



**City of North Chicago
Department of Public Works
1850 Lewis Avenue
North Chicago, IL 60064**

INSTRUCTIONS TO BIDDERS

2019-20 Snow and Ice Control Services Bid Packet

Bid packet consists of 3 separate packets of documents. **ONLY Packet #3, "SUBMITTAL DOCUMENTS" needs to be returned with/as your Bid.**

Packet 1 is the RFP Bid Solicitation documents – Not to be returned

Packet 2 is the "Independent Contractor's Agreement" documents. Not to be returned, but if you are Awarded a contract, this document will become part of the Contract.

Packet 3 has all of the documents that you **MUST** sign and return with your Bid(s). There are 3 Bid packages contained within this Bid Packet, and specific locations and details are detailed within the Package documents.

ONLY written questions will be permitted, and they **MUST** be EMAILED to edwwil@northchicago.org. Further details can be found in Packet 1.

At least one (1) Addendum is anticipated to be issued, and to receive it, **YOU MUST** be a **KNOWN PLAN HOLDER**, so be sure to provide contact your information when requesting a Bid Packet.

Thanks for your interest, and good luck !!!



City of North Chicago

Request for Proposals

Snow and Ice Control Services

2019-2020

Date Issued: September 25, 2019

Bids Due

3:00 p.m., Friday, October 4, 2019

INVITATION TO BID
TO PROVIDE SNOW REMOVAL AND ICE CONTROL SERVICES
FOR CITY HALL PARKING LOTS and SIDEWALKS,
NORTH CHICAGO METRA STATION, ALLEYS and
GRANT PLACE BUSINESS PARK

Sealed bids for Snow and Ice Control Services will be received at the address listed below until **Friday, October 4th, 2019 at 3:00 p.m.**, or at a date and/or time as may be amended by the publishing or one or more Addenda. Bids will be publically opened and read aloud at the stated time and place of Bids being due. Proposals not physically received by the City by the above-stated or amended date and time will be returned unopened to the submitting firm. All proposals should be addressed to:

City of North Chicago
Proposal for Snow and Ice Control Services
Attention: Edward Wilmes, Director of Public Works
1850 Lewis Avenue
North Chicago, IL 60064

Proposal packets are NOT available online. The 2019/20 Bid Packets may be obtained in-person at the North Chicago City Hall, or by contacting the Director of Public Works' Administrative Assistant at 847-596-8870. A Bid Packet may be electronically emailed OUT, but all **Bids MUST BE SUBMITTED in person** at the address above by the date and time specified.

Important Dates and Terms

- Information Released 09.21.2019
 - Due Date for Bidder's RFI 10.02.2019 @ Noon
 - Owner's RFI Response Date 10.03.2019 @ Noon
 - ***Bid Due Date and Opening*** **10.04.2019 @ 3:00 p.m.**
 - Anticipated Contract Award Date 10.21.2019
-
- This contract is subject to payment of Prevailing Wages.
 - Each Contractor is to submit their bid as indicated above and in the Bid Specifications.
 - Emailed or faxed bids will not be accepted.
 - The Bid and Contract has been developed to include three (3) "Bid Packages"; Package A, Package B, and Package C. The Contractor may bid on one or all

Bid Package. The services required for properties included within each Bid Package are specific to that Package, only. The City reserves the right to reject any or all bids and to waive any informality in bidding.

- The City of North Chicago City Council will make the final award of the proposal based upon price, and demonstrated or perceived ability of the Contractor to successfully perform the services called out in the Contract.

SPECIFICATIONS

Snow Removal

1) Definitions

The Term "City" whenever used in the contract documents shall be construed to mean the City of North Chicago.

2) Conditions

The Bidder is responsible for being familiar with all conditions, instructions, and documents governing this project and bid. Failure to make such investigation and preparations shall not excuse the Contractor from performance of the duties and obligations imposed under the terms of this contract.

3) Termination for Public Convenience

The City may by written order, terminate the contract or any portion thereof after determining that for reasons beyond either City's or Contractor's control, the Contractor is prevented from proceeding with or completing the work as originally contracted for, and that termination would, therefore, be in the public interest.

4) Rejection of Bids

- a) The City reserves the right to cancel invitations for bids or requests for proposals without penalty when it is in the best interest of the City to do so. Notice of cancellation shall be sent to all individuals or entities solicited.
- b) The City reserves the right to reject any or all bids, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to make award to the response deemed to be the most advantageous to the City.
- c) Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color handicap, sex, national origin or religious creed.
- d) Any bid not conforming to the specifications or requirements set forth by the City in the bid request may be rejected.
- e) Bids may also be rejected if they are made by a bidder that is deemed un-responsible due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.
- f) Bidders shall hold all bids submitted for 45 days, commencing at the date

and time of the Bid Due date.

5) Request For Information (RFI)

Questions regarding this Request for Proposal must be written and EMAILED to Edward Wilmes, Director of Public Works, City of North Chicago, edwwil@northchicago.org by NOON on Wednesday, October 2, 2019. No oral comments will be made to any Bidder regarding any meaning of the RFP or Specifications or other contract documents except as in writing. Written responses will be provided to all known Bidders by NOON, Thursday, October 3, 2019.

Bidders will not be relieved of obligations due to failure to examine or receive documents, visit the sites or become familiar with conditions or facts of which the Bidder should have been aware of. The City will reject all claims related thereto.

Information (other than in the form of a written Addendum issued by the City) from any officer, agent, or employee of the City or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him from fulfilling any of the conditions and obligations set forth in the proposal and other contract documents.

Before the proposals are opened, all modifications or additions to the proposal documents will be made in the form of a written Addendum issued by the City. The City will email copies of any such Addendum to those persons who have received Bid Packets and provided sufficient contact information. In the event of conflict with the original contract documents, Addenda shall govern all other contract documents to the extent specified. Subsequent Addenda shall supersede prior Addenda only to the extent specified.

The Bidder shall be required to acknowledge receipt of the formal Addendum by signing the Addendum and including it with the Bidders Bid Submittal packet. Failure of a Bidder to include a signed formal Addendum in its proposal quotation shall deem its quotation non-responsive, however the City may waive this requirement if it in its best interest.

6) Bid Opening and Evaluation

Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

7) Equipment List

All bidders must provide a list of equipment they will use to complete the project on the Forms contained herein. The City reserves the right to determine the capability of the equipment to perform the work required under this contract, and to reserve acceptance or terminate the Contract due to improper or

deficient equipment. The City may conduct a visit to the Contractor's business facility prior to or after award to inspect all equipment proposed to complete the project.

8) Scope of Work

- a) Contractor shall perform the services required under this Agreement; furnish all labor, and equipment for the satisfactory removal of snow and/or ice from City Hall parking lot and sidewalks, North Chicago Metra parking lot and sidewalks, and Pace Bus Shelters commencing when City personnel contact the Contractor for a snow or ice event.
 - i) All work shall be completed, meaning that the snow and/or ice will be removed from all designated sites as indicated on the map, within 4 hours of the cessation of precipitation for each event.
 - ii) Work shall commence within 2 hours of notification by City personnel. Notification will be made by cellular telephone call.
 - iii) Due to the space limitations, it MAY be necessary for snow removal operations to occur during on off peak times.
 - iv) Removal operations shall continue uninterrupted until locations are free of snow, except if conditions are such that drifting will occur, and in such conditions, repeat spot clearing shall be performed as part of the event operations.

- b) There are three areas of the City Hall to be plowed, and walks cleared of snow and/or treated for Ice
 - i) Parking spaces and entry walks and stairs located east of City Hall, and off of Lewis Ave (Refer to City Hall Exhibit - Area 1 on Map)
 - ii) Parking Lot and entry walks located west of City Hall, and north exit door and stairs to PD Lot (Refer to City Hall Exhibit - Areas 2 on Map)
 - iii) Police Parking Lot and entry walk to the Police Station, and Island Walk north of the Police Station (Refer to City Hall Exhibit - Areas 3 and 4 on the Map)
 - iv) Public sidewalks surrounding City Hall, and the Police and Fire Departments at the City Hall complex (Refer to City Hall Exhibit – Public Walks on the Map).

- c) There is one Metra Parking Lot to be plowed, and sidewalks to be cleared of snow and/or treated for Ice
 - i) Entry drives, Parking Spaces and in the North Chicago Metra Lot, and Pedestrian Ramp leading to the Station Platform at the North Chicago Metra Station (NOT the Station Platform walkways – these are maintained by Metra)

- ii) Public sidewalks surrounding the North Chicago Metra Station
(Refer to Metra Exhibit)
- d) The Contractor shall begin winter service operations within 2 hours of being notified by City personnel. Should the Contractor fail to comply with this response time, this contract may be terminated at the sole discretion of the City.
- e) The Contractor shall submit the name and cellular phone number of the person that the City is to contact when snowplowing is to be done. This contact shall be available for cellular phone calls 24/7.
- f) The Contractor shall provide pricing for each location on a "Per Occurrence" basis based upon Total Accumulation for an Event, and a "Per Hour" pricing for each worker and piece of equipment for extended duration events. All vehicle and equipment pricing is assumed to include a Driver and/or Operator.
- g) For Events of an Extended Duration, the Contractor shall provide multiple clearings of the properties and sidewalks covered by this Contract, and shall receive compensation for the snow accumulation "total for the event", plus an amount "Per Hour" person and piece of equipment should the number of clearings for any single continuous event exceed eight (4). The Per Hour rate will be paid as per hour for the work undertaken and completed, based upon the number of individuals and pieces of equipment reported as working.
- h) The Contractor shall make repeated clearings of City properties during events of extended duration while precipitation is continuing as snow accumulations reach 3". Such clearings are considered as part of the same event.
- i) Compensation shall be based upon and measured using the National Weather Service report for Waukegan Regional Airport reporting location, and sample survey locations chosen by the City. Determination regarding the compensation payable for each event will be made at the sole discretion of the City.
- j) Work shall be completed at all locations prior to 6:00 a.m., or as may vary from storm to storm depending upon the timing of the event. In all cases, snow operations shall be completed within 4 hours of the cessation of precipitation.
- k) Storm operations should occur at times that have the least amount of impact to the public, and this is typically during the overnight and early morning hours.

- l) The Contractor may not be called out for all snow events, especially minor snow events and/or dustings.
- m) The Contractor may be called upon to “Pre-treat” pavement and sidewalks to reduce accumulations of snow and the “bonding” of snow and ice to the pavement. When Pre-treatment is requested, it will be paid based upon “Per Hour” pricing. All Pre-treatment chemicals will be provided at no cost to the Contractor by the City.

Prior to December 1 of each year, the City and the Contractor shall visit each site to observe the locations of curbs, shrubs, manholes, fencing, fire hydrants, guard rails, electrical junction boxes and any other areas and/or items that are susceptible to damage because they are easily concealed by snowfall. During this site visit, observed anomalies at each site will be photographed, and noted.

Special Conditions and Terms

- a) **ROAD SALT and CALCIUM CHLORIDE** – Materials shall be spread in the locations and at the rate directed by the City. The City will supply all deicing materials and shall load salt onto the Contractor’s equipment before and/or during each event. Unused salt must be emptied from Contractor’s trucks at the City’s Public Works Salt Facility at the end of each snow event. Calcium chloride shall be provided by the City as a bagged product. Unused bags shall similarly be loaded and returned for each event. **Other than Pre-treatment, all costs of spreading deicing materials shall be included in the bid price for plowing.**
- b) **SIDEWALKS** – All public sidewalks, and all locations with sidewalks leading to and around the building or internal within a parking lot parking lot, shall be shoveled clean, and treated with calcium chloride provided by the City, following the clearing of snow from the surface. The entire width (edge to edge) of the sidewalk shall be cleared of snow and ice to provide safe passage for pedestrians. For extended duration events and drifting, the City and Contractor will agree on a “Best Practice” strategy to clear sidewalks. Sidewalks must be cleared within 4 hours of the cessation of precipitation. “Freeze back” treatments for ice shall also be billed on a Per Hour basis, and only with Pre-Authorization. The Contractor is responsible to push back or remove snow to make room for the next storm as needed. Should snow need to be hauled off site, the City and Contractor will address as need arises.
- c) **PARKING LOTS** - All parking lot surface areas are to be plowed and treated with road salt provided by the City, the entire width (curb to curb) and continuous throughout the entire storm following the complete plowing of every

lot (each round). The Contractor is responsible to push back or remove snow to make room for the next storm as needed. Should snow need to be hauled off site, the City and Contractor will address as need arises.

- d) **PERFORMANCE** – The Contractor agrees to perform salting and snowplowing services to the acceptance of the City. All areas shall be completely cleared from curb-to-curb, with the goal of bare pavement. Work not completed in a satisfactory manner, or will be redone by the Contractor at no additional cost to the City.
- e) **NON-AUTHORIZED WORK** – At no time while working for the City shall the Contractor perform any work other than that directed by the City. Non-authorized work may result in termination of the contract at the sole discretion of the City.
- f) **ADDITIONAL WORK** – From time to time, additional work may be requested by the City. For all such work, the “Per Hour” rate for each piece of equipment and personnel shall prevail. Each vehicle and piece of equipment is to be priced to include the Driver/Operator wages.
- g) **RESTORATION** – All lawn areas damaged by snow removal shall be regraded to form a smooth transition from the existing lawn to the disturbed areas. The disturbed areas are to be restored with an application of pulverized topsoil, starter fertilizer (10-10-10) spread at the recommended rate, with a 50/50 blend of bluegrass/ryegrass seed spread at a minimum rate of 5 pounds per 1,000 square feet, and covered with covered by an erosion control blanket on top of restored area. The Contractor shall provide replanting if necessary until a healthy stand of grass is established by July 1 as determined by City personnel. Initial restoration work must be completed no later than April 30 to the satisfaction of the City. Failure to do so will result in the City fixing the damage and holding money from the retainage.
- h) **DAMAGES** – The Contractor will be responsible for damages to mailboxes, parked vehicles, sod, trees, pavement or roadway appurtenances, and persons or items damaged by the Contractor. Any damage must be restored in a timely manner to the satisfaction of the City.
- i) **MAILBOXES and GARAGE DOORS** – The City and Contractor will inspect all mailboxes and garage doors upon award of this contract, prior to any services being provided. Damaged items will be photographed. Should damage occur and/or be reported to the City, and if City staff determines said damage was caused by snow coming off the blade, there will be no responsibility on the part of the Contractor to pay for the damages. However, if it is determined that the snowplow or plow vehicle hit the mailbox or caused damage to a garage or garage door, the Contractor shall pay up to \$75.00 for repairs for each mailbox

damaged to the City, and the full cost of repairing a damaged garage or garage door, also to the City.

- j) **EQUIPMENT** – All equipment and vehicles used by the Contractor shall be maintained and in good working order. All equipment and vehicles shall be properly licensed and insured. The City reserves the right to accept or reject any or all equipment used or proposed for use by the Contractor. At a minimum the Contractor shall have equipment at its disposal which will include the following snow and ice removal equipment:
 - i. Multiple 4X4 pickup trucks with power angle snowplow and salt spreaders
 - ii. Multiple snow blowers, shovels, ice scrapers and “whirlybird” materials spreaders (for road salt and calcium chloride)
 - iii. Equipment to relocate piled snow if necessary (ex. Front-end loader, skidster with bucket)

- k) **SAFETY REQUIREMENTS** – All trucks and equipment proposed for winter operations shall be equipped with an amber warning light mounted on the top of the cab, or at a location clearly visible from all sides, of the unit. All vehicles and equipment must be clearly marked with the Contractor’s name to properly identify the winter services company, including phone number, and must be kept clear of snow at all times as practical.

- l) **DRIVER’S LICENSE** - Before commencing work, the Contractor shall provide a list of all personnel anticipated to be performing work under this contract, in addition to a copy of each driver’s motor vehicle license for each employee anticipated to be operating a licensed vehicle within the City while performing work under this Contract. Redaction of non-essential personal information provided on the License is permitted. Drivers shall possess a Commercial Driver’s License with appropriate endorsements if operating vehicles or equipment that requires such a license.

- m) **BASIS OF PAYMENT** – Snow removal will be paid at the contract unit price Per Occurrence by site, or Per Hour by vehicle or person, or other rates as may be agreed upon by the City and Contractor.

- n) **BILLING / INVOICING** - All billing and invoicing shall be prepared for each event with detailed itemized billing submitted to the City. Billing is to include the date of the event, the work performed, the vehicles or equipment used for the clearing and/or salting operation, the name of each person operating the same, the hours and names of additional personnel that were working on each event as laborers. Included details are the location and hours each person worked at each location, each person’s start and end times, the amount of snow that fell during the event, and the quantity and type of de-icing materials spread. If the event response was for salting only, regardless

of whether it was Pre or Post storm, salt treatment only Invoicing shall include the dates, times and persons responsible for the de-icing/anti-icing operation. All bills shall include all costs for each event.

If, in the opinion of the City, the Contractor has not or is not satisfactorily performed the work covered by this contract, and within forty eight (48) hours of receipt of a written demand from the City, has not cured any defect in performance specifically itemized in such demand, the City may at its option:

- a. Withhold payment.
- b. Consider all or any part of this contract breached and terminate the Contractor, or
- c. May hire another Contractor to cure any defects in performance or complete all work covered by this specification for the remaining term of this contract.

The City will make periodic inspections and follow up as needed with the Contractor to discuss any issues etc. Any demand for performance shall be specifically delivered to Contractor by personal delivery, or sent by certified or registered mail with delivery assumed

o) AWARD of BID

- a. Formal bid submission shall be tabulated and a recommendation shall be prepared by the Director of Public Works recommending that the Contract be finalized and awarded, subject meeting all bidding requirements Legal review.
- b. The Director of Public Works shall send a recommendation and tabulation of all formal bids received for purchases meeting the requirements to the City Mayor and the Board of Trustees for consideration of awarding a formal contract.
- c. All awards made in accordance with the City Code are final determinations.
- d. Renewal Option: The contract shall be for a one year period, but may be extended on an annual basis at the option of the City in its sole and absolute discretion, for up to two additional years, on the terms in the bid document submitted in response to the request for proposal.

p) CHANGE ORDERS

- a. After a contract is awarded pursuant to the competitive bid procedures

specified herein, additional purchases or modifications may be made under the contract, or the terms of the contract may be extended, without rebidding the materials, supplies, services or equipment involved, provided that the change order:

- i. Is not of such a size or nature as to undermine the integrity of the original bidding process; and
- ii. Is germane to the original contract; and
- iii. Does not exceed twenty percent (20%) of the contract value; and
- iv. Is approved by the Board of Trustees or by the Mayor, or his/her designee for change orders that are not greater than ten thousand dollars (\$20,000.00).

- b. Change orders for contracts for public improvements shall be as provided by City Code and applicable state law.

i) SEXUAL HARASSMENT

During the entire term of the contract, Contractor shall have in full force and effect a written Sexual Harassment Policy, which complies with the Illinois Human Rights Act (775- ILCS 5/1-101 et.seq.) including at least the following: 1) a statement on the illegality of sexual harassment; 2) the definition of sexual harassment under Illinois Law; 3) a description of sexual harassment, utilizing examples; 4) an internal complaint process, including penalties; 5) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights Commission ("Commission"); 6) directions on how to contact the Department and the Commission; and 7) protection against retaliation as provided by Section 6-101 of the Act.

ii) DRUG FREE WOKRKPLACE

In compliance with Illinois law, The Contractor certifies and agrees that it will provide a drug free workplace by:

- a) Publishing a Statement:
- b) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace.
- c) Specifying the actions that will be taken against employees for violations of such prohibition.
- d) Notifying the employee that, as a condition of employment on such Contract, the employee will:
- e) Abide by the terms of the statement; and
- f) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such

conviction.

- g) Establishing a drug free awareness program to inform employees about:
- h) The dangers of drug abuse in the workplace;
- i) The Contractor's policy for maintaining a drug free workplace;
- j) Available counseling, rehabilitation, or assistance programs; and
- k) Penalties imposed for drug violations.
- l) Providing a copy of the Statement required by subsection (a) to each employee engaged in the performance of the Contract and to post the Statement in a prominent place in the workplace.
- m) Notifying the contracting agency within ten (10) days after receiving notice of any violations as listed above.
- n) Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- o) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- p) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
- q) The Contractor will be required to sign a Drug Free Workplace Certification.

iii) SUBSTANCE ABUSE PREVENTION on PUBLIC WORKS PROJECTS

Before a Contractor or SubContractor commences work on a Public Works project as defined in 820 ILCS 130/2, the Contractor or SubContractor shall have in place a written program which meets or exceeds the program requirements in the Substance Abuse Prevention on Public Works Projects Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services. At a minimum, the program shall include all of the following:

- a) A minimum requirement of a 9 panel urine drug test plus a test for alcohol. Testing an employee's blood may only be used for post-accident testing; however, blood testing is not mandatory for the employer where a urine test is sufficient.
- b) A prohibition against the actions or conditions specified in 820 ILCS 265/10.
- c) A requirement that employees performing the work on a public works project submit to pre-hire, random, reasonable suspicion, and post-

accident drug and alcohol testing. Testing of an employee before commencing work on a public works project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.

- d) A procedure for notifying an employee who violates 820 ILCS 265/10, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the program that the employee may not perform work on a public works project until the employee meets the conditions specified in subdivisions (2)(A) and (2)(B) of 820 ILCS 265/20.

vii) **NON-COLLUSION**

- a) The Contractor represents that it is not barred from bidding for this contract as a result of a violation of 720 ILCS 5/33E concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts. The Contractor will be required to sign the Non-Collusion Certification.

1) **ADDITIONAL ITEMS**

i) **If the Prevailing Wage Act Applies:**

1) **Wage Rate Requirements:**

- a) The Contract shall be based upon payment by Contractor and his SubContractor of wage rates not less than the prevailing hourly wage rate for each classification of worker engaged on the work as determined by the State of Illinois, Department of Labor.
- b) A copy of the wage determination shall be posted by the Contractor in a conspicuous place at the site of the work where it can be easily seen by the workers.
- c) The Contractor shall maintain certified time sheets and submit to the City with final invoice.
- d) The Contractor will be required to sign a Wage Rate Requirement Certification.

2) **Prevailing Wage**

Some or all of the work herein may be subject to the provisions of Prevailing Wage Act, 820 ILCS 130/0.01 et.seq., providing for the payment of prevailing rate wages to all laborers, workmen and mechanics engaged on work. The Contractor agrees that, prior to making any

payments to its own laborers, workers, or mechanics or to any SubContractor it will determine whether it must legally pay wages in accordance with the Prevailing Wage Act, and if so legally required, pay the then-current prevailing rate of wage as determined by the Illinois Department of Labor and posted at: <http://www.state.il.us/agency/idol/>.

The City may at any time inquire of the Contractor as to rates of wages being paid employees of the Contractor, and any SubContractor or material men, whereupon such information shall be promptly provided by the Contractor. The Contractor shall indemnify the City for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

The Contractor shall insert into each subcontract and into the project specifications for each subcontract a written stipulation requiring all laborers, workers and mechanics performing work under the contract to comply with the Prevailing Wage Act and to require each SubContractor to insert into each lower-tiered contract and into the project specification for each lower tiered subcontract a similar stipulation.

CONTRACTOR SWORN STATEMENT

TO: City of North Chicago
1850 Lewis Ave
North Chicago, IL 60064

The undersigned bidder, in compliance with the City's advertisement for bids for work as specified, and related documents prepared by or at the direction of the City of North Chicago, Owner, and being familiar with all conditions surrounding the work, including availability of labor and equipment, does hereby propose to furnish labor, equipment and services and pay for same and shall perform all work required for the completion of the Project(s), in accordance with the Contract documents and at the prices provided herewith.

Bidder certifies this bid to be for the project described above and to be in accordance with plans, specifications and Contract documents, including the Invitation for Bids. Bidder agrees to hold all Bid Prices and availability for a period not to exceed 45 days from the advertised Bid Due Date.

In no event shall any delays or extensions of time be construed as cause or justification for payment of extra compensation to the Contractor. Any claims for an increase of the Contract time shall be made in writing to the City within seven (7) days of the cause.

Upon award of a Contract (Bid Award) to the Contractor, the then bidder agrees to sign a contract based upon the bid.

Signed: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

DRUG FREE WORKPLACE CERTIFICATION

In compliance with State of Illinois Compiled Statutes, Chapter 30-580, The Contractor certifies and agrees that it will provide a drug free workplace by:

Publishing a Statement:

- A. Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace.
- B. Specifying the actions that will be taken against employees for violations of such prohibition.
- C. Notifying the employee that, as a condition of employment on such Contract, the employee will:
 - 1. Abide by the terms of the statement; and
 - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- D. Establishing a Drug Free Awareness Program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Contractor's policy for maintaining a drug free workplace;
 - 3. Available counseling, rehabilitation, or assistance programs; and
 - 4. Penalties imposed for drug violations.
- E. Providing a copy of the Statement required by subsection (a) to each employee engaged in the performance of the Contract and to post the Statement in a prominent place in the workplace.
- F. Notifying the contracting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- G. Imposing a sanction on, or requiring the satisfactory participation in a Drug Abuse Assistance or Rehabilitation Program, by any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- H. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- I. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

The undersigned affirms, under penalties of perjury, that he/she is authorized to execute this certification on behalf of the designated organization.

(Printed name of Contractor)

Address

City

State

Zip Code

Signature of Authorized Representative

Title

Date

NON-COLLUSION CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

Signature

(Printed Name of Contractor)

Address

City

State

Zip

Title

Date

ELIGIBLE CONTRACTOR AND SUBCONTRACTOR CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 1-19-16 of The City Code regarding ineligible Contractors.

Signature

(Printed Name of Contractor)

| | | |
|---------|------|-----------|
| Address | City | State Zip |
|---------|------|-----------|

| | |
|-------|------|
| Title | Date |
|-------|------|

STATE AND FEDERAL EQUAL OPPORTUNITY EMPLOYER CERTIFICATE

The Undersigned Bidder agrees to comply with all State and Federal Equal Opportunity Employer laws.

Signature

(Printed Name of Contractor)

Address

City

State Zip

Title

Date

REFERENCES

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Business: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Business: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Business: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

PACKAGE A
CITY HALL and POLICE DEPARMENT BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 1/2" - 2" snowfall

\$ _____ 1/2" - 4" snowfall

\$ _____ 1/2" - 6" snowfall

\$ _____ 1/2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

PACKAGE A

ALLEYS NORTH OF 16th St BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 2" - 4" snowfall

\$ _____ 2" - 6" snowfall

\$ _____ 2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

PACKAGE B

METRA COMMUTER LOT AND PERIMETER SIDEWALKS BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 1/2"- 2" snowfall

\$ _____ 1/2"- 4" snowfall

\$ _____ 1/2" - 6" snowfall

\$ _____ 1/2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

PACKAGE B

ALLEYS SOUTH OF 16th St BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 2" - 4" snowfall

\$ _____ 2" - 6" snowfall

\$ _____ 2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

PACKAGE C
GRANT PLACE BUSINESS PARK BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 1/2" - 2" snowfall

\$ _____ 1/2" - 4" snowfall

\$ _____ 1/2" - 6" snowfall

\$ _____ 1/2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

PACKAGE D

BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 1/2" - 2" snowfall

\$ _____ 1/2" - 4" snowfall

\$ _____ 1/2" - 6" snowfall

\$ _____ 1/2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

Package A

City Hall Front and Rear Parking Lots and Building Entrances, and Public Sidewalks

Police Department Lots and Entrances

Alleys NORTH of 16th Street

Details Specific to this Package:

Public Sidewalk Surrounding City Hall

The public sidewalk surrounding the City Hall complex must be cleared for all accumulations of ½' and above. Often this walk can be chemically treated to reduce lesser accumulations. It is important that all windrows at every driveway crossing these sidewalks have the windrow removed to provide unencumbered pedestrian passage. After every clearing, salt or calcium chloride shall be spread along this walk to reduce "freeze back".

Multiple clearings may be required.

East Side of City Hall

Parking spaces fronting Lewis Avenue, City Hall entrance steps and sidewalks must be cleared with all accumulations of ½' or greater **upon notice from City**, and shall be salted and treated with calcium chloride for every clearing. Sidewalks shall be treated with calcium chloride after clearing to reduce "freeze back".

Multiple clearings may be required.

West Side of City Hall

Parking spaces, City Hall entrance and all sidewalks, including the sidewalk/steps on the north side of the building leading to the Police lot, must be cleared with all accumulations of ½' or greater **upon notice from City**, and shall be salted and treated with calcium chloride for every clearing. Sidewalks shall be treated with calcium chloride after clearing to reduce "freeze back".

Multiple clearings may be required.

All snow must be removed from the center parking area of the West Lot, the circular driveway and sidewalks along and under the canopy area, and can be stockpiled between the west lot of City Hall, and the Library lot. Additional storage space can be discussed if needed.

All snow must be removed from the parking spaces west of Fire Station 1. Vehicles may be parked in these spaces overnight, and as vehicles leave, these spaces will require clearing. The

sidewalk adjacent to these spaces must be cleared and treated as is done with all other City Hall sidewalks.

South Side of City Hall – Fire Station 1

No plowing or salting is required for the Fire Department equipment doors or drives – This work is performed by Fire Department personnel.

North Side of City Hall - Police Department

Police Department Entrance

The Police Department main entrance and adjacent parking spaces fronting the building and along the sidewalk paralleling Aisle 1 shall be cleared as a priority, **upon initial notice from the City**, and shall be chemically treated using either salt, or calcium chloride to provide safe pedestrian passage into the Police facility 24/7. All snow must be PULLED AWAY from this area.

Police Overhead Vehicle Doors and Man-doors

The entry areas for these doors and adjacent parking spaces shall be cleared as a priority, and shall be chemically treated using either salt, or calcium chloride to provide safe pedestrian passage into these areas. Snow must be PULLED AWAY for these doors as this adjacent lot is cleared.

Island 1 and Parking Rows 1 and 2 and Drive Aisle 1 and 2

The top of this island is concrete, and is used as a sidewalk. All snow must be removed from the top of this Island as Police Officers must cross this island. This clearing can be performed at the end of the snow removal operations for every event, but it must be cleared. This walk can be chemically treated using either road salt or calcium chloride to provide safe passage and reduce "freeze back".

All parking spaces fronting this island on BOTH sides must have snow PULLED AWAY from this island. These parking spaces shall be chemically treated using either road salt to provide safe pedestrian passage and reduce "freeze back".

Parking Rows 3 and 4 and Drive Aisle 3

There is no island separating these rows. All snow must be removed from this area such that bare pavement exists in this area. These parking spaces shall be chemically treated using road salt to provide safe pedestrian passage and reduce "freeze back". Drive aisle 3 separates the City-maintained portion of this lot, from that maintained by Foss Park District.

Package A

City Hall and Police Department



PACKAGE A

CITY HALL and POLICE DEPARTMENT BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 1/2" - 2" snowfall

\$ _____ 1/2" - 4" snowfall

\$ _____ 1/2" - 6" snowfall

\$ _____ 1/2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

Alleys NORTH of 16th Street

Details Specific to this Package:

All alleys clearing shall commence upon notice from the City.

Typically, alleys are cleared for accumulations of 2" and above. A second or third clearing may be needed for events with heavier accumulations. After the initial clearing of an alley, allow the snow to accumulate to 3-4" before re-clearing an alley, and continue clearing as the event continues. Bare pavement is desired, but not always possible in alleys.

When plowing alleys, no snow is to be stockpiled or "dropped" in front of any garage doors or resident parking spaces. As the alley is plowed, windrows are inevitable – use good judgement to "balance" the snow windrows, and where possible, angle the snowplow to place more snow alongside buildings, fence lines and open areas.

Certain alleys may have dead-ends or sharp corners, so plan ahead to windrow and stack the snow in locations that will not require the resident to "dig themselves out".

After an alley has been plowed and the event has wound down, all alley shall be salted. When spreading salt in the alleys, the salt spreader SPINNERS MUST BE TURNED OFF to keep the salt on the alley pavement.

Alleys are typically not "Pre-treated", however Pre-treatment using Road Salt is performed for "freezing rain" events, and again, THE SPINNERS MUST BE OFF when spreading salt.



City of North Chicago
North Chicago Alleys

Leon Rockingham, Jr.
 Mayor

City of North Chicago
 1850 Lewis Avenue
 North Chicago, IL 60064
 Phone: 847-596-8600



Legend

- North Chicago Alleys
- City of North Chicago Limits
- Parcels



PACKAGE A

ALLEYS NORTH OF 16th St BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 2" - 4" snowfall

\$ _____ 2" - 6" snowfall

\$ _____ 2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

Package B

Metra Lot and Sidewalks and

Alleys SOUTH of 16th Street

Public Sidewalk Surrounding Metra Lot, and Walk HEADING to the Platforms

The public sidewalk surrounding the Metra commuter station must be cleared for all accumulations of ½' and above. Often this walk can be chemically treated to reduce lesser accumulations. It is important that all windrows at every driveway crossing these sidewalks have the windrow removed to provide unencumbered pedestrian passage. After every clearing, salt or calcium chloride shall be spread along this walk to reduce "freeze back".

Multiple clearings may be required.

Metra Parking Lot

This lot is best cleared before commuters arrive, typically starting at 5a, and after commuters depart, typically after 6p. The lot entrances and drive aisles shall be cleared during extended duration events to allow vehicles to enter and leave the lot. The individual parking spaces must be cleared as vehicles leave until all spaces are fully cleared.

The public sidewalk surrounding the Metra commuter station must be cleared for all accumulations of ½' and above. Often this walk can be chemically treated to reduce lesser accumulations. It is important that all windrows at every driveway crossing these sidewalks have the windrow removed to provide unencumbered pedestrian passage. After every clearing, salt or calcium chloride shall be spread along this walk to reduce "freeze back".

Multiple clearings may be required.

Package B

Metra Commuter Station



PACKAGE B

METRA COMMUTER LOT AND PERIMETER SIDEWALKS BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 1/2" - 2" snowfall

\$ _____ 1/2" - 4" snowfall

\$ _____ 1/2" - 6" snowfall

\$ _____ 1/2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

Alleys SOUTH of 16th Street

Details Specific to this Package:

All alleys clearing shall commence upon notice from the City.

Typically, alleys are cleared for accumulations of 2" and above. A second or third clearing may be needed for events with heavier accumulations. After the initial clearing of an alley, allow the snow to accumulate to 3-4" before re-clearing an alley, and continue clearing as the event continues. Bare pavement is desired, but not always possible in alleys.

When plowing alleys, no snow is to be stockpiled or "dropped" in front of any garage doors or resident parking spaces. As the alley is plowed, windrows are inevitable – use good judgement to "balance" the snow windrows, and where possible, angle the snowplow to place more snow alongside buildings, fence lines and open areas.

Certain alleys may have dead-ends or sharp corners, so plan ahead to windrow and stack the snow in locations that will not require the resident to "dig themselves out".

After an alley has been plowed and the event has wound down, all alley shall be salted. When spreading salt in the alleys, the salt spreader SPINNERS MUST BE TURNED OFF to keep the salt on the alley pavement.

Alleys are typically not "Pre-treated", however Pre-treatment using Road Salt is performed for "freezing rain" events, and again, THE SPINNERS MUST BE OFF when spreading salt.

PACKAGE B

ALLEYS SOUTH OF 16th St BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 2"- 4" snowfall

\$ _____ 2" - 6" snowfall

\$ _____ 2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____

Package C

Grant Place Business Park

Details Specific to this Package:

Public Sidewalk Surrounding Grant Place Business Park

The public sidewalk surrounding the Grant Place Business Park building, to the “breezeway walk” must be cleared for all accumulations of ½’ and above. Often these walks can be chemically treated to reduce minor accumulations so shoveling can be reduced or eliminated. It is important that all windrows at every driveway crossing these sidewalks have the windrow removed to provide unencumbered pedestrian passage.

After every clearing, calcium chloride shall be spread along these walks to reduce “freeze back”.

The steps along the north side of this complex will also require clearing as specified above.

Multiple clearings may be required.

Sidewalks south of the “breezeway walk” do not need to be cleared or chemically treated.

Sheridan Road and Grant Place Street Parking, and West Parking Lot

These parallel parking places along Sheridan Road and Grant Place are best cleared before employees and customers arrive, typically starting at 7a, and after the businesses close, typically after 6p. The spaces along Sheridan Road and Grant Place must have the SNOW PULLED BACK from the curb, such that no Pedestrian encumbrance shall exist between the parking space, and the adjoining sidewalk that parallels the parking areas.

The West Parking Lot entrances, and drive aisles shall be cleared for all accumulations of 1.5” and above, and repeatedly during extended duration events to allow vehicles to enter and leave the lot.

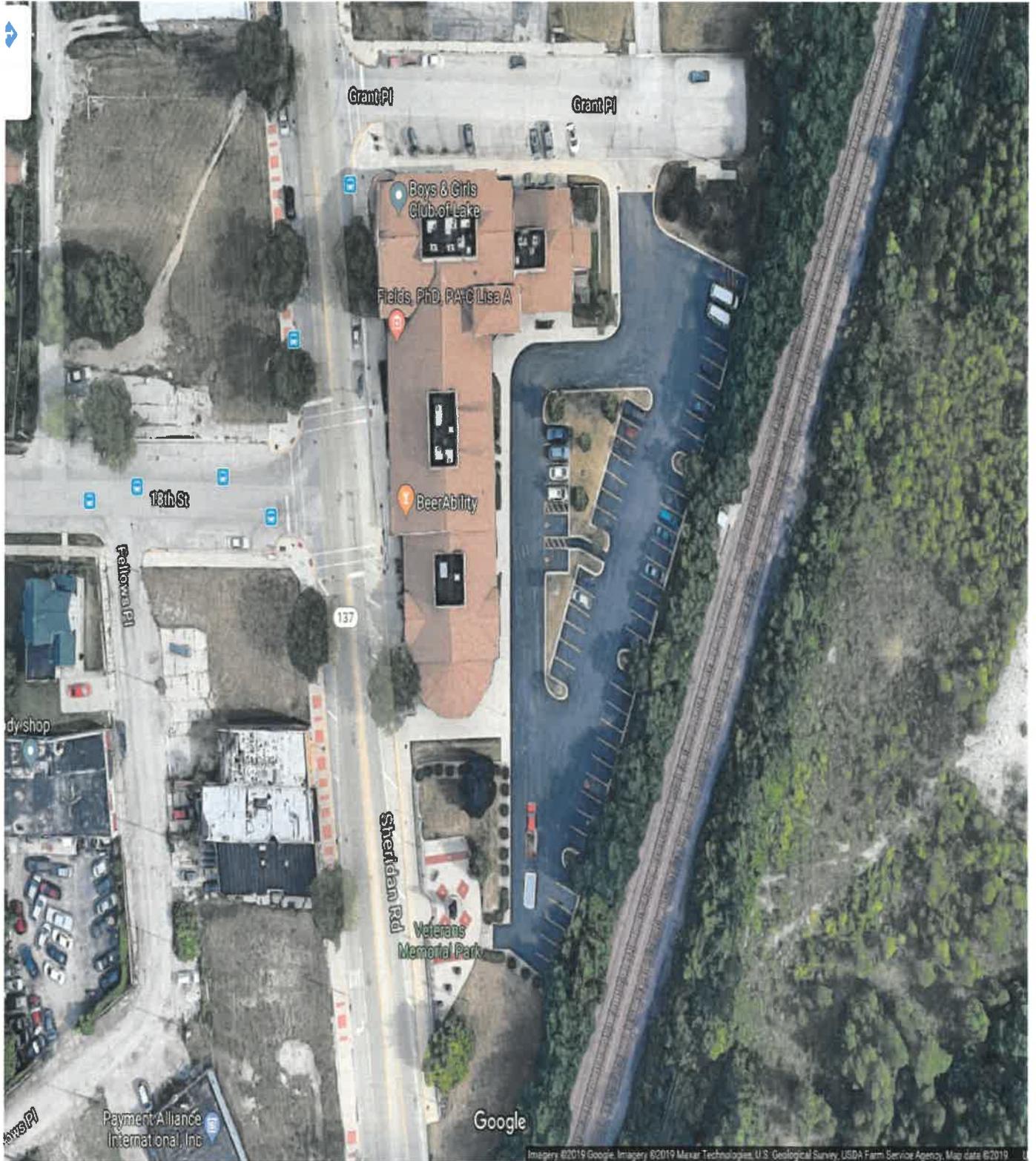
The individual parking spaces must be as noted above, with follow up clearing as parked vehicles leave until all spaces in the lot are fully cleared.

Multiple clearings may be required.

After every clearing, road salt shall be spread across this lot to reduce “freeze back” and aid in reaching bare pavement.

Package C

Grant Place Business Park



PACKAGE C
GRANT PLACE BUSINESS PARK BID SHEET

Cost of snow removal per occurrence per event by TOTAL EVENT ACCUMULATION

\$ _____ 1/2" - 2" snowfall

\$ _____ 1/2" - 4" snowfall

\$ _____ 1/2" - 6" snowfall

\$ _____ 1/2" - +6" snowfall

COMPANY NAME _____

PRINTED NAME _____

SIGNATURE _____

TITLE _____