



BENSENVILLE
GATEWAY TO OPPORTUNITY

2019 Tree Purchase & Delivery

Invitation for Bids (IFB)

Village of Bensenville
Public Works Department
717 E Jefferson Street
Bensenville, Illinois 60106

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INVITATION TO BID:

2019 Tree Purchase & Delivery

February 7, 2019

Notice is hereby given that the Village of Bensenville is seeking bids from qualified, licensed nurseries for establishing a contractual agreement for the 2019 Tree Purchase and Delivery. The bids shall be sent to:

*Village of Bensenville
Office of the Village Clerk
12 South Center Street
Bensenville, IL 60106*

The Village of Bensenville will accept Sealed Bids until **09:30am local time on Wednesday March 6, 2019**. The Bid must be in a sealed opaque envelope plainly marked *2019 Tree Purchase and Delivery Bid*. The forms can be found at www.bensenville.il.us under "Business." The packet can also be picked up at the Public Works Department, 717 E Jefferson Street, Bensenville, IL 60106. Detailed information may be obtained by contacting Jovana Dacic at 630-594-1012 or via email at jdacic@bensenville.il.us.

All bids require a Bid Bond, or Certified or Cashier's Check made payable to the Village of Bensenville for not less than five percent (5%) of the base bid amount.

The Village Board reserves the right to reject any and all bids or portions thereof.

Nancy Quinn
Village Clerk

GENERAL TERMS AND CONDITIONS

1. CONDITIONS

Bidders are advised to become familiar with all conditions, instructions and specifications governing their proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of their contract shall not be cause to alter the original contract or to request additional compensation.

- 1.1 The Village Board reserves the right to reject any and all bids or portions thereof.

2. BID SECURITY

- 2.1 Each Bid must be accompanied by Bid security made payable to the Village in an amount of five percent (5%) of the Bidder's base Bid price and in the form of a certified or bank check or a Bid Bond.
- 2.2 Bid Bonds shall be duly executed by the Bidder as principal and having as surety thereon a surety company approved by the OWNER, having the minimum equivalent of a Best and Co. 5A Rating.
- 2.3 Upon project starting, the Bid deposit will be returned. Failure of the bidder to execute a contract after notice of contract award will result in forfeiture of the Bid deposit. Bid deposit shall be retained by the Village as liquidated damages, not a penalty.
- 2.4 Village will return Bid deposits from unsuccessful Bidders if requested after contract is awarded by the Village Board and all documents are executed.

3. ADJUSTMENTS TO THE CONTRACT

Prospective Bidders are forewarned that the Village of Bensenville reserves the right to adjust the quantities of work to be accomplished, either up or down, dependent on the current budget or until budgeted funds are depleted without prejudice to the Contract. Payment will be based on measured quantities and accepted unit prices.

- 3.1 The Village may terminate the contract for any reason with thirty (30) day written notice.

4. TIME OF COMPLETION, PENALTY, AND LIQUIDATED DAMAGES

- 4.1 The CONTRACTOR understands that all contract times are of the essence. Penalties will be imposed for non-completion of the set dates.
- 4.2 Should the CONTRACTOR fail to complete the work within the time specified in the Contract or within such extended time as may have been allowed, the CONTRACTOR shall be liable to the OWNER in the amount of Two Hundred Fifty dollars (\$250.00), as liquidated damages, for each day of overrun in the contract time or such extended time as may have been allowed. The daily charge shall be made for every day shown on the calendar beyond the specified completion date.
- 4.3 Any penalty or liquidated damages owed the Village may be deducted from any payments to the CONTRACTOR. If the deduction does not satisfy the full extent of the CONTRACTOR'S penalty obligation, then the CONTRACTOR shall pay the difference to the OWNER. The parties further agree that the liquidated damages represent the minimum damage the Village will sustain for each calendar day of the delay in completion of the work.

SCOPE OF WORK

Bidding requirements, general terms and conditions, scope of work and other special requirements are all part of the bidding document and contract specifications. Standard specifications of technical or professional societies and federal, state or local agencies referred to shall include all amendments as of the date of advertisement for bids.

Contractor will furnish all labor, materials and equipment necessary to perform work as outlined.

1. APPLICABLE SPECIFICATIONS AND STANDARDS:

- *American Standard for Nursery Stock*. ANSI Z60.1-2004
- *Principles and Practices of Planting Trees and Shrubs*. International Society of Arboriculture
- *Standardized Plant Names*, American Joint Committee on Horticulture Nomenclature
- *American National Standards Institutes for Tree Care Operations – Transplanting*. ANSI A300-2005
- *Standard Specifications for Road and Bridge Construction*. Illinois Department of Transportation.

2. QUALITY OF TREE MATERIALS

- 2.1 Unless otherwise specified, trees must originate from an Illinois Department of Agriculture Certified Nursery within 100 miles from the Village of Bensenville.

They shall have average or normal well-developed branches, together with vigorous root systems. Trees shall be free from insects, eggs, larvae, diseases, sunscald, knots, stubs, or other objectionable disfigurements. Trees must show appearance of normal health and vigor in strict accordance with these specifications.

- 2.2 Only trees tagged by Village staff will be accepted during delivery.

- 2.3 Trees shall be true to their name as specified.

3. **SIZE** – Trees shall be a minimum of 2 ½” in diameter (caliper).

4. **MEASUREMENT FOR SIZE** - Take caliper measurements six inches (6”) above ground.

5. **QUANTITY** – The Village requests a base bid for 60 trees per planting season (Spring/Autumn) totaling 120 trees. Additional trees will be specified in separate alternate bids. The Village reserves the right to increase or decrease the number of any species of trees depending upon need.

6. INSPECTION OF TREE MATERIAL

- 6.1 The Nursery shall allow a Village representative to inspect trees for quality and for tagging in the nursery. If after inspection, there are not enough acceptable trees available, the Village reserves the right to make alternate arrangements for the purchases of that particular species of tree. A request made by the nursery via phone, or email, is required for requesting the inspection and tagging of trees.

- 6.2 All tree material shall comply with State and Federal laws with respect to inspection for tree diseases and insect infestation. An inspection certificate, required by law to this effect, shall accompany the shipment and on arrival certificate shall be filed with the Director of Public Works.
7. **DIGGING OF TREES** - Trees shall not be dug until the contractor is ready to transport them from their original locations to the site of work or approved storage. Trees shall be dug and properly loaded for delivery in the current calendar year (2019.) They shall be dug with care, avoiding injury to the trees or loss or damage of the roots, including all of the fibrous roots. Immediately after digging, roots shall be protected against drying and freezing. Proper irrigation of newly dug trees should be provided by the nursery to maintain to quality.
8. **BALLED AND BURLAPPED TREES** - Trees shall be balled and burlapped only after Village staff has tagged the trees. The trees shall be dug with a sufficient quantity of earth taken equally on all sides and bottoms of the trees to include the necessary roots to ensure growth as specified in the most recent edition of the American Standard for Nursery Stock. The depth thickness of the balls shall be prepared in a skillful manner and firmly bound. All material purchased shall be tagged and clearly labeled by the nursery with the common name as shown on the bid list.
9. **TRANSPORTATION** - During transportation, the contractor shall exercise care to prevent injury and drying of the trees; leafed trees will be covered. Upon arrival to the Village, trees will be inspected for proper shipping procedures. Should the roots be dried, primary branches broken, balls of earth broken or loosened, or areas of bark torn, the Public Works Director, or designee, may reject the injured tree. When a tree is rejected, the contractor shall at once remove it from the area of work and replace it without any additional expense to the Village of Bensenville. Trees shall not be tree wrapped.
10. **VILLAGE PERFORMED TREE PLANTING PROCEDUREE**
- 10.1 Tree plantings will be performed by experienced Village Forestry staff, well versed in accepted arboricultural practices, and under the supervision of a qualified tree planting crew chief. Planting will follow proper Principle and Practice as set forth by the ISA.
- 10.2 Village will adhere to a strict proper watering schedule. Thorough watering shall follow the backfilling operation. The watering shall completely saturate the backfill. After the backfill settles, because of watering, additional backfill shall be placed to match the level of the finished grade.
- 10.3 A hardwood chip mulch cover will be provided for each tree. A three-inch deep circular water saucer of soil shall be constructed around each tree and shall be filled with shredded hard bark mulch or other appropriate material.
- 10.4 Any excess soils, debris or trimmings will be removed from the planting site immediately upon completion of each planting operation.
- 10.5 The minimum diameter and depth of the hole depends upon root ball size in accordance with recognized horticultural practices.
- 10.6 Trees will be planted on Village parkways and public property at various locations.
11. **DELIVERY TIMEFRAME** – Delivery date for Spring tress shall be **April 1** through **May 15**; delivery dates for Fall trees shall be **September 1** through **October 15**.

12. **TREE WARRANTY** - Trees shall be guaranteed for one year beginning from the date of delivery. The Village shall inspect all trees before the end of the warranty period and request replacement of any dead trees. A tree deemed unacceptable by the Public Works Director or designee shall be replaced by the contractor at no cost to the Village of Bensenville. Contractor is responsible to deliver replacement tree within 30 days or Village agreed upon date. Trees replaced as a result of meeting warranty requirements shall be warranted for one full year from date replacement is completed.

BIDDER INFORMATION SHEET

NAME (PRINT)	
SIGNATURE	
COMPANY NAME (PRINT)	
ADDRESS	
TELEPHONE	
FACSIMILE	
EMAIL	

Please Return to:

*Corey Williamsen
Deputy Village Clerk
Village of Bensenville
12 S Center St.
Bensenville, IL 60106*

The bid must be in a **sealed opaque** envelope **plainly marked: "2019 TREE PURCHASE & DELIVERY BID"**

The bids must be received by **9:30 AM, Wednesday, March 6, 2019** and thereafter immediately publically opened and read in the Village Hall Board Room (12 S Center Street, Bensenville, IL 60106.)

It shall be the responsibility of the bidder to deliver its bid to the designated person at the appointed place, prior to the announced time for the opening of the bids. Bids submitted unsealed, unsigned, via fax or e-mail transmission, or received subsequent to the aforementioned date and time, will be disqualified and returned to the bidder.

BIDDER REFERENCES FORM

Provide three (3) references for current or former clients with requirements/scope of work similar to those included in this Bid. References of local government or related agencies is preferred. The VILLAGE reserves the right to contact any references listed.

Reference #1:

Client/Municipality Name:	
Address:	
Contact Person:	
Telephone	
Fax	
Email Address:	

Reference #2:

Client/Municipality Name:	
Address:	
Contact Person:	
Telephone	
Fax	
Email Address:	

Reference #3

Client/Municipality Name:	
Address:	
Contact Person:	
Telephone	
Fax	
Email Address:	

BID PRICE FORM

SPRING 2019 TREE PLANTING LIST				
Common Name	Scientific Name	Quantity	Unit Price	Total Cost
Sugar Maple	Acer saccharum	6		
Male	Ginkgo biloba	6		
Kentucky Coffeetree	Gymnocladus dioicus	6		
Sweetgum	Liquidambar styraciflua	6		
Swamp White Oak	Quercus bicolor	6		
Bur Oak	Quercus macrocarpa	6		
Red Oak	Quercus rubra	6		
Japanese Pagodatree	Styphnolobium japonica	6		
Serviceberry (single-stem)	Amelanchier x grandiflora	6		
Cornelian Cherry Dogwood (single stem)	Cornus Mas	6		
	SUBTOTAL (A)	60		
FALL 2019 TREE PLANTING LIST				
Common Name	Scientific Name	Quantity	Unit Price	Total Cost
Hackberry	Celtis occidentalis	6		
Katsura Tree	Cercidiphyllum japonicum	6		
American Beech	Fagus grandifolia	6		
London Planetree	Platanus acerifolia	6		
Littlelead Linden	Tilia cordata	6		
Hybrid Elm (1)	Ulmus (1)	6		
Hybrid Elm (2)	Ulmus (2)	6		
Zelkova	Zelkova serrata	6		
Thornless Hawthorn (single-stem)	Crataegus crusgalli inermis	6		
Sargent Crabapple (single-stem)	Malus x sargentii	6		
	SUBTOTAL (B)	60		

2019 TOTAL Bid Price (A+B) = \$ _____

BID PRICE FORM CONTINUED

If this Tree Purchase and Delivery bid is accepted, the undersigned, familiar with the specifications and conditions affecting the cost of proposed product agrees to enter into an agreement with the Village in the form of these contract documents for the contract sum, in the time stated and following all terms and conditions.

Bid includes all aspects associated with the Contractor furnishing supervision, labor, delivery, tools, and equipment necessary to complete standards in the specifications.

ALTERNATE BID

The Village is also soliciting alternate bids for an Arboretum Project. The Village intends to plant forty (40) different species of trees. Below is the list of species the Village may pursue. The Village also understands the Contractor **may not** have all species available.

Genus/Species	Quantity	Unit Price
Acer campestre (Hedge Maple)	1	\$
Acer freemanii (Marmo Maple)	1	\$
Acer freemanii (Sienna Glen Maple)	1	\$
Acer ginnala (Amur Maple)	1	\$
Acer griseum (Paperbark Maple)	1	\$
Acer nigrum (Black Maple)	1	\$
Acer nigrum (Green Columnar Black Maple)	1	\$
Acer palmatum (Japanese Maple)	1	\$
Acer platanoides (Columnar Norway Maple)	1	\$
Acer platanoides (Deborah Norway Maple)	1	\$
Acer rubrum (Armstrong Maple)	1	\$
Acer saccharum (Green Mountain Sugar Maple)	1	\$
Aesculus glabra (Ohio Buckeye)	1	\$
Aesculus hippocastanum (Horse Chestnut)	1	\$
Alnus glutinosa (European Black Alder)	1	\$
Alnus incana (Grey Alder)	1	\$
Amelanchier grandiflora (Autumn Brilliance Serviceberry)	1	\$
Carpinus betulus (Frans Fontaine)	1	\$
Catalpa erubescens 'Purpurea' (Purple Catalpa)	1	\$
Catalpa speciosa (Northern Catalpa)	1	\$
Cercis Canadensis (Appalachian Red Redbud)	1	\$
Cercis Canadensis (Eastern Redbud)	1	\$
Cercidiphyllum japonicum (Katsura Tree)	1	\$
Cladrastis kentukea (Yellowwood)	1	\$
Cornus florida (Yellow Flowering Dogwood)	1	\$
Cornus florida 'rubra' (Pink Flowering Dogwood)	1	\$
Eucommia ulmoides (Hardy Rubber tree)	1	\$
Ginkgo biloba (Magyar Ginkgo)	1	\$
Ginkgo biloba (Princeton Sentry Ginkgo)	1	\$

Gleditsia triacanthis inermis (Shademaster Honeylocust)	1	\$
Gleditsia tria. inermis 'Wandell' (Perfection Honeylocust)	1	\$
Liquidambar styraciflua (Sweetgum)	1	\$
Liquidambar styraciflua 'Hapdell' (Happidaze Sweetgum)	1	\$
Liriodendron tulipifera 'Fastigiatum' (Arnold Tuliptree)	1	\$
Magnolia acuminata (Cucumber Magnolia)	1	\$
Magnolia stellata (Royal Star Magnolia)	1	\$
Malus (Donald Wyman)	1	\$
Malus ioensis (Iowa Crabapple)	1	\$
Malus ioensis (Prairie Rose)	1	\$
Malus (Pink Sparkles)	1	\$
Malus (Prairie Fire Crabapple)	1	\$
Malus sargentii (Sargent Crabapple)	1	\$
Malus 'Schmidcutleaf' (Golden Raindrops Crabapple)	1	\$
Malus (Spring Snow Crabapple)	1	\$
Nyssa sylvatica (Black Gum / Tupelo)	1	\$
Ostrya virginiana (Hop Hornbeam)	1	\$
Platanus acerifolia (Bloodgood Planetree)	1	\$
Platanus acerifolia (London Planetree)	1	\$
Platanus acerifolia 'Morton Euclid' (Ovation Planetree)	1	\$
Platanus occidentalis (American Sycamore)	1	\$
Populus alba (White Poplar)	1	\$
Populus deltoides (Siouxland Poplar)	1	\$
Prunus pendula (Weeping Cherry)	1	\$
Prunus serotina (Black Cherry)	1	\$
Prunus subhirtella 'Autumnalis' (Fall Flowering Cherry)	1	\$
Prunus virginiana (Chokecherry)	1	\$
Pyrus calleryana (Autumn Blaze Pear)	1	\$
Pyrus calleryana 'Gladzam' (Gladiator Pear)	1	\$
Quercus alba (White Oak)	1	\$
Quercus coccinea (Scarlet Oak)	1	\$
Quercus 'Crimschmidt' (Crimson Spire Oak)	1	\$
Quercus muehlenbergii (Chinkapin Oak)	1	\$
Quercus palustris (Pin Oak)	1	\$
Quercus velutina (Black Oak)	1	\$
Robinia pseudoacacia (Chicago Blues Black Locust)	1	\$
Styphnolobium japonica (Japanese Pagodatree)	1	\$
Syringa pekinensis 'Morton' (China Snow Peking Lilac)	1	\$
Syringa pekinensis (Pekin Lilac)	1	\$
Syringa pekinensis (Summer Charm Peking Lilac)	1	\$
Tilia cordata 'Corzam' (Corinthian Littleleaf Linden)	1	\$
Ulmus americana (Princeton Elm)	1	\$
Ulmus parvifolia (Chinese Elm)	1	\$

Ulmus (Patriot Elm)	1	\$
Viburnum prunifolium (Blackhaw Viburnum)	1	\$
Zelkova serrate (Musashino Zelkova)	1	\$
Zelkova serrata (Village Green Zelkova)	1	\$

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

These conditions apply to all purchases/services and become a part of each bid invitation.

Non-Discrimination in Employment - Contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, or otherwise commit an unfair employment practice. The bidder, his sub-contractors, or labor organizations furnishing skilled or unskilled workers, craft union skilled labor, or anyone who may perform any labor or service, shall commit within the State of Illinois, under this contract, any unfair employment practices as defined in the act of the 72nd General Assembly entitled "Fair Employment Practices Act". Contractor is referred to Ill. Rev. Stat. 1961) ch. 48, paragraph 851 et seq. The contractor in all contracts entered into with suppliers of materials or services, and subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.

- 1) Prevailing Wages- The bidder shall pay not less than the prevailing rate of wages as found by the Department of Labor or determined by the court to all laborers, workers and mechanics performing work under this contract. Bidder must adhere at all times to Federal Wage Determination #1189-11, Rev.Stat.Section 39 S-2 (Modification #3). It is the Contractors responsibility to determine the applicability of Prevailing Wage rates on this project.
- 2) Removal or Suspension of Bidders - The Village of Bensenville may remove or suspend any bidder from the bidder's list for a specified period not to exceed two (2) years. The Vendor will be given notice of such removal or suspension if:
 - a) Services performed do not comply with specifications of contract with the vendor;
 - b) Work is not done within the contract's specified in the contract;
 - c) An offer is not kept firm for the length of time specified in the contract;
 - d) Contractor fails to provide performance bond when required by invitation to bid;
 - e) Contractor is found guilty of collusion;
 - f) Bankruptcy or other evidence of insolvency is found;
 - g) An employee currently serves as a Board member or employee of Bensenville and is financially involved in proposed work.

3) Compliance to Law -

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of federal, state, county, and village governments and/or any other local governing agencies which may in any manner affect the preparation of proposal or the performance of this contract.

- a) All merchandise or commodities must conform to all standards and regulations as set forth under the Occupation Safety Health Administration (O.S.H.A.)

CONDITIONS FOR BIDDING

- 1) Bid Definitions -
 - a) Bidding documents include the advertisement of invitation to bid, terms and conditions, scope of work / specifications, the bid price form and the proposed contract documents including addenda issued prior to receipt of bids.
 - b) Addenda are written or graphic instruments issued prior to the execution of the contract that modify or interpret the bidding documents, including drawings and specifications, by additions, deletions, clarifications, or corrections. Addenda will become part of the contract documents when the contract is executed.
- 2) Bid Price Form - Shall be submitted on the Bid Price Form provided, completed properly and signed in ink. Bid form shall be submitted in a sealed envelope plainly marked "2019 Tree Purchase and Delivery Bid".
- 3) Late Bids - Formal bids received after specified bid opening time will not be considered and will be returned unopened.
- 4) Withdrawal of Bids - A written request for withdrawal is required and must be received before bid opening. After bid opening, bids become a legal document and an integral part of the bid and shall not be withdrawn. Such requests are to be directed to the attention of the Deputy Village Clerk, telephone number (630) 350-3404.
- 5) Examination of Bidding Documents - Each bidder shall carefully examine all contract documents and all addenda thereto and shall thoroughly familiarize himself with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should he/she be in doubt as to their meaning, he/she shall at once, and in any event not later than ten (10) days prior to bid due date, notify the Village Clerk who will, if necessary, send written addenda to all bidders. The Village will not be responsible for any oral instructions. All inquiries shall be directed to the Village Clerk. After the bids are received, no allowance will be made for oversight by the bidder.
- 6) Mistake in Bid and Bid Changes - No bid may be modified after submittal. However, if an error is made in extending a total price, the unit price will govern. The bidder must initial erasures on the bid form.
- 7) Bid Binding - Unless otherwise specified, all bids shall be binding for Ninety (90) days following the bid opening date.
- 8) Changes in Contract Documents - Changes or corrections may be made by the Village in contract documents after they have been issued by the Village to all bidders of record. Such addendum or addenda shall take precedence over that portion of the documents concerned, and shall become part of the contract documents. Except in unusual cases, addenda will be issued to each of the bidders at least four (4) days prior to date established for receipt of bids.
- 9) Response to Invitations - Contractors who are unable to bid or do not desire will provide a letter of explanation and return the bid form. Contractors who fail to respond on two (2) successive bids will be removed from the qualified bidder's list.
- 10) Bid Attachments - Bidders shall attach to the bid form any descriptive material necessary to fully describe the merchandise he/she proposes to furnish.
- 11) Bidder's Competence - The Village may require proof of facilities or equipment, insurance coverage and financial resources to perform the work. If required, the bidder shall submit to the Village a properly executed Contractor's Qualification statement, AIA Document A305. The Village reserves

the right to require specific references of communities or companies that have purchased like materials.

- 12) Bid Opening - At the precise time set for bid opening, bids will legally be made public. Bidders or their representatives are encouraged to attend the bid opening.
- 13) Bid Award - The bidder acknowledges the right of the Village to reject any or all bids and to waive informality or irregularity in any bid received and to award each item to different bidders or all items to a single bidder (to accept, split, and or reject part(s) of any of all bids). In addition, the bidder recognizes the right of the Village to reject a bid if the bidder failed to furnish any required bid security or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular.

AWARD OR REJECTION OF BIDS

- 1) Award or Rejection - Contracts are awarded to the lowest, most responsible bidder. In determining the responsibility of a bidder, the following are taken into consideration:
 - a) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - b) The current, uncompleted work in which a contractor is involved, which might hinder or prevent prompt delivery of the Merchandise;
 - c) The financial resources of the bidder;
 - d) Cash discounts offered;
 - e) Quality, utility, suitability of work or material: the quality of the commodity to be furnished, as well as the price therefore, is to be taken into consideration, and a bid which is low in point of price may be rejected if the material to be furnished is not the best;
 - f) Direct, indirect and incidental costs to the Village;
- 2) Notice of Award - A delivered executed contract shall be the binding contract.

CONTRACT PROVISION

- 1) Material, Equipment, and Workmanship: - Unless otherwise specified, the materials and equipment incorporated in the Goods will be new and of good quality. All workmanship will be of good quality and free from defects. CONTRACTOR shall, if required to furnish satisfactory evidence as to the source, kind and quality of the materials and equipment incorporated in the GOODS.
- 2) Equipment and Shop Drawings - When the contract requires detailed shop drawings and layouts, bidder shall submit them to the Director of Public Works, or his/her designee, for his/her approval. Drawings shall show the characteristics of equipment and operation details.
- 3) Village Supervision - The Village Manager, or his/her designee, shall have full authority over the contracted work. He/she will interpret specifications in the event of a dispute. He/she may order minor changes in a specification if it becomes obvious to do so. Major changes will be treated as "additions".
- 4) Village Insurance Requirement - Contractors shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees, or subcontractors.

A) Minimum Scope of Insurance Coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 (Ed. 11/85) with the Village of Bensenville named as additional insured; and
- (2) Owners and Contractors Protective Liability (OCP) policy (if required) with the Village of Bensenville as insured; and

- (3) Insurance Service Office Business Auto Liability coverage form number CA 0001 (ED. 10/90 or newer), Symbol 01 "Any Auto."
- (4) Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability Insurance.

B) Minimum Limits of Insurance Contractor shall maintain limits no less than:

- (1) Commercial General Liability \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
- (2) Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Worker's Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.

C) Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Village of Bensenville. At the option of the Village of Bensenville, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village of Bensenville, its officials, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration, and defense expenses.

D) Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

(1) General Liability and Automobile Liability Coverages

- (a) The Village of Bensenville, its officials, agents, employees, and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village of Bensenville, its officials, agents, employees, and volunteers.
- (b) The Contractor's insurance coverage shall be primary as respects the Village of Bensenville, its officials, agents, employees, and volunteers. Any insurance maintained by the Village of Bensenville, its officials, agents, employees, and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- (c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village of Bensenville, its officials, agents, employees, and volunteers.
- (d) The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause, language stating that Contractor's insurance shall apply separately to each insured against who claim is made, or suit is brought, except with respect to the limits of the insurer's liability.

(2) Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Village of Bensenville, its officials, agents, employees, and volunteers for losses arising from work performed by Contractor for the municipality.

(3) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the Village of Bensenville.

E) Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII, and licensed to do business in the State of Illinois

F) Verification of Coverage

Contractor shall furnish the Village of Bensenville with certificates of insurance naming the Village of Bensenville, its officials, agents, employees, and volunteers as additional insured's, and with original endorsements affecting coverage require by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the Village of Bensenville and are to be received and approved by the Village of Bensenville before any work commences. The attached Additional Insured Endorsement (Exhibit A) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit A). The Village of Bensenville reserves the right to request full-certified copies of the insurance policies and endorsements.

G) Subcontractors

Contractor shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

H) Assumption of Liability

The Contractor assumes liability for all injury to or death of any person or persons including employees of the Contractor, any sub-contractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this agreement

I) Indemnity/Hold Harmless Provision

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify, and hold harmless the Village of Bensenville, its officials, agents, and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the Village of Bensenville, its officials, agents, and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of Bensenville, its agents, or employees, the Contractor shall, at its own expense, appear, defend, and pay all charges of attorney and all costs and other expenses arising therefore or incurred in connections therewith, and if any judgment shall be rendered against the Village of Bensenville, its officials, agents, and employees, in any such action, the Contractor shall at its own expense, satisfy and discharge the same. Contractor expressly understand and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Bensenville, its officials, agents, and employees as herein provided.

The Contractor further agrees that to the extent that money is due the Contractor by virtue of this contract as shall be considered necessary in the judgment of the Village of Bensenville, may be retained by the Village of Bensenville to protect itself against said loss until such claims, suits, or judgments shall have been settles or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village of Bensenville.

5) F.O.B. - All prices must be quoted F.O.B. Bensenville Illinois. Shipments shall become the property of the Village after delivery and acceptance.

a) CONTRACTOR shall assume all risk of loss or damage to the Goods prior to acceptance of delivery by OWNER at the point of delivery; and shall purchase and maintain insurance on the Goods during the process of fabrication and while in transit to insure against the perils of fire and extended coverage including "all risk" insurance for physical loss and damage including theft, vandalism and malicious, mischief, collapse, water damage and such other perils, as CONTRACTOR deems appropriate.

- 6) **Delivery Schedule** - Bid items must be delivered within sixty (60) days from the date of execution of the contract unless a specific delivery date is stated on the bid. The Village may cancel contract without obligation if Delivery requirements are not met. If said contract is not canceled by the Village, liquidated damages may be due and owing to the Village pursuant to the liquidated damage provision enumerated herein. All deliveries must be made on Monday - Friday, excluding Village holidays, between the hours of 7:00 a.m. and 3:30 p.m. Contractor is expected to ship in full truckload quantities within said sixty (60) day period unless prior approval has been granted by the Village in advance for circumstances beyond the control of the contractor.
- 7) **Delivery** - Bid price shall include delivery as indicated herein.
- 8) **Default** - The Village may, subject to the provisions specified herein, by written notice of default to the contractor, terminate the whole or any part of this contract in any one of the following circumstances:

If the contractor fails to make delivery or to perform the services within the time specified herein or any extension hereof.

In the event the board terminates this contract in whole or in part as provided above, the Village may procure, upon such terms and in such manner as the Village may deem appropriate, supplies or services similar to those terminated, and the contractor shall be liable to the Village for any excess costs for such similar supplies for services; PROVIDED that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

- 9) **Alternate Materials and Equipment** - Where specifications read "or approved equal", contractor shall direct a written description to the Director of Public Works for approval, as set forth herein below. Generally, where specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that specification or equal, or item that will perform a comparable function and be equal thereto to fill the needs of the Village, unless "No Substitutes" is specified. When offering alternatives, they must be identified by brand name and catalog number; in addition, the manufacturer's literature shall be included with the bid. However, bidders will be required to furnish samples upon request and without charge to the Village.
- 10) **Bidder's Access to Procurement Information** - All procurement information concerning this bid shall be a public record to the extent provided in the Illinois Freedom of Information Act and Public Act #85-1295 and shall be available to all bidders as provided by such acts.
- 11) **Acceptance** - Contracted work will be considered accepted when final payment is made.
- 12) **Payment** -
- a) For services of merchandise ordered by purchase order, payment will be made to a vendor provided and service or merchandise has been properly tendered to and accepted by the Village. Payment by check to a vendor is mailed the week approval of payouts is made by the Board. Payout requests are considered at the regular Village Board meetings on the 2nd and 4th Tuesdays of the month.
 - b) For construction, partial payouts will be made each month as the work progresses, provided the work has been properly completed and accepted by the Village. Payment by check to a contractor is mailed the week approval of payouts is made by the Board. Payout requests are considered at the regular Village Board meetings on the 2nd and 4th Tuesdays of the month.
- 13) **Reorders** - Reorders for the same item(s) shall be furnished at the base contract price or shall be furnished pursuant to a schedule of prices attached hereto by the contractor. Reordering shall be within the sole discretion of the Village.

14) Guarantees and Warranties -

- a) All material, workmanship, services, and purchased commodities will be guaranteed from defects for a period of at least one (1) year, or for the period specified in the bid documents, based on the date of completion. Upon notice of defect, bidder shall make necessary repairs, immediately, at no extra charge to the Village. Said time shall be based on date of completion. Upon written notice of defect, contractor shall make all necessary repairs, immediately, at no extra charge to the Village.
- b) All warranties for materials or equipment must be received with title before payment for same is recommended.

15) Changes/Additional Services/Deletions - Any requests for changes or modifications to this contract must be submitted in writing and approved by the Village Manager or his/her designee, prior to such changes or modifications being made. Any additional service desired from the contractor under this contract will be requested in writing and the additional charges for these services will be in accordance with the rate submitted on the proposal page and will be agreed to with the contractor prior to additional work commencing. In the event that charges for additional services cannot be agreed upon, bids will be requested. The Village reserves the right to negotiate additional services based upon the contractor's price and performance, within all legal constraints.

16) Change Order Authorization - Pursuant to Public Act 85-1295 (Ill.Rev.Stat.ch.38, paragraph 33E-1 et seq.), no change order may be made in this contract which would authorize or necessitate an increase or decrease in either the cost of the contract by \$10,000.00 or more, or the time of completion by 30 days or more unless one of the following certifications is made by either the Village Board or its designee that:

- a) Circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed; or
- b) The circumstances said to necessitate the Change were not within the contemplation of the contract as signed; or
- c) The change is in the best interest of the Village;

CONTRACT

1. THIS AGREEMENT, made and concluded this ____ day of _____, 2019 between the Village of Bensenville acting by and through its Village President and Village Board, known as the party of the first part and _____ his/their executors, administrators, successors or assigns, known as the party of the second part.
2. WITNESSETH: that for and in consideration of the payments and agreements mentioned in the proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the bond referring to these presents, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to do all work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described, and in full compliance with all of the terms of this agreement and the requirements of the engineer under it.
3. And it is also understood and agreed that the notice to bidders, instructions to bidders, specifications, special provisions, proposal and contract bond hereto attached are all essential documents of this contract and are a part hereof.
4. And it is also understood and agreed that employers shall not discriminate against employees or applicants for employment on basis of race, color, religion, sex or national origin.

IN WITNESS WHEREOF the said parties have executed these presents on the date above mentioned.

Village of Bensenville

By: _____
Village President

ATTEST:

Municipal Clerk

(If Corporation)

Corporate
Name _____

(Corporate Seal)

Address _____

ATTEST:

By _____(Seal)
President

Corporate Secretary

(If an Individual)

Business
Name _____

Address _____

By _____(Seal)
Bidder

(If a Co-partnership)

Firm
Name _____

Address _____

By _____(Seal)

VILLAGE OF BENSENVILLE BID COMPLIANCE CERTIFICATION

I, _____, having been first duly sworn, depose and state that:
(owner/authorized company representative)

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

2019 Tree Purchase and Delivery Bid to the Village of Bensenville, hereby certifies that Contractor
(check all that apply):

is operating in compliance with the federal Civil Rights Act, 42 USC §2000e, and the Illinois Human Rights Act, 775 ILCS 5/2-105(A).

is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the Illinois 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.

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

(Name of employee/driver or “all employee drivers”)

is/are currently participating in a drug and alcohol testing program pursuant to the aforementioned rules.

is in full compliance with the Drug Free Workplace Act, 30 ILCS 580/1 et. seq.

is in full compliance with the Criminal Code of 2012, 720 ILCS 5/33-1 et. seq.

is in full compliance with Sexual Harassment Certificate, 775 ILCS 5/2-105(A)(4)

is in full compliance with the Public Construction Act, 30 ILCS 557/1 (applicable if the contract is in excess of \$75,000.00).

By: _____

(Officer or Owner of Company stated above)

Title: _____

SUBSCRIBED AND SWORN to before me

this _____ day of _____, 2019.

NOTARY PUBLIC



SUBMITTAL CHECKLIST

To assure a complete bid, please check all items in the submittal checklist:

√	Submittal Checklist:
	Bidder Information Sheet
	Bid Price Forms
	Alternate Bid Forms (if applicable)
	Addenda Number Acknowledged (if applicable)
	References
	Base Bid Security of 5%
	Bid Compliance Certification Signed & Notarized Page
	Awarded Contract Requirements (for apparent low bidder):
	Performance Bond (if applicable)
	Payment Bond (if applicable)
	Certificate of Insurance
	Certificate of Compliance
	Executed Contract with Authorized Signatures