shall be removed from the site by the Contractor at no additional expense to the Owner.
5. Any concrete foundations discovered during grading operations, which are not readily visible on the surface, not part of a structure or component visible on the surface, or part of the public record, shall not be removed as part of this work. The Contractor will be responsible for making arrangements with the Owner for the removal of this material.

D. "Fill" Areas

1. Fill soils under pavements or buildings shall be placed in layers no more than six (6) inches deep prior to compaction.
2. Fill soils under turf or landscape areas shall be placed in layers no more than eight (8) inches deep prior to compaction.
3. Fill materials shall be spread in a uniform layer, leveled by means of approved equipment and compacted. Fill layers must be uniform in cohesion and meet the compaction requirements before the installation of each subsequent layer.

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E. Compaction

1. Each layer of fill material must be scarified or mechanically pulverized sufficiently to break down soil clumps and thoroughly mix the different materials. Each layer must be watered or aerated to obtain an optimum moisture content, which will permit proper compaction. Compaction must be completed with approved compaction equipment.
2. Fill materials spread under all pavement and building areas must be compacted to a 95% density of the fill material's ultimate capacity in conformance with ASTM D-1557.
3. Fill materials spread under all turf and landscape areas must be compacted to 90% density of the fill material's ultimate capacity in conformance with ASTM D-1557.

F Topsoil Placement

1. Prior to topsoil placement, establish a subgrade elevation 6” below finish grade in all proposed turf and landscape areas. Subgrade areas must then be scarified prior to topsoil placement to ensure cohesion of the subgrade soil and the topsoil.
2. Topsoil must be placed using a method designed to minimize the degree of compaction during re-spreading.

G. Grading Tolerance

1. The finish grade for all areas must be within .10’ or 1.2” of the proposed elevations as shown on the Grading or Construction Plans.
2. Any settlement greater than .10’ or 1.2” must be filled in or repaired by the Contractor at no additional expense to the Owner.

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Bid Submission:

Please provide a total bid price on the Bidders Summary Sheet located in Section II.

General Provisions

Contract – The Additional Information section includes a sample standard contract, subject to modifications, that the successful bidder will be required to enter into with the Village of Orland Park within ten (10) business days of notice of bid award (hereinafter referred to as the “Contract”).

This contract will expire upon completion, inspection, acceptance, and final payment for the work/goods/services performed or July 15, 2013, whichever occurs first. Certain provisions of the Contract shall survive the expiration or termination of the Contract.

Resident Inspector – Frank Stec, Director of Parks and Maintenance or his designee reserves the right to make inspections at any time if desired.

Period of Performance - Actual work cannot begin until the Village issues a written Notice to Proceed to the Contractor. In order to receive said Notice, the Contractor shall submit to the Village for its approval all the necessary contracts, bonds, and insurance. Village approval of the contracts, bonds and insurance, shall be evidenced by its issuance of the signed contract by the Village and the Notice to Proceed. The Village reserves the right to terminate the relationship with the successful bidder if these documents are not submitted to and approved by the Village within ten (10) days of notice of bid award.

Payments – Payment terms shall be pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) after receipt by the Village of Contractor’s Dated Invoice, Contractor’s Sworn Statement, and Lien Waiver for the amount being requested. Invoices should include the following information:

- Name and address of contractor
- Purchase order number
- Dates of service
- Previous retainage to date
- Current invoice amount
- Invoices from subcontractors
- Lien Waivers from subcontractors
- Certified Payrolls
- Current retainage
- Total retainage amount including current invoice

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The Village has the right to request photocopies of cancelled checks from the Contractor to his subcontractors, manufacturers, and suppliers, etc. All applicable Lien Waivers and certified payrolls shall accompany each pay request and shall be submitted for the month previous to the amount shown on the pay request minus retainage.

Upon the Village's request, invoices for progress payments must include supporting documentation such as packing slips, subcontractor's invoice and material invoices.

10% retention will be withheld for this project. When final acceptance is obtained the retention will be released in its entirety.

Changes in the Scope of Work - Changes in the contractual scope of work shall be preceded by a duly executed Change Order itemizing any change in the Contract sum or terms and conditions and, if required by the Village, approved by the Village Board of Trustees prior to acceptance of the Change Order.

Assignment – Successful bidder shall not assign the work of this Project without the prior written approval of the Village.

Compliance with Laws – The bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and Village governments, which may in any manner affect the preparation of bids or the performance of the Contract.

Bidder hereby agrees that it will comply with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including the provision dealing with sexual harassment and that if awarded the Contract will not engage in any prohibited form of discrimination in employment as defined in that Act and will require that its subcontractors agree to the same restrictions. The contractor shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. Contractors and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. Contractors and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed.

Not less than the Prevailing Rate of Wages as found by the Village of Orland Park or the Department of Labor (<http://www.state.il.us/agency/idol/rates/rates.HTM>) shall be paid to laborers, workmen, and mechanics performing work under the Contract. If awarded the Contract, contractor must comply with all provisions of the Illinois Prevailing Wage Act,

**VILLAGE OF ORLAND PARK, ILLINOIS
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including, but not limited to, providing certified payroll records to the Village Clerk. Contractor and subcontractors shall be required to comply with all applicable federal laws, state laws and regulations regarding minimum wages, limit on payment to minors, minimum fair wage standards for minors, payment of wage due employees, and health and safety of employees. Contractor and subcontractor are required to pay employees all rightful salaries, medical benefits, pension and social security benefits pursuant to applicable labor agreements and federal and state statutes and to further require withholdings and deposits therefore.

Any contractor doing work in the Village must obtain a Contractor's license from the Village of Orland's Building Department, as may be required by Village code.

Guarantees and Warranties - All guarantees and warranties required shall be furnished by the bidder if awarded the Contract and shall be delivered to the Finance Department before final payment on the Contract is issued. Information describing such guarantees and warranties shall be included as part of the bid.

The bidder shall also specify any guarantees or warranties which are available for purchase by the Village and shall transfer the same in writing upon completion of the work, along with a Bill of Sale as may be appropriate.

By submitting a bid, bidder expressly warrants that materials furnished under the contract will be of good quality and new unless otherwise expressly required or permitted by the contract documents, that the work will be free from defects for one (1) year from the issuance of the final payment by the Village and deficiencies shall be corrected by the contractor under its warranty immediately upon notification from the Village.

Alternates - Equipment and materials are specified. Alternate equipment and or material other than those outlined within this packet will need to be specified with a cut sheet within the contractor's bid. If for any reason and at the sole discretion of the Village of Orland Park any alternate equipment and or materials are deemed to be unacceptable the entire bid maybe disregarded.

Indemnification - The selected contractor shall indemnify and hold harmless the Village of Orland Park ("Village"), its trustees, officers, directors, agents, employees, representative and assigns, from lawsuits, actions, costs (including attorney's fees), claims or liability of any character, incurred due to the alleged negligence of the Contractor, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said Contractor, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the Contract Documents, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act: or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Village, its trustees, officers, directors, agents, employees, representatives

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and their assigns shall have the right to defense counsel of their choice. The Contractor shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The Contractor shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Contractor shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

**VILLAGE OF ORLAND PARK, ILLINOIS
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BID SUBMISSION REQUIREMENTS

Bidder must submit three (3) complete, sealed, signed and attested copies of the bid, one (1) of which shall be a complete bound copy and two (2) of which shall be complete, identical, unbound copies of the bid, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive. All copies shall contain the forms with the original signatures (please include a photocopy of the bid bond in the unbound copies).

Once submitted, no bid may be withdrawn without the Village's consent, but it may be superseded by a subsequent timely bid. Any bid received after the time and date specified for opening, or any postponement thereof, will not be considered. Bids shall be irrevocable for a period of sixty (60) calendar days after the Village opens them.

Each bidder is responsible for reading the bid documents and determining that the Plans and Specifications describe the work to be performed in sufficient detail. Failure of a bidder to do so shall not relieve the bidder of any obligation with respect to said bid. Bidders shall notify the Village of any inappropriate service, brand name, component, or equipment called for by the Village in the Plans and Specifications and shall note in its bid the adjustments made to accommodate such deficiencies in the Plans and Specifications. After bids have been opened, no bidder shall assert that there was a misunderstanding concerning the nature of the work to be done or the quantities and specifications of the equipment/materials/items to be delivered, and no such claim shall relieve a bidder from its obligation to perform. All bids must be made only on the forms provided by the Village and must be made in accordance with this Invitation to Bid and Plans and Specifications, (Project manual) all of which are on file and may be obtained for examination in the Clerk's Office at the above address and are made part of this notice as though fully set forth herein.

Bidder Summary Sheet – Section II includes the Bidder Summary Sheet that must be completed and submitted with the bid package.

Bid Deposit - Each bid must be accompanied by a bid deposit, as earnest money, in the form of a bid bond, a certified check or cashier's check, drawn on a responsible bank, made payable to the order of the Village of Orland Park for 10% of the total amount of the base bid price. As soon as the bid prices have been compared, the Village will return the deposit of all except the three lowest bidders.

References – Bidders shall provide the Village with the names and contact information of three (3) references for which they have performed similar work. The bidders grant Village permission to contact said references and ask questions regarding prior work performance. Village shall use the information gained from bidder's references to further evaluate the bidders.

**VILLAGE OF ORLAND PARK, ILLINOIS
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Insurance – Contractor shall purchase and maintain, at all times during the performance of the work under this Contract, insurance coverage and endorsements, including Worker’s Compensation, Automobile Liability, Comprehensive General Liability and Excess Liability, in the amounts set forth in the Village’s Insurance Requirements attached in Section II. **”Bidders must sign and submit with the bid, the Insurance Requirements page, as recognition of the insurance coverages and amounts (hereinafter referred to as “coverage(s)”) that will be required to be in place before the commencement of any work by the successful bidder.** By signing this form, the bidder is certifying that in the event the bidder does not already have the required insurance coverages in place, that the bidder has checked with their insurance carrier and verified that the coverages and endorsements requested will be able to be obtained by the bidder within ten (10) days after the date of the Notice of Award of the Contract. The bidder has the sole responsibility of verifying that the coverages and endorsements will be available for purchase and has made any and all inquiries necessary to satisfy this requirement and fully inform themselves in regards to any additional policy premiums the successful bidder may incur as a result of obtaining said required coverage’s. The bidder also represents that they have taken the insurance requirements into account and at the bidders’ sole discretion, has factored this into the bid prices submitted. The successful bidder is solely and entirely responsible for the payment of policy premiums and in no event will the Village of Orland Park be obligated to incur any additional expense, nor will the Village increase the amount of the Contract above the amount bid, as a result of any expense the successful bidder may incur to satisfy the obligations required herein.

Please submit with the bid, a current policy Specimen Certificate of Insurance showing the insurance coverages the bidder currently has in force.

Upon award of the contract, any insurance policies providing the coverages required of the Contractor shall be specifically endorsed to identify *“The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured.”* If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a “Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage’s.” The certificate of insurance shall also state this information on its face and endorsements will be required to be submitted if awarded the contract. Certificates of insurance must state that the insurer shall provide the Village with thirty (30) days prior written notice of any change in, or cancellation of required insurance policies. The words “endeavor to” and “but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives” must be stricken from all Certificates of Insurance submitted to the Village, but failure of the insurer to strike this reference shall not be a waiver of the obligation to provide any written notice.

Performance Bond – When the Contract is executed with the final successful bidder, the deposits of the other remaining unsuccessful bidders will be returned or otherwise caused to be cancelled. The bid deposit of the successful bidder will be retained until Payment and Performance Bonds and Insurance Certificates have been received and approved, at which

**VILLAGE OF ORLAND PARK, ILLINOIS
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time the bid bond will be returned. A Payment and Performance Bond, in the amount of one hundred percent (100%) of the contract price, with a corporation surety satisfactory to the Village, will be required to assure performance of the Contract. Any attorney-in-fact who signs any bond must attach to each bond an effective copy of his power of attorney, the date of the bond specifically including such date within the authority conferred thereby.

Payment and Performance Bonds must be provided by a company listed in Federal Register Circular 570, latest revision, Surety Companies Acceptable on Federal Bonds, and a Financial Rating of V or better as published by Best's Key Rating Guide, latest edition. Additionally, the bonding firm must be registered to do business in Illinois by the State of Illinois Department of Insurance.

In case of failure of the bidder to timely provide the Payment and Performance Bonds and Certificate of Insurance, the Village may at its option, declare the bidder in default of the Contract, in which case the bid deposit accompanying the bid shall be forfeited to, and shall become the property of the Village. The Village may elect either to accept the next lowest responsible bid, or re-advertise for new bids and take such other actions as are provided for under the default termination provisions of the Contract.

Execution of the Contract by the Village will be contingent upon provision of the required bonds and insurance certificates. A "Notice to Proceed" will not be issued and work may not commence until required payment and performance bonds are in place.

Bid Price - The submitted bid price shall include all permits, insurance, bonds, goods/materials/equipment, plant facilities, work and expense necessary to perform the work in accordance with the Plans and Specifications included in this bid package. The submitted bid price shall not include any amount for sales or use taxes, or any other tax from which the Village is exempt.

The Plans and Specifications describe the standards of construction and are not intended to describe a particular manufacturer's product.

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EVALUATION OF BIDS/BIDDERS

The Village reserves the right to accept any bid, any part or parts thereof, or to reject any and all bids.

The Village reserves the right to waive minor informalities or irregularities in the bids received, to accept any bid deemed advantageous to the Village, or to reject any and all bids submitted. Conditional bids, or those which take exception to the Contract documents without prior written approval from the Village, may be considered non-responsive and may be rejected.

The Village may make such investigations as it deems necessary to determine the ability of the bidder to perform the work in conformity with the Contract documents, and the bidder shall furnish to the Village all such information and data for this purpose as the Village may request.

The Contract shall be awarded to the lowest responsive, responsible bidder. In determining the lowest responsive and responsible bid, consideration will be given to several factors, including but not limited to price, financial responsibility of the bidder, completion date, responsiveness to the specifications, and the experience of the Village and other purchasers with the bidders.

Award of the contract is subject to Village of Orland Park Board approval. The Corporate Authority of the Village may elect to enforce its Local Vendor Purchasing Policy (see Section III Exhibit A – Local Vendor Purchasing Policy) when awarding the contract.

By submitting its bid, the bidder agrees to furnish, upon request from the Village, all information (including a list of subcontractors and suppliers and their prices) reasonably necessary for analysis. Furthermore, the Village may request that the bidder show, in detail, the kinds, quantities, and prices of direct material and direct labor used to develop prices/costs submitted in the bid. In addition, the Village reserves the right to request and receive information explaining the estimating process, including the judgmental factors and methods used to project from known data, and the contingencies used. The Village may require the bidder to show how it computes and applies indirect costs, and to show trend and budgetary data.

The Village may also conduct a pre-award facility survey of the bidder. This survey may include, but is not limited to, determining if the bidder has the experience, capability, necessary facilities and financial resources to complete the contract in a satisfactory manner within the required time.

The Village award will be made within sixty (60) calendar days after the date of the bid opening, or any mutually agreed extension thereof.

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DOG PARK CONSTRUCTION
INVITATION TO BID**

BID SUBMITTAL CHECKLIST

In order to be responsive, the bidder must submit all of the following items:

- Sealed Bid Envelope - **Addressed to the Village of Orland Park, Attn: Village Clerk's Office**, 14700 S. Ravinia Ave., Orland Park, IL 60462, and labeled: **Dog Park Construction** in the lower left hand corner.
- Bid - Bidder must submit **three (3) complete, sealed, signed and attested copies of the bid, one (1) of which shall be a complete bound copy and two (2) of which shall be a complete, identical, unbound copies of the bid**, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive. All copies shall contain the forms with the original signatures (please include a photocopy of the bid bond in the unbound copies). Note: only need to include those required documents listed in Section II and Section III in the bid submission.
- Bid Bond/Check for 10% of the bid amount
- All forms completed from Section II:
 - Bidder Summary Sheet
 - Business Organization
 - Certificate of Eligibility to Enter into Public Contracts
 - Equal Employment Opportunity
 - Certification of Compliance With the Illinois Prevailing Wage Act
 - Contractor's Certification Sexual Harassment, Tax & Substance Abuse
 - Apprenticeship and Training Program Certification
 - References
 - Insurance Requirements

II – REQUIRED BID SUBMISSION DOCUMENTS

BIDDER SUMMARY SHEET
Dog Park Construction

IN WITNESS WHEREOF, the parties hereto have executed this Bid as of date shown below.

Firm Name: _____

Address: _____

City, State, Zip Code: _____

Contact Person: _____

FEIN #: _____

Phone: (____) _____ Fax: (____) _____

E-mail Address: _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____ Dated _____; Addendum No. _____ Dated _____

| | | |
|----------|-------------------------|------------------|
| # | Item/Description | Sub-Total |
|----------|-------------------------|------------------|

A. Removals

The following items are to be removed and hauled from the site as shown, noted and detailed on plan.

| | | |
|----|--|----------|
| 1. | Existing asphalt walk including aggregate base material. | \$ _____ |
|----|--|----------|

B. Grading and Excavation

| | | |
|----|--|----------|
| 1. | Strip and stockpile all existing topsoil encountered within grading limits. Perform all cuts and fills as shown on plan to establish sub-grades for concrete walks and decomposed granite walks. Compact sub-grades in all areas in accordance with the specifications. Re-spread existing topsoil to a minimum depth of 6" over all disturbed areas within the grading limits. Haul all excess soils to a location as determined within the Village of Orland Park. | \$ _____ |
|----|--|----------|

C. Concrete and Decomposed Granite Walks

Furnish and install the following as shown, noted and detailed on plan, and in accordance with the specifications.

| | | |
|----|---|----------|
| 1. | Concrete Core Area Walks, including aggregate base. | \$ _____ |
|----|---|----------|

- 2. Concrete Maintenance Access Aprons, including aggregate base. \$ _____
- 3. Concrete Baseball Themed Plaza including aggregate base. \$ _____
- 4. Decomposed Granite Walks, including soil separator fabric. \$ _____

D. Fencing

Furnish, assemble and install the following as shown, noted and detailed on plan, and in accordance with the specifications.

- 1. 4' High Chain Link Transition Area Fencing. \$ _____
- 2. 4' High Chain Link Entry Gates. \$ _____
- 3. 4' High Chain Link Maintenance Access Gates. \$ _____
- 4. 6' High Chain Link Transition Area Fencing. \$ _____
- 5. 6' High Chain Link Entry Gates. \$ _____
- 6. 6' High Chain Link Maintenance Access Gates. \$ _____
- 7. 4' High Perimeter Wire Fencing. \$ _____
- 8. 6' High Perimeter Wire Fencing. \$ _____

E. Synthetic Turf

Furnish and install the following as shown, noted and detailed on plan, and in accordance with the specifications.

- 1. Synthetic Turf including aggregate base, nailer board and sand infill. \$ _____

Base Bid Total Amount \$ _____

Base Bid Total Amount Written _____

Signature of Authorized Signee: _____

Title: _____ Date: _____

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed to this bid.

_____ Partnership: Attach sheet and state full names, titles and address of all responsible principals and/or partners. Provide percent of ownership and a copy of partnership agreement.

_____ Corporation: State of incorporation: _____
Provide a disclosure of all officers and principals by name and business address, date of incorporation and indicate if the corporation is authorized to do business in Illinois.

In submitting this bid, it is understood that the Village of Orland Park reserves the right to reject any or all bids, to accept an alternate bid, and to waive any informalities in any bid.

In compliance with your Invitation to Bid, and subject to all conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish the services as outlined.

_____ (Corporate Seal)
Business Name

_____ Signature _____ Print or type name

_____ Title _____ Date

**CERTIFICATION OF ELIGIBILITY
TO ENTER INTO PUBLIC CONTRACTS**

IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED.

I, _____, being first duly sworn certify

and say that I am _____
(insert "sole owner," "partner," "president," or other proper title)

of _____, the Prime Contractor submitting this proposal, and that the Prime Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-rotating" of any state or of the United States.

Signature of Person Making Certification

Subscribed and Sworn To
Before Me This _____ Day

of _____, 2013.

Notary Public

EQUAL EMPLOYMENT OPPORTUNITY

Section I. This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

Section II. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this Agreement, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract.

E. That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to

ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts.

G. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Section III. For the purposes of subsection G of Section II, "subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Contractor and any person under which any portion of the Contractor's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Contractor or other organization and its customers.

ACKNOWLEDGED AND AGREED TO:

NAME: _____

SIGNATURE: _____

WITNESS: _____

DATE: _____

**CERTIFICATION OF COMPLIANCE WITH THE
ILLINOIS PREVAILING WAGE ACT
(820 ILCS 130/0.01, et seq.)**

It is hereby stipulated and certified to the Village of Orland Park, that the undersigned Contractor shall pay not less than the prevailing hourly rate of wages, the generally prevailing rate of hourly wages for legal holiday and overtime work, and the prevailing hourly rate for welfare and other benefits as determined by the Illinois Department of Labor and as set forth in the schedule of prevailing wages for this contract to all laborers, workers and mechanics performing work under this contract. The undersigned Contractor further stipulates and certifies that he/she/it has maintained a satisfactory record of Prevailing Wage Act compliance with no significant Prevailing Wage Act violations for the past three (3) years. In accordance with Public Act 94-0515, the Contractor will submit to the Village certified payroll records (to include for every worker employed on the project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day and starting and ending time of work each day) on a monthly basis, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Contractor is aware that knowingly filing false records is a Class B Misdemeanor.

Contractor:

By: _____
(Authorized Officer)

Subscribed and Sworn To
Before Me This _____ Day

of _____, 2013.

Notary Public

**VILLAGE OF ORLAND PARK
CONTRACTOR'S CERTIFICATION
SEXUAL HARASSMENT, TAX & SUBSTANCE ABUSE**

_____, having been first duly sworn deposes and states as follows:
(Officer or Owner of Company)

_____, having submitted a proposal for:
(Name of Company)

(PROJECT)

to the Village of Orland Park, Illinois, hereby certifies that the undersigned Contractor:

1. has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4).
2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if:
 - a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the approved Revenue Act; or
 - b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.
3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382 and that _____ is/are currently participating
(Name of employee/driver or "all employee drivers")

in a drug and alcohol testing program pursuant to the aforementioned rules.

- ___4A. has in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), and has provided a written copy thereof to the Village of Orland Park; or
- ___4B. has in place a collective bargaining agreement which deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635).

(Check either 4A or 4B, depending upon which certification is correct.)

By: _____
Officer or Owner of Company named above

Subscribed and Sworn To
Before Me This ____ Day

of _____, 2013.

Notary Public

APPRENTICESHIP AND TRAINING PROGRAM CERTIFICATION

I, _____, having been first duly sworn depose and state as follows:

I, _____, am the duly authorized agent for _____, which has

submitted a bid to the Village of Orland Park for

_____ and I hereby certify
(Name of Project)

that _____
(Name of Company)

participates in apprenticeship and training programs approved and registered with the United States Department of Labor Bureau of Apprenticeship and Training.

By: _____

Title: _____

Subscribed and Sworn To
Before Me This _____ Day

of _____, 2013.

Notary Public

REFERENCES

(Please type)

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

Bidder's Name: _____

Signature & Date: _____

INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's

WORKERS COMPENSATION & EMPLOYER LIABILITY

\$500,000 – Each Accident

\$500,000 – Policy Limit

\$500,000 – Each Employee

Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY

\$1,000,000 – Combined Single Limit

Additional Insured Endorsement in favor of the Village of Orland Park

GENERAL LIABILITY (Occurrence basis)

\$1,000,000 – Each Occurrence

\$2,000,000 – General Aggregate Limit

\$1,000,000 – Personal & Advertising Injury

\$2,000,000 – Products/Completed Operations Aggregate

Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 – Each Occurrence

\$2,000,000 – Aggregate

EXCESS MUST COVER: General Liability, Automobile Liability, Workers Compensation

Any insurance policies providing the coverages required of the Contractor, shall be specifically endorsed to identify “The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured.” If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. The words “endeavor to” and “, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives” must be stricken from all Certificates of Insurance submitted to the Village. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The bidder agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the selected bidder and the bid will be awarded to the next lowest bidder or result in creation of a new bid.

ACCEPTED & AGREED THIS _____ DAY OF _____, 2013_

Signature

Authorized to execute agreements for:

Printed Name & Title

Name of Company

III – ADDITIONAL INFORMATION (EXHIBITS)

EXHIBIT A

VILLAGE OF ORLAND PARK LOCAL VENDOR PURCHASING POLICY

The Village of Orland Park believes it is important to provide local vendors with opportunities to provide goods and services to the Village of Orland Park. This belief is based upon the fact that the active uses of commercial properties in the Village benefits the community through stabilization of the property tax base, the creation of local sales tax and the provision of employment opportunities for citizens of the community and surrounding region.

In an effort to promote the aforementioned benefits, the Village of Orland Park wishes to provide local vendors with preferential treatment when competing for contracts with the Village. A local vendor is defined as a business that has an actual business location within the corporate boundaries of Orland Park and is licensed by the Village. The Village will not award a contract to a local vendor when the difference between the local vendors bid and the otherwise lowest responsive and responsible bid exceeds the applicable percentage indicated below. As such, when considering contracts, the Village reserves the right to forego the lowest responsive and responsible bid in favor of a local vendor under the following circumstances:

| <u>Contract Value</u> | <u>Range (up to a maximum of)</u> |
|--------------------------|-----------------------------------|
| \$0 - \$250,000 | 2.00% |
| \$250,000 - 1,000,000 | 1.50% |
| \$1,000,000 - 2,000,000 | 1.00% |
| Greater than \$2,000,000 | Not Applicable |

Under no circumstance will any contract be awarded to a local vendor when the local vendor's bid exceeds the lowest responsive and responsible bid by \$20,000 or more.

This Policy shall ONLY apply if formal notice of the aforementioned criteria is provided as part of the bid specifications. In addition, it should be noted that the Village of Orland Park shall not be obligated to forego the low bidder in favor of the local vendor under any circumstances. However, this Policy simply provides the Village with the option of doing so when applicable. Furthermore, this Policy shall not apply in any situation where any portion of the contract amount is being paid with funds other than Village monies. Specifically, this Policy shall not apply in any situation where the Village has received a grant or otherwise received a source of funds other than its own funds.

EXHIBIT B
VILLAGE OF ORLAND PARK
(Contract for Small Construction or Installation Project)

This Contract is made this _____ day of _____, 20__ by and between the Village of Orland Park (hereinafter referred to as the “VILLAGE”) and _____ (hereinafter referred to as the “CONTRACTOR”).

WITNESSETH

In consideration of the promises and covenants made herein by the VILLAGE and the CONTRACTOR (hereinafter referred to collectively as the “PARTIES”), the PARTIES agree as follows:

SECTION 1: THE CONTRACT DOCUMENTS: This Contract shall include the following documents (hereinafter referred to as the “CONTRACT DOCUMENTS”) however this Contract takes precedence and controls over any contrary provision in any of the CONTRACT DOCUMENTS. The Contract, including the CONTRACT DOCUMENTS, expresses the entire agreement between the PARTIES and where it modifies, adds to or deletes provisions in other CONTRACT DOCUMENTS, the Contract’s provisions shall prevail. Provisions in the CONTRACT DOCUMENTS unmodified by this Contract shall be in full force and effect in their unaltered condition.

The Contract

The Terms and General Conditions pertaining to the Contract

The VILLAGE’S Project Manual for the Work as described in Section 2 hereunder

- The Invitation to Bid
- The Instructions to the Bidders

The Bid Proposal as it is responsive to the VILLAGE’s bid requirements

All Certifications required by the VILLAGE

Certificates of Insurance

Performance and Payment Bonds required by the VILLAGE

SECTION 2: SCOPE OF THE WORK AND PAYMENT: The CONTRACTOR agrees to provide labor, equipment and materials necessary to perform the following:

(hereinafter referred to as the “WORK”) as described in the VILLAGE’S Project Manual (Bid Documents) and the VILLAGE agrees to pay the CONTRACTOR pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) the following amounts for the WORK:

Unit Prices (if any):

Alternates chosen:

TOTAL: _____ No/100 (\$ _____) Dollars
(hereinafter referred to as the "CONTRACT SUM.") The CONTRACT SUM shall not be increased without the express written consent of the VILLAGE.

10% retention will be withheld for this project. When final acceptance is obtained the retention will be released in its entirety.

SECTION 3: ASSIGNMENT: CONTRACTOR shall not assign the duties and obligations involved in the performance of the WORK except to the list of Subcontractors approved by the Village, which approval shall not be unreasonably withheld.

SECTION 4: TERM OF THE CONTRACT: The CONTRACTOR shall commence the WORK of this Contract upon receipt of a Notice to Proceed and shall complete performance of the WORK of this Contract by _____, (hereinafter referred to as the "CONTRACT TIME.") Failure to meet the CONTRACT TIME shall be considered an occasion of default under the CONTRACT DOCUMENTS. The CONTRACT TIME shall not be increased without the express written consent of the VILLAGE. Final payment shall be made by the VILLAGE upon inspection of the WORK, completion of any punch list items and after receipt of final release and waiver of liens in accordance with the requirements of the CONTRACT DOCUMENTS. This Contract may be terminated by the VILLAGE for convenience or by either of the PARTIES for default in the performance of the duties of the PARTIES as described in the CONTRACT DOCUMENTS upon thirty (30) day's written notice provided as required herein.

SECTION 5: INDEMNIFICATION AND INSURANCE: The CONTRACTOR shall indemnify and hold harmless the VILLAGE, its trustees, officers, directors, agents, employees and representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence of the CONTRACTOR, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said CONTRACTOR, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the CONTRACT DOCUMENTS, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the VILLAGE, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The CONTRACTOR shall be solely liable for all costs of such defense and for all expenses,

fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The Contractor shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Contractor shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of Subcontractor or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The Subcontractor further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

Execution of this Contract by the VILLAGE is contingent upon receipt of Insurance Certificates provided by the CONTRACTOR in compliance with the CONTRACT DOCUMENTS.

SECTION 6: COMPLIANCE WITH LAWS: CONTRACTOR agrees to comply with all federal, state and local laws, ordinances, statutes, rules and regulations including but not limited to all applicable provisions of the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*) and the Illinois Prevailing Wage Act (820 ILCS 130/1 *et seq.*)

SECTION 7: FREEDOM OF INFORMATION ACT COMPLIANCE: The Illinois Freedom of Information Act (FOIA) has been amended and effective January 1, 2010. This amendment adds a new provision to Section 7 of the Act which applies to public records in the possession of a party with whom the Village of Orland Park has contracted. The Village of Orland Park will have only a very short period of time from receipt of a FOIA request to comply with the request, and there is a significant amount of work required to process a request including collating and reviewing the information.

The undersigned acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village of Orland Park for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village of Orland Park within two (2) business days of the request being made by the Village of Orland Park. The undersigned agrees to indemnify and hold harmless the Village of Orland Park from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village of Orland Park under this agreement.

SECTION 8: NOTICE: Where notice is required by the CONTRACT DOCUMENTS, it shall be considered received if it is 1) delivered in person, 2) sent by registered United States mail, return receipt requested, 3) delivered by messenger or mail service with a signed receipt, 4) sent by facsimile with an acknowledgment of receipt, or 4) by e-mail with an acknowledgment of receipt only if the PARTIES agree separately to use e-mail for providing notice. Notice shall be sent to the following:

To the VILLAGE:
Contract Administrator
Village of Orland Park
14700 South Ravinia Avenue
Orland Park, Illinois 60462
Telephone:
Facsimile:
e-mail:

To the CONTRACTOR:

Telephone:
Facsimile:
e-mail:

or to such other persons or to such other addresses as may be provided by one party to the other party under the requirements of this Section.

SECTION 9: LAW AND VENUE: The law of the State of Illinois shall apply to this Agreement and venue for legal disputes shall be Cook County, Illinois.

SECTION 10: MODIFICATION: This Contract may be modified only by a written amendment signed by both PARTIES.

SECTION 11: COUNTERPARTS: This Contract may be executed in two (2) or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Contract shall become effective on the date first shown herein and upon execution by duly authorized agents of the PARTIES.

FOR: THE VILLAGE

FOR: THE CONTRACTOR

By: _____

By: _____

Print name: _____

Print name: _____

Its: Village Manager

Its: _____

Date: _____

Date: _____

**VILLAGE OF ORLAND PARK
CONSTRUCTION CONTRACT
TERMS AND GENERAL CONDITIONS**

Terms and General Conditions for the CONTRACT between the Village of Orland Park (the “VILLAGE”) and _____ (the “CONTRACTOR”) for _____ (the “WORK”) dated **MONTH DAY, 20xx** (the “CONTRACT”).

ARTICLE 1: DUTIES OF THE PARTIES

1.1 VILLAGE’S RIGHTS AND DUTIES

- 1.1.1 Upon request of CONTRACTOR the VILLAGE shall furnish in a timely and agreed upon schedule and manner, information relevant to the project or project site as requested by the CONTRACTOR and deemed by the CONTRACTOR and the Village to be necessary for the performance of the WORK of the CONTRACT.
- 1.1.2 The VILLAGE shall furnish access to its buildings and the site of the WORK, as is necessary and in the best interests of the VILLAGE, for the performance of the WORK and shall provide, at its own expense as needed, temporary or permanent easements, zoning and other remedy as may be requested by the CONTRACTOR to remove or reduce restrictions or limitations that negatively affect the CONTRACTOR’S ability to perform the WORK as outlined in the bidding documents and the CONTRACT.
- 1.1.3 The VILLAGE shall have the right to immediately stop the WORK by providing written notice to the CONTRACTOR should the CONTRACTOR fail to correct WORK not in accordance with the CONTRACT Documents which stoppage will remain in effect until the WORK is corrected without giving rise to any duty on the part of the VILLAGE to stop the WORK for the benefit of the CONTRACTOR or any other entity.
- 1.1.4 The VILLAGE may, at the CONTRACTOR’S expense, correct deficiencies in the WORK to make it conform to the CONTRACT.
- 1.1.5 If the CONTRACTOR does not correct or cure a default, with reasonable promptness after receiving a written notice from the VILLAGE, the VILLAGE may, at its option, correct the default and deduct the VILLAGE’s cost of the correction or cure from the amounts owed to the CONTRACTOR.

1.2 CONTRACTOR'S RIGHTS AND DUTIES

- 1.2.1 The CONTRACTOR shall perform the WORK in accordance with the CONTRACT documents.
- 1.2.2 The CONTRACTOR shall examine existing conditions and take field measurements to facilitate the performance of the WORK throughout the duration of the CONTRACT and shall report to the VILLAGE any errors, inconsistencies or omissions discovered during the performance of the CONTRACT.
- 1.2.3 CONTRACTOR shall pay for all material, labor and incidental costs necessary for the completion of the WORK.
- 1.2.4 CONTRACTOR warrants that the WORK performed/provided shall be fully compliant with the plans, specifications and bid documents for the WORK. The CONTRACTOR warrants that the WORK shall be free from defects for one (1) year after the final acceptance of the WORK by the VILLAGE, or the length of time guaranteed under the warranty provided by the manufacturer for materials used in the WORK, whichever is greater. Where there are defects and/or deficiencies, following notice of said defects or deficiencies provided to the CONTRACTOR by the VILLAGE, the CONTRACTOR agrees to promptly correct them to the VILLAGE's satisfaction. All manufacturers' guarantees and warranties shall be delivered without variance to the VILLAGE prior to final acceptance.
- 1.2.5 The CONTRACTOR shall perform the work per the terms of the approved schedule and complete the WORK within the terms and time limits of the CONTRACT.
- 1.2.6 The CONTRACTOR shall obtain and pay for all required permits, licenses, fees, inspections and certifications required of or by the WORK.
- 1.2.7 CONTRACTOR shall comply with all local, state and federal statutes, ordinances, codes, rules, and regulations governing the performance of the CONTRACTOR for the completion of the WORK, including but not limited to all of the applicable provisions of the Illinois Prevailing Wage Act (820 ILCS 130/1 *et seq.*) and the Illinois Human Rights Act (775 ILCS 5/1-01 *et seq.*) The CONTRACTOR shall obtain and preserve per the terms of the Document Retention Laws of the State of Illinois, certified payroll records for all work performed to complete the WORK, including that work performed by all those contractors subordinate to the CONTRACTOR or Subcontractor.

1.2.7.1 This CONTRACT calls for the construction/maintenance of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires CONTRACTORS and Subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All CONTRACTORS and Subcontractors rendering services under this CONTRACT must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. Each CONTRACTOR and Subcontractor participating on this project shall make and keep those records required under Section 5 of the Prevailing Wage Act (820 ILCS 130/5). In conformance with the Act, each CONTRACTOR and/or Subcontractor participating on this Project shall maintain records of all laborers, mechanics and other workers employed by them on this Project, including the following information on each worker: (1) name; (2) address; (3) telephone number when available; (4) social security number; (5) classification or classifications; (6) hourly wages paid in each pay period; (7) number of hours worked each day; and (8) starting and ending times of each day. These records shall be kept by the participating CONTRACTOR and Subcontractor for a period of not less than three (3) years. Each participating CONTRACTOR and Subcontractor shall submit a monthly certified payroll to the VILLAGE consisting of the above-referenced information as well as a statement signed by the participating CONTRACTOR or Subcontractor that certifies: (a) the records are true and accurate; (b) the hourly rates paid to each worker is not less than the general prevailing rate of hourly wages required under the Prevailing Wage Act; and (c) the CONTRACTOR or Subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

1.2.7.2 Neither the CONTRACTOR nor its Subcontractors shall tolerate or engage in any prohibited form of discrimination in employment as defined in the Illinois Human Rights Act. The CONTRACTOR shall maintain, and require that its Subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual’s ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. Contractors and all Subcontractors shall comply with all requirements of the Act including maintaining a sexual harassment policy and of the Rules of the Illinois

Department of Human Rights with regard to posting information on employees' rights under the Act. Contractors and all Subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for work to be performed under the CONTRACT.

- 1.2.8 CONTRACTOR will not be relieved of any obligation to the VILLAGE under the CONTRACT due to failure to examine or receive documents, visit or become familiar with conditions or from facts of which CONTRACTOR should have been aware and VILLAGE, as existing law may allow, shall reject all claims related thereto.

ARTICLE 2: CONTRACT DOCUMENTS

2.1 The CONTRACT consists of the following documents and items:

- .1 Agreement between the parties
- .2 General Conditions to the Agreement
- .3 Special Conditions to the Agreement, if any
- .4 The Project Manual which includes
 - Instructions to the Bidders
 - Invitation to Bid
 - Specifications and Drawings, if any
- .5 Accepted Bid Proposal as it conforms to the bid requirements
- .6 Addenda, if any
- .7 Required Certificates of Insurance
- .8 Required Certifications and documents as may be required by other project funding agencies
- .9 Performance and Payment Bonds
- .10 All Certifications required by the VILLAGE

ARTICLE 3: PAYMENTS AND COMPLETION

3.1 The VILLAGE requires for each Request for Payment, a properly completed Contractor's Affidavit setting out, under oath, the name, address and amount due or to become due, of each subcontractor, vendor, supplier or other appropriate party included in that payment. For every party listed the CONTRACTOR shall also provide a full or partial waiver of lien, as appropriate, before a payment will be made to the CONTRACTOR. The CONTRACTOR's partial or final waiver of lien must be included. Payments shall not be made by the VILLAGE without such lien waivers and contractors' sworn statements unless they are conditioned upon receipt of such waivers and statements.

3.2 No certificate shall be issued in favor of the CONTRACTOR and no payment will be made by the VILLAGE for material not installed or built into the WORK without written authorization from the VILLAGE.

3.3 Upon satisfaction of the terms and conditions of the CONTRACT, the CONTRACTOR agrees to provide the VILLAGE with a full and final release and waiver of all liens covering all of the WORK performed under the CONTRACT prior to issuance of final payment. Said final waiver of lien shall identify and state that all Subcontractors and material suppliers have been paid in full and there are no contract balances outstanding and owed to any Subcontractor or material supplier.

3.4 All payments shall be made to CONTRACTOR by VILLAGE pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*)

ARTICLE 4: TAXES

4.1 The VILLAGE is a public body and is exempt from excise, sales and use taxes and will furnish CONTRACTOR with exemption numbers as required. This shall also apply to Subcontractors, and subcontractors of the Subcontractor. No Requests for Payments associated with the WORK may include any such taxes.

ARTICLE 5: INSPECTION OF MATERIALS

5.1 The VILLAGE shall have a right to inspect any materials, equipment or processes used during the performance of this CONTRACT. The CONTRACTOR shall be responsible for the Quality Assurance / Quality Control standards for all materials, equipment, components or completed WORK finished under this CONTRACT, including through the expiration of the warranty period. Materials, equipment, components or completed WORK not complying therewith may be rejected by the VILLAGE and shall be removed and replaced by the CONTRACTOR to the satisfaction of the VILLAGE, at no cost to the VILLAGE within the agreed-upon time period. All material replaced shall be fully warranted as new material

ARTICLE 6: ASSIGNMENT

6.1 The CONTRACTOR's duties and obligations under the CONTRACT shall not be assigned without the express written consent of the VILLAGE.

6.2 WORK not performed by the CONTRACTOR with its own forces shall be performed by Subcontractors or Sub-subcontractors. The CONTRACTOR shall be responsible for management of the Subcontractors in the performance of their work.

6.3 The CONTRACTOR shall not contract with anyone for performance of the WORK hereunder to whom the VILLAGE has a reasonable objection.

6.4 The CONTRACTOR shall prepare all Subcontracts and shall have full discretion to negotiate their terms, subject to the VILLAGE's reasonable requirements or objections as to form and content.

6.5 By appropriate agreement, written where legally required for validity, the CONTRACTOR shall require each Subcontractor, to the extent of the WORK to be performed by the Subcontractor, to be bound to the CONTRACTOR by terms of the CONTRACT, and to assume toward the CONTRACTOR all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's work, which the CONTRACTOR, by these documents, assumes toward the VILLAGE. Each subcontract agreement shall preserve and protect the rights of the VILLAGE under the CONTRACT documents with respect to the work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies and redress against the CONTRACTOR that the CONTRACTOR, by the CONTRACT, has against the VILLAGE. Where appropriate, the CONTRACTOR shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The CONTRACTOR shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the contract to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement which may be at variance with the CONTRACT documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

ARTICLE 7: GUARANTEES AND WARRANTIES

7.1 All guarantees and warranties required shall be furnished by the CONTRACTOR and shall be delivered to the VILLAGE before the final payment or payment retention will be paid to the CONTRACTOR.

7.2 The CONTRACTOR shall supply the VILLAGE with "as-built" plans bearing the signature and seal or stamp, of an Illinois-licensed Professional Engineer prior to the VILLAGE making the final payment.

ARTICLE 8: DEFAULT

8.1 If the CONTRACTOR fails to begin the WORK under this CONTRACT within the time specified, or fails to perform the WORK in accordance with the terms of the approved schedule or performs the WORK in a manner unacceptable to the VILLAGE, or neglects or refuses to remove materials or perform anew such WORK as has been rejected by the VILLAGE, or if the CONTRACTOR shall become insolvent or be declared bankrupt, or shall make an assignment for the benefit of creditors, or from any other cause whatsoever shall fail to carry on the WORK in a manner required by the CONTRACT, the VILLAGE shall give notice as hereinafter provided to the CONTRACTOR and its surety in writing specifying such failure, delay, neglect, refusal or default, and if the CONTRACTOR, within a period of ten (10) calendar days after the giving of such notice, shall not proceed in accordance therewith, then the VILLAGE shall have full power and authority to declare this CONTRACT and the CONTRACTOR in default, and to forfeit the rights of the CONTRACTOR in this CONTRACT.

8.2 Upon declaration of CONTRACTOR's default, the VILLAGE may, at its option, call upon the surety to complete the WORK in accordance with the terms of this CONTRACT or may take over the WORK, including any materials on the WORK site as may be suitable and acceptable to the VILLAGE and may complete the WORK by its own forces or on its own account, or may enter into a new contract or contracts for the completion of the WORK, or may use such other methods as shall be required for the completion of the WORK in an acceptable manner as the VILLAGE may in its discretion determine.

8.3 All costs and charges incurred by the VILLAGE, together with the cost of completing the WORK shall be deducted from any moneys due or which may become due on this to the CONTRACTOR under this CONTRACT. Following any payment due and received by the VILLAGE from the CONTRACTOR's surety following default, if the expense so incurred by the VILLAGE is less than the sum paid to the Village by the surety under this CONTRACT for work remaining, the surety shall be entitled to receive the excess difference paid to the VILLAGE. When such CONTRACTOR default costs incurred by the VILLAGE exceeds the sum paid to the VILLAGE for the work remaining under the CONTRACT, the CONTRACTOR and the surety shall be liable and shall pay to the VILLAGE the full cost of such additional expenses.

ARTICLE 9: DISPUTES AND VENUE

9.1 Disputes between the VILLAGE and the CONTRACTOR shall be handled according to the terms of the CONTRACT (including all subsequent approved Change Orders) and applicable Law, with the final decision regarding disputes resting with the Village Manager or his or her designee. All disputes concerning a question of fact under the CONTRACT shall be expressed in writing by the parties and, if within seven (7) days after receipt of such notice the parties have not disposed of the dispute by agreement, the dispute, as it was expressed in writing by the parties, shall be subject to mediation under terms agreed to by the parties. Pending final decision of a dispute hereunder, the parties shall proceed diligently with the performance of the CONTRACT.

9.2 Any legal action taken by either party shall be decided based upon and governed by the laws of the State of Illinois and venue for such disputes shall be Cook County, Illinois.

ARTICLE 10: CONTRACT TIME

10.1 Time is of the essence with respect to all performance time schedules and timely completion of the WORK under the CONTRACT. VILLAGE shall not grant, and CONTRACTOR shall not seek damages for delays. However, VILLAGE shall review a CONTRACTOR's request for additional time, and may at VILLAGE's option and as conditions warrant, grant an increase in the CONTRACT time for delays beyond CONTRACTOR's control and not caused by CONTRACTOR, its Subcontractors or others for whose actions CONTRACTOR is liable.

ARTICLE 11: INSURANCE AND INDEMNIFICATION

11.1 Insurance Requirements

11.1.1 The successful bidder shall, within ten (10) business days of said receipt of notice of award of the CONTRACT, furnish to the VILLAGE a certificate of insurance showing the VILLAGE, its trustees, officers, directors, agents, employees, representatives and assigns as additional insureds to the General Liability and Automobile Liability policies by appropriate endorsement. Such coverages shall be placed with a provider acceptable to the VILLAGE, which is licensed to do business in the State of Illinois, and that maintains a minimum A. M. Best rating of A VII. The insurance coverages afforded under the CONTRACTOR's General Liability insurance policies shall be primary and non-contributory to any insurance carried independently by the Indemnitees. A Waiver of Subrogation in favor of the Additional Insureds shall apply to General liability and Worker's Compensation. Certificates of insurance must state that the insurer shall provide the VILLAGE with thirty (30) days prior written notice of any change in, or cancellation of required insurance policies. All required insurance shall be maintained by the CONTRACTOR in full force and effect during the life of the CONTRACT, and until such time as all WORK has been approved and accepted by the VILLAGE. This provision constitutes the VILLAGE's continuing demand for such certificates and endorsement(s) or true and correct copies thereof and the obligation to provide such insurance coverage shall be in full force and effect during the life of the CONTRACT. Failure of the VILLAGE to request such certificates and endorsements shall not relieve the CONTRACTOR of these obligations to provide insurance.

The amounts and types of insurance required are defined in Exhibit 1, a copy of which is attached hereto and made a part hereof.

11.1.2 CONTRACTOR shall cause each Subcontractor to maintain insurance of the type specified in Exhibit A. Prior to CONTRACT acceptance, and at any time when requested by the VILLAGE, CONTRACTOR shall furnish copies of certificates of insurance evidencing coverage for each Subcontractor and Sub-subcontractor.

11.2 Indemnification

11.2.1 The CONTRACTOR shall indemnify and hold harmless the VILLAGE, its trustees, officers, directors, agents, employees and representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence of the CONTRACTOR, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said CONTRACTOR, its officers, agents and/or employees arising out of, or in

performance of any of the provisions of the CONTRACT DOCUMENTS, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the VILLAGE, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The CONTRACTOR shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

11.2.2 The CONTRACTOR shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the VILLAGE and any other indemnified party. The VILLAGE or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the CONTRACTOR shall promptly reimburse the VILLAGE or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the VILLAGE or other indemnified party in connection therewith.

ARTICLE 12: PERFORMANCE AND PAYMENT BONDS

12.1 The CONTRACTOR shall furnish Performance and Payment Bonds acceptable to the VILLAGE in the full amount of the CONTRACT. Bonds shall be from a surety licensed to do business in Illinois and said surety shall have a minimum A.M. Best rating of A-V. Each Bond shall require a time period during which the Bond can be called limited only to the extent required by Illinois law.

ARTICLE 13: EXECUTION OF CONTRACT

13.1 Execution of the CONTRACT between VILLAGE and CONTRACTOR is contingent upon receipt of required Certificates of Insurance, required signed certifications and required Performance and Payment Bonds.

ARTICLE 14: CHANGES IN THE WORK

14.1 All changes in the WORK must be requested by CONTRACTOR and approved by the VILLAGE via an Authorization to Proceed document bearing the signature of the Project Principle for VILLAGE. Any change order or series of change orders that increase or decrease the CONTRACT value by \$10,000 or more, or that increases or decreases the CONTRACT duration beyond the approved project schedule must be accompanied by a written request from CONTRACTOR justifying the additional cost or change in schedule. Within an agreed upon period of time, VILLAGE will provide a response to

CONTRACTOR's Change Order or Time request by providing a determination signed by the VILLAGE or its designee finding that the change requested was not reasonably foreseeable at the time the CONTRACT was signed, the change is germane to the CONTRACT or the change is in the best interest of VILLAGE. Any change increasing the original CONTRACT value by fifty percent (50%) or more must be re-bid by VILLAGE as required by law.

ARTICLE 15: TERMINATION

15.1 VILLAGE may, at any time, terminate the CONTRACT for the VILLAGE's convenience and without cause upon written notice to the CONTRACTOR and payment for all WORK directed to be performed prior to the effective date of termination along with agreed upon reasonable overhead and profit.

SAMPLE

EXHIBIT 1

Insurance Requirements

Worker's Compensation:

STATUTORY coverage for all persons whom the CONTRACTOR may employ directly or through subcontractors in carrying out the WORK under this CONTRACT. Such insurance shall hold the VILLAGE free and harmless of all personal injuries of all persons whom the CONTRACTOR may employ directly or through Subcontractors.

Employers Liability:

\$500,000 minimum liability

Comprehensive General Liability; including Bodily Injury and Property Damage:

\$1,000,000 Each Occurrence - Combined Single Limit

\$2,000,000 Aggregate - Completed Operations

\$2,000,000 Each Occurrence - Blanket Contractual Liability

.4 Comprehensive Automobile Liability, Owned, Non-owned and Hired:

\$1,000,000 for Combined Single Limit

.5 Umbrella/Excess Liability:

\$2,000,000 Each Occurrence