

Village of Bensenville

Invitation to Bid with Specifications

PARKWAY TREE REMOVAL and STUMP GRINDING



BENSENVILLE
GATEWAY TO OPPORTUNITY

Bensenville Public Works
717 E. Jefferson St. Bensenville, IL 60106
Phone: 630-350-3435 Fax: 630-594-1148
www.Bensenville.il.us

LEGAL NOTICE

PLEASE TAKE NOTICE that Sealed Bids will be received in the Office of the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville IL 60106 until 9:10am local time on Thursday, November 19, 2015 and, thereafter, immediately publicly opened and read for:

PARKWAY TREE REMOVAL and STUMP GRINDING

The Village of Bensenville seeks an experienced Contractor to remove parkway trees 15” in diameter and larger and restore the sites.

Specifications and bid forms can be found at www.bensenville.il.us under “Business”. They can also be picked up at the Public Works Department, 717 E. Jefferson, Bensenville IL 60106, or by e-mailing kkatz@bensenville.il.us, or by calling [630-350-3400](tel:630-350-3400).

All bids require a Bid Bond, or Certified or Cashier’s Check made payable to the Village of Bensenville for not less than ten percent (10%) of the bid amount.

Ilsa Rivera-Trujillo
Village Clerk

GENERAL TERMS AND CONDITIONS

1. CONDITIONS – Bidders should 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 is not a reason to alter the original contract or to request additional compensation. The term "Village" in these bid documents means the Village of Bensenville, Cook and DuPage Counties, Illinois.

2. BID SECURITY

2.1 Each Bid must be accompanied by Bid security made payable to the Village in an amount of ten percent (10%) of the Bidder's maximum 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 Village, having the minimum equivalent of a Best and Co. 5A Rating.

2.3 Upon project beginning, 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. REFERENCES - Provide a list of four current user contacts with names and telephone numbers in bid submittal. Municipal references are preferred.

4. ADJUSTMENTS TO CONTRACT - Village reserves the right to adjust the quantities of work, either up or down, dependent upon the current budget or until budgeted funds are depleted without prejudice to the Contract. Payment is based on accepted unit prices.

5. COMPLETION TIME, PENALTY AND LIQUIDATED DAMAGES

5.1 The start of work is immediately after contract execution.

5.2 If the CONTRACTOR does not complete the work within the specified Contract time or within allowed extended time, the CONTRACTOR is liable to the Village in the amount of One hundred dollars (\$100.00), as liquidated damages, for each calendar overrun day from the contract time or allowed extended time.

5.3 Penalty or liquidated damages owed to the Village may be deducted from payments to the CONTRACTOR. If the deduction does not fully equal the CONTRACTOR'S penalty obligation, the CONTRACTOR shall pay the difference to the Village within ten business

days after demand for payment. The parties further agree that the liquidated damages represent the minimum damage the Village will sustain for each calendar day of the delay in final completion of the work.

6. TAX EXEMPT STATUS – By law, the Village is exempt from paying State or Local Retailer’s Occupation Tax, State Service Occupation and Use Tax, and Federal Excise Tax. The Illinois State Exemption Number will be provided after Contract is awarded.

7. PRICING – Bid pricing for goods and services are valid through December 31, 2017.

8. MULTI-YEAR CONTRACTS -- Contracts with a duration greater than 12 months require annual renewals to be signed by the Village and Contractor.

9. Contract Extension & Escalator Clause – Upon mutual agreement, this contract may be extended for two, one year periods, with the first extension running from January 1, 2018 through December 31, 2018; and the second extension from January 1, 2019 through December 31, 2019.

A one-time economic adjustment for labor, material, and equipment costs shall be allowed for each one year extension to the Contract after the initial Contract period. This economic adjustment may not exceed the Published Chicago Consumer Price Index (CPI) for the previous twelve month period.

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.

PRE-WORK MEETING: Upon execution of the contract, the Village will schedule a meeting with the CONTRACTOR. In attendance shall be the CONTRACTOR'S foreman and Village's job representative. The purpose of the pre-work meeting is to review the scope of work. In addition, the Village will review, with the CONTRACTOR, the required equipment (including signs and safety equipment) personnel requirements, removal procedures, and other Contracted activities.

A. TREE REMOVAL

1. **TREE REMOVAL** of trees identified by Public Works Staff fifteen inches in diameter and greater (≥ 15 " DBH , to a point four inches (4") above the adjacent ground level (or as close as possible without damaging equipment). Work will be on Village owned property within the Village of Bensenville. Removal shall include topping and other operations necessary to safely remove assigned trees. It shall further include hauling and disposing of all wood and debris and cleaning up by raking lawn areas and sweeping sidewalks, streets and gutters and restoring the premises to its original condition (unless otherwise specified by the Public Works Director or his designee). It is possible that we will include an alternative means to remove trees with special handling for wood reclamation.

2. WORK PROCESS

2.1 All work under this Contract shall be assigned by the Director of Public Works or his designee by supplying the CONTRACTOR with a complete list of removals. Trees will be marked with a white circle containing an "X" on the trunk of the tree. No tree shall be removed unless it is marked and is identified on the removal list.

2.2 All work must be completed to the satisfaction of the Director of Public Works or his designee and any questions as to proper procedures or quality of workmanship will be resolved by same.

2.3 As a general rule, assigned trees must be removed within fourteen days of their assignment (once contractor has received list). In the case of unavoidable delays, Village will extend the acceptable time period to a maximum of 21 days. A tree identified with Dutch Elm, Elm Yellows or Oak Wilt disease must be removed within seven days after notification of assignment.

3. REMOVAL OPERATIONS

3.1 CONTRACTOR must use all safety devices and procedures which will conform to the ANSI Z133.1 – 2006 *Arboricultural Operations- Pruning, Repairing, Maintaining and Removing Trees and for Cutting Brush and the Safety Requirements Standards* or most current editions.

3.2 All parkway trees scheduled and marked for removal shall be "topped" prior to removal.

3.3 Trees marked for removal that extend through power and/or telephone wires and/or cable TV wires will require topping. It is the CONTRACTOR'S responsibility to notify the responsible utility company and make arrangements with this utility company of the topping of these trees, so that the final removal of these trees will not be delayed.

3.4 Ropes shall be used to lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property. If any damage occurs to public or private property it will be repaired by the CONTRACTOR at the CONTRACTOR'S expense to Village satisfaction.

3.5 Except for infectious diseased trees or structurally hazardous trees, if any tree marked for removal has interesting wildlife such as owls or songbirds, the trees are to be "limbed" to ensure public safety. The remaining stem or trunk shall be removed at a later time once wildlife has vacated the tree. These trees will be identified on the removal list.

3.6 It is the CONTRACTOR'S responsibility to notify the utility company's tree pruning contractor of any extensive utility pruning needed. The utility company contractor must perform the work before the CONTRACTOR removes the parkway trees.

B. STUMP REMOVALS

1. STUMP REMOVAL

1.1 Stump Grinding and Restoration - Contractor shall remove all tree stumps and buttress roots to a point 10" – 12" below the adjacent ground level. Buttress roots shall be followed out from the trunk and ground out until the portion remaining is at least 2 – 3 inches below the adjacent ground level, or is no larger than 2 inches in diameter. Additionally, the Contractor shall remove sufficient subsurface roots and soil as may be necessary to eliminate "humps" in the lawn area adjacent to the stump. The area shall then be restored with topsoil to the level of the adjacent curb and sidewalk.

1.2 Disposal of Grindings and Debris – Immediately after grinding, all grindings and debris shall be immediately removed from the curb and gutter, street, sidewalk and private property to eliminate hazards to the motoring public and pedestrians and to eliminate damage to private property. Within twenty-four hours after grinding of a tree stump and buttress roots, the contractor shall remove all stump grindings and associated debris from the site. Removal and legal disposal of debris generated by work described in this contract

will be the responsibility of the Contractor. Contractor shall also remove and dispose of any flag left by utility companies who responded to J.U.L.I.E. locate requests.

1.3 Backfilling – All areas where stumps have been removed and areas disturbed by the tree removal operation including all ruts and divots caused by falling branches, shall be backfilled to the level of the adjoining grade with pulverized black dirt (top soil) the same day grindings are removed; otherwise the site shall be properly barricaded overnight to ensure the safety of the public. All holes must be filled with topsoil by the second day. The Contractor shall supply his own topsoil. All topsoil shall be screened and pulverized. Only quality top soil, free from weeds and debris shall be used. The topsoil shall be properly leveled and mechanically compacted so as to ensure a minimum amount of settlement of the backfill material. (Examples of suitable compaction methods include power rammers or down pressure on Prentice Loader clam. Examples of unacceptable methods include push/pull lawn rollers, vibratory plates and driving vehicles over topsoil.) After compaction, a final 3-4" layer of loose topsoil shall be raked level over the disturbed area. If there is more than a one day delay between the time of removal of grindings and refilling with soil, the disturbed areas shall be barricaded off for public safety and the Director of Public Works or designee notified. Grindings (chips) and debris shall not be used as backfill material. On Fridays, Saturdays or the day before a holiday, all holes will be backfilled so as to not leave holes open over the weekend or holiday.

1.4 Seeding – All adjacent disturbed areas and areas where backfill material was installed shall be seeded with an IDOT approved Class 2A seed. Seed needs to be lightly raked into the top soil, and applied at a rate not less than 4-5 lbs. per 1000 square feet. All seed shall be supplied by the Contractor.

1.5 Seed Germination Blanket – The contractor will supply a suitable matting material, approved by Public Works that will be placed over the entire area where dirt and seed were placed. This blanket material shall be secured by landscape staples.

1.6 Other – Contractor must not take equipment on to private property without prior consent of property owner. If edging materials or flowers are adjacent to the stump, take the following procedures: Rake and discard small stones from area to be stumped. Move and place on private property decorative landscape features such as flagstone, landscape timbers, fencing, edging, etc. Groundcover and annual and perennial vegetation within the stump removal limits may be destroyed unless otherwise noted on list.

2. WORK PROCESS

2.1. Assigned stumps must be removed within **ten days** after Contractor has received the stump list (weather dependent). All work must be completed to the satisfaction of the Director of Public Works and any questions as to proper procedures or quality of workmanship will be resolved by same.

2.2 Stump removals may be accumulated for scheduling economy. Up to ten stumps may accumulate before stump removal operations must begin (unless the removal list is smaller than ten and two weeks has passed between lists). Stumps sitting two weeks, however must be removed within the third week regardless of the number accumulated.

2.3 Damages of \$150/day per stump may be assessed and are due to the VILLAGE, beyond the ten day stump removal completion date.

2.4 Failure to comply with the above specification as determined by the Director of Public Works or his designee shall be grounds to withhold payment and terminate contract. Payment shall not be made until work is performed to the satisfaction of the Director of Public Works or his designee.

2.5 When stump removal operations have started said stumps all must be removed within two (2) days.

2.6 Stumps removal assignments will be performed between March and November depending on weather.

C. GENERAL PROVISIONS FOR REMOVAL AND GRINDING

1. INSPECTION All phases of pruning operations performed under this contract are subject to inspection by and with Director of Public Works or designee approval.

2. SPECIAL PROVISIONS FOR ASH WOOD

2.1 It is CONTRACTOR'S responsibility to provide documentation to the Village that a compliance agreement has been signed with the Illinois Department of Agriculture.

2.2 Contractor shall ensure that chips produced by chipper are no bigger than 1" X 1".

2.3 Village may request the contractor to cut and label branches for EAB sampling.

3. MEASUREMENT (DBH) - All measurements will be made by the Assistant Director of Public Works or his designee, measuring the circumference at a point approximately 4feet above ground using a diameter tape. Measurements are made prior to pruning of the tree. Measurements will be made to the nearest tenth of an inch rounding off the nearest whole diameter inch. If there are any discrepancies those must be verified in the field by the Director of Public Works or his designee before payment is made.

Multi-stem or forked tree shall be measured 4 feet above the ground and each stem will be measured separately and then added together to determine the total DBH measurement. If the tree starts to fork at 4 feet above the ground, then the measurement shall be taken just below the start of the fork.

4. DEBRIS REMOVAL

4.1 CONTRACTOR shall arrange to keep sidewalks open for traffic when possible. Signs or cones must be properly used if closing sidewalks.

4.2 All debris from tree removal operations shall be removed from site and from the Village the same day it is placed. No debris is to remain in the street or on the sidewalk overnight. Under **NO** circumstances will debris be left on the parkway over the weekend unless otherwise specified by the Director of Public Works or his designee. Payment for removal and disposal of debris is to be included in the unit prices for tree removal.

4.3 All applicable State and Local laws and ordinances related to the hauling, handling and disposition of such material will be followed by the CONTRACTOR.

4.4 CONTRACTOR shall furnish a letter for each contemplated final disposal site that such site meets all state, local and Environmental Protection Agency requirements for the disposal of landscape waste.

4.5 Any change in disposal site(s) throughout the Contract term must have prior written approval of the Director of Public Works or designee and conform to all requirements stated herein.

4.6 CONTRACTOR shall remove all surplus materials and debris from streets as work progresses so that the public may have the use of the street a maximum amount of time.

4.7 CONTRACTOR shall provide proof of their IDOA compliance agreement with bid.

4.8 CONTRACTOR is required to rake and sweep the area after the tree has been felled, cut up, and removed. In the event that the ground is snow-covered, it is CONTRACTOR'S responsibility to properly clean debris after snow melt. An amount of \$1,000 will be held from the last invoice to ensure cleanup and will be paid after all cleanup is completed.

5. NOTIFICATION OF UTILITY COMPANIES - All pruning and removal work will be made on Village parkways at various addresses. It is CONTRACTOR'S responsibility to ensure that overhead lines are cleared by the respective agency so that tree removal is not delayed.

6. TRAFFIC CONTROL

6.1 Proper warning signs, barricades, and other protective devices shall be on hand and used by the CONTRACTOR before work begins in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), e.g. Tree Trimming, One Lane Ahead, Road Closed, etc.

6.2 During tree removal, the **CONTRACTOR has responsibility** to block the street (if need be) at each intersection, using proper signs and barricades to prevent any motorized vehicle from entering, with the exception of State or County highways, which will not be completely blocked off. Prior to working on County or State highways, CONTRACTOR is responsible to notify the Village of Bensenville Police and Bensenville Fire Protection District (630-350-3441). Coordination with Public Works department may be necessary.

6.3 If the street is not properly barricaded and proper signs installed when performing tree removal and pruning operations, the Village will stop work until the proper street barricading is accomplished. If this happens more than two times this can be cause for termination of contract.

6.4 CONTRACTOR is required to contact the appropriate State or County agency when engaged in removal work on their rights-of-way. Flagmen are required when working on main roads and must follow the MUTCD.

7. PEDESTRIAN SIDEWALK CONTROL – During overhead removal work, CONTRACTOR shall block off sidewalk to pedestrian traffic immediately under trees being trimmed.

8. EQUIPMENT

8.1 Removal equipment shall be of sufficient type, capacity and quantity to safely and efficiently perform the work as specified.

8.2 No off-street equipment parking shall be provided by the Village on any of our public properties. Unless authorized by the Village, under no circumstances shall any motorized equipment be permitted to be driven on the parkways, driveways, or public walks while performing Contract work. If access is needed to parkway or private property Contractor must obtain prior permission of property owner.

8.3 Provide a complete equipment list (including support equipment) to be used by the CONTRACTOR. All equipment is subject to Village inspection and final approval for use. Such approval may require on-site demonstration of the capability to provide satisfactory performance.

9. RESTORATION - CONTRACTOR shall take all necessary precautions to eliminate damage to trees, grounds, driveways, streets and curbs, sidewalk, structures, and utilities on or adjacent to work site. Any damage shall be reported in writing to property owner and Director of Public Works located at 717 E. Jefferson St., Bensenville, Illinois 60106, **on the day of occurrence**. Any damage shall be repaired at CONTRACTOR'S expense within ten days of occurrence (unless a demonstrable reason for delay is proven to the Director of Public Works and consent is granted). If damage is not rectified within the agreed time or to the Director of Public Works or designee's satisfaction, the Village can reserve the right to repair or replace what was damaged, or assess the CONTRACTOR

such costs as may be reasonable and related to damage caused by the CONTRACTOR, and deduct these costs from any payment due the CONTRACTOR or failure may be cause for termination of the Contract.

D. EMERGENCY WORK

1.0 LABOR DEFINITIONS

1.1 Common Labor - labor having minimal skills and used in ground operations such as loading trucks, cutting limbs on the ground, operating chipper, raking and cleaning up area.

1.2 Skilled Labor - labor proficient in the proper pruning of trees, with at least 2 years of experience using an aerial tower truck or by rope and saddle. There will be no training of contractor's employees on Village of Bensenville trees.

1.3 Foreman – The Village prefers that the Foreman is an *International Society of Arboriculture Certified Arborist*. This person has the responsibility for participating in the work, giving directions, making decisions, and assuming responsibility for all work completed at all times during CONTRACTOR operation. Each foreman shall be fluent in English and be authorized by the CONTRACTOR to accept and act upon all directives issued by the Director of Public works or his designee.

2. NEED & RESPONSE - Throughout contract term it may be necessary for CONTRACTOR to assist Village in providing emergency tree services. CONTRACTOR shall provide telephone numbers at which it can be reached on a 24 hour emergency basis. When severe winds, ice, storms, or other conditions require emergency assistance, CONTRACTOR shall respond and start work within two hours of receiving emergency request notification. CONTRACTOR shall provide emergency assistance in manner set forth by Director of Public Works or designee.

3. EQUIPMENT - When an emergency assistance request is issued, CONTRACTOR must be able to furnish, as a minimum, the following quantity and types of equipment:

Aerial Tower; Clam; Stumper – One Each

Chippers; Chipper Trucks – Two Each

4. PERSONNEL - The Director of Public Works or designee determines the number of crews required for emergency work.

5. RECORDS

5.1 All emergency assistance work orders shall be originated by the Director of Public Works or designee. Completed work orders shall be returned to the Director of Public Works or designee and shall indicate the date, time and location where emergency assistance was given, the name, classification, and hours worked of each employee and description and hours worked of each major piece of equipment used in the work.

5.2 When engaged in providing emergency assistance, CONTRACTOR shall provide daily records of the hours worked for all equipment and personnel. Daily work records shall be signed by the Foreman and approved by Director of Public Works or his designee.

6. MEASUREMENT & PAYMENT

6.1 The payment for services rendered under emergency assistance shall be made for only those hours actually worked in giving assistance. No allowances will be given for travel time to and from the work site.

6.2 Payment for work accomplished shall be made at the hourly labor rate for each labor classification as set forth in the Proposal. Payment for equipment rental shall be made only at the equipment rental rate as set forth in the Proposal.

6.3 If the CONTRACTOR proposes to use the equipment that is different or in addition to that indicated in the Proposal, the hourly equipment rental rates for said equipment are to be indicated on a separate rate schedule and attached to the Proposal. Rates for additional equipment acquired by the CONTRACTOR after award of contract will be negotiated between the CONTRACTOR and the Village.

6.4 The hourly labor rates as bid for each labor classification in the Proposal shall include all labor costs, fringe benefits, insurance, pension, overhead, and profit as required by the CONTRACTOR and shall include the furnishing of all hand tools, chain saws, miscellaneous equipment and fuel for these tools. Payment for equipment rental rates shall include all costs of ownership, operation, insurance, and costs of transporting the equipment to and from the work site.

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 South Center St.
Bensenville, IL 60106

Bid must be in a sealed opaque envelope marked: **“Parkway Tree Removal and Stump Grinding – Bid”** received by **9:10 am on Thursday, November 19, 2015 and thereafter immediately** publicly opened and read in the Village Hall Board Room.

It is bidder’s responsibility to deliver bid to the designated person at the appointed place, prior to the advertised bid opening time. **Late delivery for any reason, including faulty or late delivery by United States Mail or other carrier disqualifies the bid.**

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.

BID SHEETS (one of three)

PARKWAY TREE REMOVAL

			January 1, 2016 -- December 31, 2016		January 1, 2017 -- December 31, 2017		2016 + 2017 TOTAL
D.B.H. SIZE CLASS	ESTIMATED NUMBER OF TREES	ESTIMATED QUANTITIES IN INCHES	COST UNIT PER INCH	TOTAL COST PER CLASS	COST UNIT PER INCH	TOTAL COST PER CLASS	
15-23"	40	800	\$	\$	\$	\$	
24-35"	30	900	\$	\$	\$	\$	
≥ 36+"	10	400	\$	\$	\$	\$	
TOTALS				\$		\$	\$

PARKWAY STUMP REMOVAL

			January 1, 2016 -- December 31, 2016		January 1, 2017 -- December 31, 2017		2016 + 2017 TOTAL
D.B.H. SIZE CLASS	ESTIMATED NUMBER OF TREES	ESTIMATED QUANTITIES IN INCHES	COST UNIT PER INCH	TOTAL COST PER CLASS	COST UNIT PER INCH	TOTAL COST PER CLASS	
15-23"	80	1600	\$	\$	\$	\$	
≥ 24"	50	1500	\$	\$	\$	\$	
TOTALS				\$		\$	\$

GRAND TOTAL TREE REMOVAL & STUMP REMOVAL & RESTORATION 2016 + 2017 COST

\$ _____

TIME & MATERIAL BASIS FOR AUTHORIZED EMERGENCY WORK (page two of three)
HOURLY RATES

JOB CLASS	LABOR REGULAR TIME		LABOR OVER TIME	
	2016	2017	2016	2017
FOREMAN	\$	\$	\$	\$
SKILLED LABOR	\$	\$	\$	\$
COMMON LABOR	\$	\$	\$	\$
TOTAL PER LABOR HOUR	\$	\$	\$	\$

EQUIPMENT	COST PER HOUR	
	2016	2017
AERIAL TOWER	\$	\$
CLAM	\$	\$
LOG TRUCK	\$	\$
CHIPPER	\$	\$
CHIPPER TRUCK	\$	\$
STUMPER	\$	\$
SEMI	\$	\$
DUMP DISPOSAL	\$	\$
PICKUP TRUCK	\$	\$
CRANE	\$	\$

If this Tree Removal and Stump Grinding and Restoration 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.

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

Signed:

Where bidder is a corporation, add:

Authorized Signature

Attest: _____
(Secretary or other authorized officer)

Date: _____

(CORPORATE SEAL)

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

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

1. 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 not commit within the State of Illinois, under this contract, any unfair employment practices as defined in federal and state law.

2. PERMITS AND LICENSES - The successful Bidder shall obtain, at its own expense, all permits and licenses which may be required to complete the Contract, and /or required by municipal, state and federal regulations and law.

3. REMOVAL OR SUSPENSION OF BIDDERS - Village may remove or suspend bidder from the bidder's list for a specified period not to exceed two years. The Bidder will be given notice of such removal or suspension if:

- A. Services performed do not comply with contract specifications;
- B. Work is not done within the contract's specified timeframe;
- 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 evidence of insolvency is found;
- G. An employee currently serves as a Bensenville Board member or Village employee and is financially involved in proposed work.

4. COMPLIANCE TO LAW

4.1 Bidder shall 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 at all times.

4.2 All merchandise, commodities and services must conform to all standards and regulations as set by the Occupation Safety Health Administration (O.S.H.A.).

4.3 Bidder must complete and notarize the Bid Compliance Page with bid.

4.4 Prevailing Wages (if applicable) - 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, workmen and mechanics performing work under this contract. Bidder must adhere at all times to Federal Wage Determination #II89-11, Rev.Stat.Section 39 S-2 (Modification #3).

5. BIDDING CONDITIONS

5.1 BID ATTACHMENTS - Bidders shall attach to the bid form any descriptive material necessary to fully describe the merchandise he/she proposes to furnish.

5.2 BID BINDING - Unless otherwise specified, all bids shall be binding for Ninety days following the bid opening date.

5.3 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.

5.4 BID PRICE FORM – Submit prices on the enclosed Bid Price Form completed properly and signed in ink.

5.5 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 Qualification statement, AIA Document A305. The Village reserves the right to require specific references of communities or companies that have purchased like materials.

5.6 CHANGES IN CONTRACT DOCUMENTS - Changes or corrections may be made by the Village after they are issued by the Village. Addendum or addenda shall take precedence over that portion of the documents concerned, and become part of the contract documents. 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. It is the bidder’s responsibility to regard all **addenda which will be posted on Village website** at least four days prior to date established for receipt of bids.

5.7 EXAMINATION OF BIDDING DOCUMENTS - Bidder shall carefully examine all contract documents and addenda to become thoroughly familiar with the detailed requirements prior to submitting proposal. If a bidder finds discrepancies or ambiguities in, or omissions from documents, or is in doubt as to their meaning, he/she shall notify the Village Clerk not later than ten days prior to bid due date. **All addenda will be posted on the Village website (www.bensenville.il.us) under “Business”.** Addenda shall not be made less than four days prior to bid opening. Bid Documents shall be used by each Bidder in preparing its Bid and neither the Village nor the Architect or Engineer assumes any responsibility for errors or misinterpretations resulting from the use of an incomplete set of Bid Documents. The Village is not responsible for oral instructions. Direct inquiries to the Deputy Village Clerk. After the bids are received, no allowance will be made for bidder oversight.

5.8 LATE BIDS – Formal bids received after specified bid opening time will not be considered and will be returned unopened.

5.9 MISTAKE IN BID AND BID CHANGES – Bids cannot be modified after submittal. If an error is made in extending a total price, the unit price will govern. The bidder must initial erasures on the bid form.

5.10 RESPONSE TO INVITATIONS - Contractors unable to bid or not bidding will provide a letter of explanation and return the bid form. Contractors who fail to respond on two successive bids will be removed from the qualified bidder’s list.

5.11 WITHDRAWAL OF BIDS - A written withdrawal request must be received by the Deputy Village Clerk before bid opening. After bid opening, bids become a legal document and an integral part of the bid and shall not be withdrawn.

6. AWARD, REJECTION OR DISQUALIFICATION OF BIDS - Contracts are awarded to the lowest responsible bidder. The Village’s has the right 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). The Village has the right to reject a Bid if the Bidder failed to furnish required Bid security or to submit data required by the Bidding documents, or if the Bid is incomplete or irregular as determined by the Village.

6.1 Responsibility of a bidder is determined by the consideration of:

- A. Bidder's character, integrity, reputation, judgment, experience and efficiency;
- B. Bidder's ability, capability, and skill to perform the service required;
- C. Whether the Bidder can perform the contract or provide the service promptly, or within the service specified, without delay or interference;
- D. Bidder's performance quality in previous contracts of services;
- E. Bidder's previous and existing compliance with laws and ordinances relating to the contract or service;
- F. Bidder's ability to provide future maintenance and service for Contract subject;
- G. Number and scope of conditions attached to the Bid;
- H. Responsiveness to the exact requirements of the invitation to Bid;
- I. Current, uncompleted work in which Contractor is involved, which might hinder or prevent prompt delivery of the Merchandise;
- J. Bidder's financial resources;
- K. Cash discounts offered;
- L. Quality, utility, suitability of work or material: the quality of the commodity to be furnished, as well as the price is to be taken into consideration, and a bid which is low in price may be rejected if the furnished material is not the best;
- M. Direct, indirect and incidental costs to the Village;
- N. Ability to work cooperatively with the Village and its administration;
- O. Past Village records of the Bidder's transaction or with other entities as evidence of the Bidder's responsibility, character, integrity, reputation, judgment, experience, efficiency and cooperativeness; and,
- P. Any other evidence of bidder's responsibility as determined by the Village.

6.2 The Village may reject any and all Bids, and may re-advertise for new bids.

6.3 The following may be cause for disqualification of a submitted Bid:

- A. Prices excessively high and/or exceed monies available for the Contract;
- B. Failure to submit Bid deposit or surety;
- C. Failure to offer to meet specified delivery or performance schedules;
- D. Failure to price out the Bid in the required format; or qualification of price to protect the Bidder from unknown future market conditions;
- E. Rights of the purchasing agency limited under any contract clause;
- F. Bidder currently on "debarred" bidders list. "Debarred" bidders list are vendors who have not complied with the rules and regulations of Village contracts. If you have any questions, please contact Village Finance Director;
- G. Reasonable basis to suspect either conflict of interest or collusion among Bidders;
- H. Bidder does not provide requested data, literature, samples, or affidavits with Bid;
- I. Late Bids;
- J. Failure of any authorized person to sign the Bid; and
- K. Bidder is prohibited by local, state or federal law from entering into public contracts.

6.4 Village staff is authorized to independently investigate matters of bidder's responsibility and verify any statement made to the Village by the bidder.

6.5 NOTICE OF AWARD – After the acceptance and award of the bid, and upon receipt of a purchase order executed by proper Village officials, this instruction to bidders, including specifications, and bid price form constitutes part of the legal contract between the Village of Bensenville and the Contractor.

7. CONTRACT PROVISIONS

7.1 CATALOGS – If requested, Bidder will submit catalogs, descriptive literature, detailed feature drawings, designs, construction, finishes, operational manuals and the like not listed in the Specifications to fully illustrate and describe the material or Work proposed.

7.2 MATERIAL, EQUIPMENT, AND WORKMANSHIP - Unless otherwise specified, materials and equipment incorporated in Contract will be new and good quality. All workmanship will be good quality and free from defects. If asked, Contractor shall furnish satisfactory evidence as to source, kind and quality of materials and equipment.

7.3 SHOP DRAWINGS – Bidder will submit detailed shop drawings and layouts showing characteristics of equipment, installation and operation details.

7.4 SPECIAL HANDLING – Before delivering caustic, corrosive, flammable or dangerous to handle product, Contractor will provide written directions for how to handle such products, plus antidote or neutralizing material required in first aid. Contractor will notify Village and provide material safety data sheets for substances used in connection with Contract defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act. Failing or delaying to provide data sheets may cause disqualification.

7.5 TRAINING, DEMONSTRATIONS – If requested Contractors are required to present a demonstration of bid item if Village has insufficient knowledge of the item's operation or performance capability. Such demonstrations and training must be at "no charge" to the Village and must be at a site convenient and agreeable to the affected Village personnel.

8. VILLAGE SUPERVISION - The Village Manager, or designee, has full authority over the contracted work and will interpret specifications in a dispute. He/she may order minor changes in a specification if necessary. Major changes will be “additions”.

9. SAFETY/LOSS PREVENTION PROGRAM – Village may request Contractor provide written confirmation that a safety/loss prevention program was in place at least 90 days prior to approval to work with the Village. Evidence of completed employee safety training shall be provided if requested by the Village.

10. VENUE – For the purposes of a lawsuit(s) between Contractor and Village regarding the Contract, its enforcement, or subject matter, the venue shall be in DuPage County, Illinois and the laws of the State of Illinois shall govern the cause of action.

11. DELIVERY

- A. The start of work is immediately after contract execution. The Village may cancel the Contract without obligation if Delivery requirements are not met. If Contract is not canceled by the Village, liquidated damages may be due and owing to the Village pursuant to the liquidated damage provision.

- B. All deliveries must be made Monday - Friday, excluding Village holidays, between the hours of 7:00 a.m. and 3:30 p.m.
- C. Shipments become the property of the Village after delivery and acceptance.
- D. Bid price shall include delivery as indicated herein.
- E. All prices must be quoted F.O.B. Bensenville, Illinois.
- F. CONTRACTOR assumes all risk of loss or damage to the Goods prior to acceptance of delivery by OWNER at point of delivery; and shall purchase and maintain insurance on the Goods during fabrication process 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 other perils, as CONTRACTOR deems appropriate.

12. DAMAGES TO PROPERTY

12.1 CONTRACTOR is responsible for property damage caused by their work performed for this contract and shall replace or restore it to its original condition at no cost to the occupant, owner or Village. The Village shall be held harmless for all liability under the Scope of Work of this contract.

12.2 CONTRACTOR is not authorized to drive equipment on private property without property owner's written authority.

12.3 If damage exists before work begins (i.e. sidewalk, driveway cracks) it is recommended that contractor notify Director of Public Works prior to starting work. Take pictures of preexisting damage before beginning. This is for the CONTRACTOR'S protection.

13. VILLAGE INSURANCE REQUIREMENT – Contractors shall procure and maintain for the contract duration insurance against claims for injuries to persons or property damages which may arise from or in connection with the performance of the Contracted, his agents, representatives, employees, or subcontractors.

13.1 MINIMUM SCOPE OF INSURANCE COVERAGE SHALL BE AT LEAST AS BROAD AS:

- A. Insurance Services Office Commercial General Liability occurrence form CG 0001 (Ed. 11/85) with Village of Bensenville named as additional insured; and
- B. Owners and Contractors Protective Liability (OCP) policy (if required) with the Village of Bensenville as insured; and
- C. Insurance Service Office Business Auto Liability coverage form number CA 0001 (ED. 10/90 or newer), Symbol 01 "Any Auto."
- D. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability Insurance.

13.2 MINIMUM LIMITS OF INSURANCE CONTRACTOR SHALL MAINTAIN:

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Minimum General Aggregate not less than \$1,000,000 or a project/contract specific aggregate of \$1,000,000.
- B. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- C. Workers' Compensation: Statutory Limits
- D. Employers' Liability limits of \$1,000,000 per accident.

13.3 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.

13.4 OTHER INSURANCE PROVISIONS - Policies are to contain, or be endorsed to contain:

A. General Liability and Automobile Liability Coverages

1. The Village of Bensenville, its officials, agents, employees, and volunteers are to be covered as insured's 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.
2. The Contractor's insurance coverage shall be primary as respects to 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.
3. 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.
4. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or 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.

B. Workers' Compensation and Employers' Liability Coverage - The insurer agrees 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.

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

13.5 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.

13.6 VERIFICATION OF INSURANCE COVERAGE - Contractor shall give the Village of Bensenville 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. Village of Bensenville may request full certified copies of policies and endorsements.

13.7 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.

13.8 ASSUMPTION OF LIABILITY - Contractor assumes liability for all injury to or death of any person(s) including employees of the Contractor, any sub-contractor, any supplier or other person(s) 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.

14. INDEMNITY/HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the Contractor 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 anyway accrue against the Village of Bensenville, its officials, agents, and employees, arising in whole or in part or in consequence of the Contractor's performance of this work, its employees, or subcontractors, or which may in anywise result, 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 expenses arising therefore or incurred in connection with, 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 same. Contractor expressly understands 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.

Contractor 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 settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village of Bensenville.

15. DEFAULT - The Village may, subject to the provisions specified, by written notice of default to the contractor, terminate the whole or any part of this contract if the Contractor/Vendor fails to:

- A. make material delivery or perform the services within specified time or any extension hereof; or
- B. make progress that endangers contract performance; or
- C. provide or maintain in full force and affect the liability and indemnification coverages or performance bond as required.

If the Board terminates this contract in whole or in part as provided above, the Village may procure, upon such terms and 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.

16. ALTERNATE MATERIALS AND EQUIPMENT - Where specifications read "or approved equal", contractor shall give written description to Public Works Director for approval. 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 performs a comparable function and is equal thereto to fill the needs of the Village, unless "No Substitutes" is specified. When offering alternatives identify by brand name and catalog number. Also include manufacturer's literature with the bid. Bidders will be required to furnish samples upon request and without charge to the Village.

17. BIDDER'S ACCESS TO PROCUREMENT INFORMATION - All procurement information shall be public record to extent provided in Illinois Freedom of Information Act and Public Act #85-1295 and shall be available to all bidders as provided by such acts.

18. ACCEPTANCE - Contracted work is accepted when final payment is made.

19. PAYMENT – The Village Board approves payouts to vendors at regular Village Board meetings which typically occur on the second and fourth Tuesdays of the month. Payment is made by check and issued the same week as payout approval. Payouts do not appear on the agenda until the appropriate Village staff has accepted the product to be delivered, or work performed under contract.

20. PAYMENT WITHHELD - The Village may withhold, or due to subsequently discovered evidence, nullify the whole or part of any payment certificate to such extent as may be necessary to protect itself from loss on account of:

- a. Defective work not remedied.
- b. Claims filed or reasonable evidence indicating probable filing of claims;
- c. Contractor’s failure to properly pay subcontractors or for material or labor;
- d. Damage to other contractors' tools, materials, work or equipment;
- e. Damage to public or private property.

When issues are remedied, payment for amounts withheld because of it will be made.

21. DEDUCTIONS FOR UNCORRECTED WORK - If the Village deems it inexpedient to correct work done in accordance with the Contract, an equitable deduction from the Contract price shall be made.

22. LIENS – The Village reserves the right to request waivers of lien whether partial or final if the Contractor utilizes subcontractor(s).

23. 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 by the contractor. Reordering shall be within the sole discretion of the Village.

24. GUARANTEES AND WARRANTIES

24.1 All material, workmanship, services, and purchased commodities will be guaranteed from defects for at least one year, or for the period of time specified in the bid documents, based on the date of completion. Upon notice of defect, bidder shall make necessary repairs, without delay, at no extra charge to the Village. Said time period shall be based on date of completion. Upon written notice of defect, contractor shall make all necessary repairs, without delay, at no extra charge to the Village.

24.2 All warranties for materials or equipment must be received with title before payment is recommended.

25. CHANGES/ADDITIONAL SERVICES/DELETIONS - Requests for changes or modifications to this contract must be submitted in writing and approved by the Village Director of Public Works or designee, prior to such changes or modifications being made. 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 starting. If 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.

26. CHANGE ORDER AUTHORIZATION - Pursuant to Public Act 85-1295 (720 ILCS 5/33E-1 et seq.) no change order may be made in this contract which authorizes or necessitates 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 designee that:

- a. Circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed; or
- b. 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.

The party authorized to execute the above certification is the Village of Bensenville.

VENDOR:

Village of Bensenville:

Signature

Signature

Title

Title

Date

Date

**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)

_____ to the Village of Bensenville, hereby certifies that Contractor:

1. 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).
2. 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.
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

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

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

4. is in full compliance with the Drug Free Workplace Act, 30 ILCS 580/1 et. seq.
5. is in full compliance with the Criminal Code of 2012, 720 ILCS 5/33-1 et. seq.
6. 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 _____, 2015.

NOTARY PUBLIC



Village of Bensenville

√	Submittal Checklist – Bid Packet must be returned in its entirety
	Bidder Information Sheet
	Bid Price Sheet
	Equipment List
	Addenda Number Acknowledged, if applicable
	References
	Bid Security of 10%
	Signature Page
	IDOA Compliance Agreement

AWARDED CONTRACTOR REQUIREMENTS	
Performance Bond, if applicable	25% due within 10 days of notice of award
Payment Bond, if applicable	25% due within 10 days of notice of award
Certificate of Insurance	
Certificate of Compliance	
Executed Contract with Authorized Signatures	