

LEGAL NOTICE

River Trails Park District will be receiving sealed bids for CUSTODIAL WORK. Specifications may be obtained by contacting Mike Hanley, Superintendent of Parks, at 847.394.0540 or mhanley@rtpd.org

Each bid must be placed in a sealed envelope clearly marked: "**Sealed Bid: Contract Custodial 2023**", Mike Hanley, Superintendent of Parks, River Trails Park District, 1500 E. Euclid Ave., Mt. Prospect, IL 60056. Bids will be received until 10:15 A.M., November 15th, 2022, at which time the bid proposals will be publicly opened and read aloud at 1500 E. Euclid Ave., Mt. Prospect, IL 60056

The River Trails Park District Board of Park Commissioners reserves the right to waive all technicalities, to accept or reject any or all bids, to accept only portions of a proposal and reject the remainder. Failure to make such a disclosure will not result in accrual of any right, claim or cause of action by any Bidder against the River Trails Park District.

Bids shall not include federal excise tax or state sales tax for materials and equipment to be incorporated in, or fully consumed in the performance of, the Work. An Exemption Certificate will be furnished by the River Trails Park District on request of the Bidder, for use in connection with this Project only.

The Contractor selected will also be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders including but not limited to those pertaining to equal employment opportunity.

By order of the Board of Park Commissioners of the River Trails Park District.

INSTRUCTIONS TO BIDDERS

The River Trails Park District and Owner are one and the same. The Owner's representative, Mike Hanley, can be contacted at the River Trails Park District, 1500 E. Euclid Ave, Mt. Prospect, Illinois, 60056, (847) 394-0540, or mhanley@rtpd.org.

The words "Contractor" and "Bidder" shall mean the party bidding for or entering the Contract for the performance of the Work covered by the written Specifications and Drawings, and their legal representatives or authorized agents.

I. EXAMINATION OF SITE, DRAWINGS, SPECIFICATIONS

Each Bidder shall visit the sites of the proposed Work and become fully acquainted with conditions, as they exist, and shall undertake such additional inquiry and investigation as shall be deemed necessary so that they may fully understand the requirements, facilities, possible difficulties and restrictions attending the execution of the Work under the Contract. Bidder shall thoroughly examine and be familiar with all of the Bid Documents including, but not limited to, the Drawings and the written Specifications. Any conflicts or discrepancies found between or among Bid Documents including, but not limited to, the Drawings and written Specifications and the site conditions, or any errors, omissions or ambiguities in the Drawings or written Specifications shall be immediately reported to the Park District and written clarification requested prior to submission of a bid.

The failure or omission of any Bidder to obtain, receive or examine any form, instrument, or information or to visit the Project site(s), and become knowledgeable with respect to conditions there existing, or to seek needed clarification shall in no way relieve any Bidder from any obligations with respect to his bid. By submitting a bid, the Bidder agrees, represents and warrants that s/he has undertaken such investigation as s/he deemed necessary, has examined the site(s) and the Bid Documents, has obtained all needed clarifications and where the Bid Documents indicate in any part of the Work, that a given result be produced, that the Bid Documents are adequate and the required result can be produced as indicated in the Specifications and Drawing(s). Once the award has been made, failure to have undertaken and completed the foregoing tasks shall not be cause to alter the original Contract or to request additional compensation.

BID PRICE:

No sales tax shall be included because the River Trails Park District is tax exempt and the River Trails Park District will present the winning bidder with the tax exempt certification after awarding the bid.

II. REQUIREMENTS OF BIDDERS

The Bidder shall not have been debarred or determined ineligible for public contracts by any governmental agency. Bidder awarded the Project must be the primary Supplier for the items bid. Bidders shall provide Owner a list of Three (3) references of similar projects in the Chicago- metropolitan, Illinois area that they have performed as the Supplier or installer.

III. SUBMISSION OF BID

The bids shall be marked:

Contract Custodial 2023
Mike Hanley, Superintendent of Parks
River Trails Park District
401 E. Camp McDonald Rd
Prospect Heights, IL 60070

It is the sole responsibility of the Bidder to see that his bid is received in proper time. **No faxed or e-mail bid or**

modification of a bid will be considered. The Park District is not responsible for the premature opening of bids not marked as required. Any bid opened prematurely due to the failure of the Bidder to mark the envelope in accordance with these Bid Documents will be considered non-responsive. Bids shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of, the Work. An exemption certificate will be furnished by the Park District upon request of the Bidder.

Bidder must acknowledge all Addenda received in the spaces provided on the Contractor Bid Form. By submitting a bid, Bidder indicates that all considerations issued by Addendum are incorporated in the bid.

The Bidder shall submit its prices on the attached Contractor Bid Form. The Bid Form shall be executed properly and all writing, including all signatures, shall be with black ink. Failure to use the Bid Form provided could result in rejection of the bid. Do not detach any portion of this document; invalidation of the bid could result.

The Bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the Bid Form.

No sales tax shall be included because the River Trails Park District is tax exempt and the River Trails Park District will present the successful Bidder with the tax exempt certification after awarding the bid. The River Trails Park District requires the breakdown of the various costs enumerated in the bid form be made a part of this bid package. Any Bidder that does not fully provide all required information may be deemed to be a non-responsive bid at the sole discretion of the River Trails Park District.

IV. PLANS AND SPECIFICATIONS

Drawings and written Specifications may be obtained **by contacting Mike Hanley, Superintendent of Parks, at 847-394-0540, or mhanley@rtpd.org**

V. ACCEPTANCE OR REJECTION OF BIDS

The Park District may accept the bid of and award the contract for the work to the lowest responsive and responsible Bidder as determined by and in the sole discretion of the Park District.

The Owner reserves the right to (1) reject all bids; (2) reject only certain bids which are non-conforming or non-responsive to the bid requirements; (3) accept only a portion, part or specific items of Work of all and reject others, as the Owner shall in its sole discretion determine to be in its best interest; and/or (4) award the Contract to the responsible Bidder submitting the lowest bid responsive to the bidding requirements. No bid will be accepted from or Contract awarded to any person, firm or corporation that is in arrears or is in default to the Park District upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Park District or that has failed to perform faithfully any previous contract with the Park District.

In the event of a rejection of a portion, part, or certain items of Work of all bids, the bid of each Bidder shall automatically be deemed reduced by the amount of such rejected part or item at the unit price or other cost designated therefore by that Bidder on its submitted Contractor Bid Form. The successful Bidder so selected may not refuse to enter into a Contract with the Owner on the basis that the Owner awarded a Contract for less than all portions or items of the Work specified in the Bid Documents. The River Trails Park District Board of Park Commissioners reserves the right to waive any technicalities or irregularities, and to disregard any informality on the bids and bidding, when in its opinion the best interest of the Park District will be served by such actions and in accordance with applicable law.

VIII. ACCEPTANCE AND CONTRACT

Owner will award the Contract to the lowest most responsible and responsive Bidder, as determined by Owner. In considering the Bidder's responsibility, the Owner may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the services, conformity with the Specifications, serviceability, quality, and the financial capability of the Bidder, and the performance of the Bidder on other projects.

Bids will be awarded to one Bidder for the entire Project or to any series of Bidders for an appropriate proportion of the Project. If specified in the Bid Form, awards will be based upon the submitted unit prices. **The accepted bid will be awarded as a one-year contract, renewable at the Park District's discretion, for two additional years (three years total.)**

The acceptance of a bid will be by a Notice of Award, signed by a duly authorized representative of the Park District; no other act by the Park District shall constitute the acceptance of a bid. The acceptance of a bid by the Park District shall bind the successful Bidder to execute and perform the Work of the Contract. The successful Bidder to whom the Contract is awarded by the Park District shall sign and deliver to the Park District for execution by the Park District all required copies of the Contract, along with all required insurance and surety documents within ten (10) days after presentation to him of the Contract for signature. In case the Bidder shall fail or neglect to do so, he will be considered as having abandoned the Contract, and as being in default to the Owner. The Owner may thereupon re-advertise or otherwise award said Contract and forfeit the Bid Security.

The Invitation to Bid, Instructions to Bidders, General Conditions, Supplementary and/or Special Conditions, if any, Drawings, Specifications, Contractor Bid Form, Addenda, if any, Contractors Compliance and Certifications Attachment, and Substance Abuse Certification and the Prevailing Wage Determination and Supersedes Notice comprise the Bid Documents.

IX. INTERPRETATION OF THE CONTRACT DOCUMENTS

The Park District shall in all cases determine the amount or quantity of the several kinds of Work which are to be paid for under this Contract, and shall decide all questions which may arise relative to the execution of the Contract on the part of the Contractor, and all estimates and decisions shall be final and conclusive. The Park District shall have the right to make alterations in the **schedule after discussion with the contractor**. If such alterations diminish the quantity of the Work to be done, they shall not constitute a claim for damage or for anticipated profits on the work dispensed with, or if they increase the amount of Work, such increase shall be paid according to the quantity actually done and at the price or prices stipulated for such Work in the Contract. The Park District reserves the right to approve, an equal to or superior to product or equipment required under the Specifications, or to reject as not being and equal to or superior to the product or equipment required under the Specifications. If the Bidder is in doubt as to the interpretation of any part of the Bid Documents, or finds errors, discrepancies or omissions from any part of the Contract Documents, he must submit a written request for interpretation thereof not later than five (5) days prior to opening of bids to the Park District. If an error or omission is discovered in the Bid Documents after the bid opening, the Park District reserves the right: i) to determine whether to require the submission of new bids; or ii) if the error or omission is of such a nature that it was reasonably discoverable upon a careful review of the Bid Documents, to award the Contract to the lowest responsive and responsible Bidder as determined by the Park District and to require that Contractor to perform the Work in accordance with an issued correction by the Park District and for the amount bid by the Contractor. Such decisions are final and not subject to recourse. Errors and omissions made by the Bidder cannot be corrected after the bid opening.

X. ADDENDA

Any interpretation, correction to, or addition to the Bid Documents will be made by written Addendum and will be delivered by mail or fax to each prime Bidder of record. The written Addenda constitute the only interpretations of the Bid Documents; the Park District accepts no responsibility for any other claimed interpretations or communications.

It is the responsibility of each Bidder to verify that he has received all Addenda prior to submitting a bid. It is also the responsibility of each Bidder to verify that all subcontractors and material suppliers whose prices are incorporated in the Bidder's bid are familiar with the Bid Documents in their entirety, including all Addenda issued up to the time of bid opening.

In the event a conflict or omission is discovered in the Bid Documents after the issuing of the last Addendum such that an interpretation cannot be issued by the Park District prior to bidding, the Bidder is directed to estimate on and provide the quantity and quality of material and labor consistent with the overall represented and indicated Work so as to provide all materials, equipment, labor, and services necessary for the completion of the Work in accordance with the Bid Documents.

GENERAL CONDITIONS

The General Conditions are included in the Owner-Contractor Agreement for Project of Limited Scope, as modified by the Park District and included in these Bid Documents (the "General Conditions").

SUPPLEMENTARY CONDITIONS

The General Conditions are hereby amended to include the following:

1. **INSURANCE REQUIREMENTS FOR CONTRACTORS**

Contractor shall obtain insurance of the types and in the amounts listed below.

A. **Commercial General and Umbrella Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an Additional Insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

B. **Continuing Completed Operations Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following Substantial Completion of the Work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

C. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

D. Workers Compensation Insurance

Contractor shall maintain worker's compensation as required by statute and employer's liability insurance. The commercial umbrella and/or employer's liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident of \$1,000,000 each employee for bodily injury by disease.

If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's Work.

E. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Failure to maintain the required insurance may result in termination of the Contract at Owner's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner's written request for said copies.

2. Acceptability of Insurers

For insurance companies that obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If Contractor's liability policies do not contain the standard ISO separation of insured's' provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. Subcontractors

Contractor shall cause each Subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each Subcontractor.

F. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

2. PROTECTION OF PROPERTY; SAFETY

Contractor shall protect all existing property and improvements at this site. Contractor shall be responsible for the repair cost of any damage created by his operations or those of his sub-contractors. Existing property corners shall be protected by any means necessary. All property corners destroyed or removed shall be replaced by a registered land surveyor at the Contractor's expense.

Contractor shall comply with State and Federal Safety regulations as outlined in the latest revision of the Federal Construction Safety Standards (Series 1926) and with applicable provisions and regulations of Occupation Safety and Health Administration (OSHA), Standards of the Williams-Steiger Occupational Health and Safety Act of 1970 (revised).

3. PERMITS AND LICENSES

Contractor shall procure all permits, licenses, bonds, pay all charges, taxes and fees, and give all notices necessary and incidental to the due and lawful prosecution of the Work.

4. CLEAN UP

The Contractor shall at all times keep the site and adjoining premises free from accumulation of waste material or rubbish caused by their employees or their work, and at the completion of the Work, Contractor shall remove all their rubbish, tools, and surplus materials from the site and adjoining premises, leaving the area in a neat and workmanlike condition. In case of dispute, the Owner may remove the rubbish and charge the cost to the Contractor.

5. USE OF SITE

Contractor shall confine their equipment, the storage of materials and operations of their workers, to limits indicated by law, ordinances, permits or directions of the Owner and shall not unreasonably encumber the site with their materials. The site shall not be utilized for the storage of vehicles, materials or equipment not intended for this Project.

Safety Precautions: Contractor shall take all necessary precautions to insure safety and prevent accidents or injury to the public, children and workers on, about, or adjacent to the site during working hours and after hours. All necessary precautions taken shall be considered incidental to the cost of the Contract.

Safety Devices: Provide all barricades, lights and other protective devices necessary to fulfill the intent of the Work, including requirements of all Federal, State or local laws or ordinances and maintain same for full period of this operation, removing same when indicated or no longer required.

6. REPAIR AND CLEAN-UP

Contractor shall pay for the repair of all damage to existing roadways, curbs, sidewalks utilities, plant material, turf and site furnishings caused by this Work.

At the completion of the Work under this Contract, the Contractor shall remove all debris and accumulated materials caused by this Work and legally dispose of it, and leave the site in a clean, neat order acceptable to the Owner.

SPECIAL CONDITIONS

The Special Conditions of the Contract are:

- The park shall remain open to the public for the duration of the Project. As such, Contractor shall maintain the Project site in a manner that ensures safe access to the other park amenities by the public, Park District staff and others requiring access to the other park amenities. Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

DATED THIS _____ DAY OF _____ 2018.

Company Name of Bidder (Print)

Full Name of person submitting the quote (Signature)

Full Name of person submitting the quote (Print)

Official Title

Street Address

City

State

Zip

Telephone

E-mail

BID PROPOSAL

TO: RIVER TRAILS PARK DISTRICT
401 E. Camp McDonald Rd.
Prospect Heights, IL 60070

FROM:

Name

A. Individual _____

B. Partnership _____

C. Corporation _____

Street Address

City

State

Zip

Bid For: The Contract Custodial 2023 for the River Trails Park District

By submission of its bid, the Bidder acknowledges, agrees, represents, declares and warrants:

- A. That the Bidder has carefully examined the written Specifications and Drawings and is thoroughly familiar therewith, and that the Bidder has visited the site of the proposed Work to arrive at a clear understanding of the conditions under which the Work is to be done, and that the Bidder has compared the site with the Drawings and Specifications and has been satisfied as to all conditions affecting the execution of the Work;
- B. That all modifications have been submitted with this bid;
- C. That the Bidder has checked carefully the bid figures and understands that they shall be responsible for any errors or omissions based on these Specifications and alternates as submitted on the Bid Proposal Form;
- D. That it is understood and agreed that the River Trails Park District reserves the right to accept or reject any or all bids, or to combine or separate any section or work, and to waive any technicalities;
- E. To hold the bid open for sixty (60) days subsequent to the date of the bid opening;
- F. If applicable, to enter into and execute a Contract with the Owner within ten (10) days after the date of the Notice of Award, if awarded on the basis of this bid, and in connection therewith to:
 - (a) Furnish all bonds and insurance required by the Contract Documents;
 - (b) Accomplish the Work in accordance with the Contract Documents; and
 - (c) Complete the Work within the time requirements as set forth in the Bid Documents.
- G. If applicable, that if this bid is accepted, the Bidder is to provide all of the necessary equipment, tools, apparatus, labor, and other means of construction, and to do all of the Work and to furnish all of the materials specified in the Bid Documents in the manner and at the time therein prescribed, and in accordance with the requirements set forth;
- H. That the Bidder shall have full responsibility for coordinating, expediting, and managing payment requests, and administering the Project and subcontractors;
- I. That the Bidder has submitted, in order to be considered eligible for this job, a list of all projects of similar size and scope within the past three years; and

J. That Bidder has submitted an executed Contractor Compliance and Certification Attachment.

Submitted this ____ day of _____, 2022.

Name: _____

By: _____

Signature _____

Title: _____

SUBSCRIBED AND SWORN TO before me

this ____ day of _____ 2022.

Notary Public STATE OF ILLINOIS

COUNTY OF COOK

BID FORM

The undersigned Bidder agrees that should this bid be accepted by the Owner, the undersigned will be bound to the River Trails Park District Board of Park Commissioners to furnish and deliver all materials, tools and equipment, and perform all Work necessary for the River Trails Park District to complete Project in accordance with the written Specifications for the amounts set forth as follows (Please complete in ink or type):

Materials and Labor to fulfill the Custodial 2023 Contract \$ _____

If Approved, Materials and Labor to fulfill an identical Custodial 2024 Contract \$ _____

If Approved, Materials and Labor to fulfill an identical Custodial 2025 Contract \$ _____

Material and Delivery 3 year Total \$ _____

The following Addenda have been received and acknowledged:

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Date this _____ day of _____ 2015

Company name of the Bidder (Print)

Full name of person submitting quote (signature)

Full name of person submitting quote (print)

Official Title

Street Address

City

State

Zip

Telephone

Email

CONTRACTOR COMPLIANCE AND CERTIFICATIONS ATTACHMENT

Note: The following certifications form an integral part of the Agreement between the Owner and Contractor. Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by Owner.

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

- A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.
- B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.
- C. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
- D. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-

rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Contract therewith.

- E. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.
- F. Contractor shall abide by the "Employment of Illinois Workers on Public Works Act" (30 ILCS 570/0.01 *et seq.*) which stipulates that whenever there is a period of excessive unemployment in Illinois, defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in Illinois exceeds five percent (5%) as measured by the U.S. Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the Contractor shall employ only Illinois laborers unless otherwise exempted as so stated in the Act. ("Illinois laborer" means any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident). Other laborers may be used if Illinois laborers are not available or are incapable of performing the particular type of work involved if so certified by the Contractor and approved by the Owner.
- G. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
- H. Contractor knows and understands the Equal Employment Opportunity Clause administrated by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.
- I. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- J. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administrated by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.
- K. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands

and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.

L. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* A true and complete copy of Contractor's Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.

M. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et. seq.*) and, upon request of the River Trails Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

CONTRACTOR _____

By: _____

Its: _____

State of Illinois

County of Cook

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that

appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Contractor.

Dated: _____

(Notary Public)

(SEAL)

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

The Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq., ("Act") prohibits any employee of the Contractor or any Subcontractor on a public works project to use, possess or be under the influence of a drug or alcohol, as those terms are defined in the Act, while performing work on the project. The Contractor/Subcontractor **[circle one]**, by its undersigned representative, hereby certifies and represents to the River Trails Park District that **[Contractor/Subcontractor must complete either Part A or Part B below]**:

A. The Contractor/Subcontractor **[circle one]** has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act a written substance abuse prevention program, a true and correct copy of which is attached to this certification, which meets or exceeds the requirements of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 et seq. **[Contractor/Subcontractor must attach a copy of its substance abuse prevention program to this Certification.]**

Name of Contractor/Subcontractor (print or type)

Name and Title of Authorized Representative (print or type)

Representative _____ Dated: _____

Signature of Authorized

Specifications

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weiss: Contract	Night						
BB: Contract	Night		Night			Night	Night
Zone: Contract	Night			Night		Night	Night
RRCH: Contract	Night		Night		Night		Night
Pool: Contract	Night (Seasonal June 9 th - September 3 rd)						

Contractor hours of operation in facilities: 11PM to 6AM

Start time can be adjusted based on contractor request and building schedule to be approved by Parks Department Facility Manager

Weiss Janitorial Services: 7 evenings a week		Area visits per week
Men's bathrooms		7 of 7
Showers	With Foam wash and scrub walls, shower heads, shower handles, drains, floors, and partitions	
Sauna	Sweep floors, check for garbage throughout, clean window with Glass solution	
Toilet and Urinal areas	clean and disinfect with HDQC2, include partitions and doors	
Lockers	Dust and vacuum inside and outside	
Sinks, Counters	Clean surface and faucets with HDQC2. Polish faucets as needed.	
Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber pad.	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Sweep and Mop Daily. Scrub grout and floor when washing down the walls (As needed).	
Women's bathrooms		7 of 7
Showers	With Foam wash and scrub walls, shower heads, shower handles, drains, floors, and partitions	
Sauna	Sweep floors, check for garbage throughout, clean window with Glass solution	
Toilet and Urinal areas	clean and disinfect with HDQC2, include partitions and doors	
Lockers	Dust and vacuum inside and outside	
Sinks, Counters	Clean surface and faucets with HDQC2. Polish faucets as needed.	
Mirrors	Wipe down mirror with Glass cleaner solution and micro fiber pad.	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Sweep and Mop Daily. Scrub grout and floor when washing down the walls (As needed).	
Fitness Center		7 of 7
Garbage	Take out and replace liners. Wash HDQC2 inside, outside every 2-3 weeks remove debris	
Sign-in desk	Dust off electronics, desk, sign in board. Wipe down surface of desk HDQC2	
Lights	Dust / Wipe off smooth inside with glass cleaner as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Vacuum and Damp Proxy Mop with green micro fiber daily	
Equipment	Dust	
Pre-School		5 of 7
Sinks and Counters	Clean surfaces, mirrors, faucets	Monday-Friday
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Lights	Dust / Wipe off smooth inside with glass cleaners needed	
Walls	Wipe down as needed	

Glass	Clean all glass Inside and Out (remove all smudges, fingerprints, etc. on all glass surfaces wipe down all frames and edges)	
Floors	Sweep and Proxy Mop Daily, Vacuum rugs daily	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Preschool bathrooms:		7 of 7
Toilet and Urinal	Need to be cleaned and disinfected HDQC2 inside and out (use toilet brush)	
Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Sweep and Mop	
Offices		1 of 7
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	Friday Night
Lights	Dust / Wipe off smooth inside with glass cleaner as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Sweep and Proxy Mop, vacuum all rugs	
Counter tops, Desks	Dust off desks, computers, phones. Wipe down with HDQC2.	
Gym, and Dance room		7 of 7
Drinking Fountain	Clean surface with HDQC2	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Walls and mats	Dust/ Wipe down HDQC2 as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Mop, use floor machine	
Hallway, and Front Of Building		7 of 7
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Walls	Dust/ Wipe down HDQC2 as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Dry Mop, Vacuum rugs, use floor machine	
Meeting Room/North room		7 of 7
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Walls	Dust/ Wipe down HDQC2 as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Dry Mop, Vacuum rugs	
Kitchen		7 of 7
Walls	Wipe down/scrub HDQC2 as needed	
Sink, Counters tops	Wipe down with HDQC2	
Microwave, Fridge, Oven	Wipe down outside with HDQC2 then stainless steel polish	
Floors	Sweep and Mop	

The floor plan shows a building layout with the following rooms and features:

- GYMNASIUM (101)**: A large room at the top, outlined in pink.
- PRESCHOOL (102)**: Located to the left of the gymnasium.
- CHART STORAGE (103)**: A small room below the preschool.
- COMMERCIAL TOILET (104)** and **COMMERCIAL TOILET (105)**: Two small rooms below the chart storage.
- MULTIPURPOSE (106)**: A large blue room below the commercial toilets.
- STORAGE (107)**: A small room to the left of the multipurpose room.
- MECH (108)**: A small room below the storage room.
- OFFICE (109)**: A room to the right of the mech room.
- SUPERVISOR OFFICE (110)**: A room below the office.
- LOBBY (111)**: A green area connecting the multipurpose room to the rest of the building.
- VESTIBULE (112)**: A green area at the bottom left entrance.
- SAUNA (113)**: A room in the center, part of a locker area.
- WOMEN'S LOCKER (114)** and **WOMEN'S TOILET (115)**: Rooms in the center locker area.
- SAUNA (116)**: Another room in the center locker area.
- BOYS' LOCKER (117)** and **BOYS' TOILET (118)**: Rooms in the center locker area.
- JANITOR CLOSET (119)**: A small room to the right of the locker area.
- BUILDING STORAGE (120)**: A room to the right of the janitor closet.
- CORRIDOR (121)**: A green area connecting the locker area to the right side of the building.
- DANCE ROOM (122)**: A large room on the right, outlined in pink.
- ROOM (123)**: A large yellow room at the bottom.
- WEIGHT ROOM (124)**: A blue room to the right of the yellow room.

Burning Bush: 4 site visits per week (Tuesday, Friday, Saturday, Sunday Evenings)		Area visits per week
Men's bathrooms:		4 of 4
Toilet and Urinal	Need to be cleaned and disinfected HDQC2 inside and out (use toilet brush)	
Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Sweep and Mop	
Women's bathrooms:		4 of 4
Toilet	Need to be cleaned and disinfected HDQC2 inside and out (use toilet brush)	
Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage/Sanitary	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Sweep and Mop	
Offices:		1 of 4
Floors	Vacuum	Friday
Garbage	Remove all garbage & recycling. Replace liners as needed	
Counter tops, Desks	Dust off desks, computers, phones. Wipe down with HDQC2.	
Dance Room:		1 of 4
Garbage	Remove all garbage & recycling. Replace liners as needed	Friday
Counter Tops	Dust / Wipe down with HDQC2	
Cabinets	Dust / Wipe down with HDQC2	
Floors	Sweep and Mop	
Hallway, and Front Of Building:		4 of 4
Garbage	Remove all garbage & recycling. Replace liners as needed	
Floors	Vacuum	
Drinking Fountain	Clean surface with HDQC2 stainless steel polish	
Glass door	Wipe down front doors with glass cleaner and micro fiber towel	
Big Room:		4 of 4
Garbage	Remove all garbage & recycling. Replace liners as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Sweep and Mop, Vacuum carpet	
Kitchen:		3 of 4

Sink, Counters tops	Wipe down with HDQC2	Friday-Sunday
Microwave/Fridge/Oven	Wipe down outside with HDQC2 then stainless steel polish	
Floors	Sweep and Mop	
Pre-School:		2 of 4
Sinks, Counters, Tables	Clean/wipe down surfaces, faucets	Tuesday & Friday Night
Garbage	Take out and replace liners	
Windows	Clean all glass inside and out, wipe down all frames and edges)	
Floors	Vacuum carpet	

Burning Bush Community Center Map:



The Zone Janitorial Services: Sunday, Monday, Wednesday, Saturday evenings		Area visits per week
Men's bathrooms:		4 of 4
Toilet and Urinal	Need to be cleaned and disinfected HDQC2 inside and out (use toilet brush)	
Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Sweep and Mop	
Stock	replace paper and soap products	
Women's bathrooms:		4 of 4
Toilet	Need to be cleaned and disinfected HDQC2 inside and out (use toilet brush)	
Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage/Sanitary	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Sweep and Mop	
Stock	replace paper and soap products	
Office:		1 of 4
Floors	Vacuum	Sunday
Garbage	Remove all garbage & recycling. Replace liners as needed	
Counter tops, Desks	Dust off, Wipe down with HDQC2.	
Sign-in desk	Dust off electronics, desk, sign in board. Wipe down surface of desks HDQC2	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Equipment	Dust off	
Blinds	Dust all blinds and window sills	
Front Vestibule, Corridor, Party room		4 of 4
Drinking Fountain	Clean and wipe down fountain HDQC2	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Vacuum floor and all rugs. Mop Front Vestibule, corridor	
Blinds	Dust all blinds and window sills	
Ivy room:		3 of 4
Drinking Fountain	Clean and wipe down with HDQC2	Friday-

		Sunday
Garbage	Take out. Replace liners	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Vacuum carpet, make sure to wand the corners and edges.	
Blinds	Dust all blinds and window sills	
Blue room:		2 of 4
Counter tops	Clean and wipe down fountain HDQC2	Saturday/ Sunday
Garbage	Take out. Replace liners	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Vacuum carpet, make sure to wand the corners and edges.	
Blinds	Dust all blinds and window sills	
Glass room:		4 of 4
Counter tops	Clean and wipe down fountain HDQC2	
Kitchen	Clean and wipe down fountain HDQC2	
Garbage	Take out. Replace liners	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Vacuum carpet, make sure to wand the corners and edges.	
Blinds	Dust all blinds and window sills	
Green room:		4 of 4
Garbage	Take out. Replace liners	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Vacuum carpet, make sure to wand the corners and edges.	
Blinds	Dust all blinds and window sills	
Parkour Area:		4 of 4
Garbage	Take out. Replace liners	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Vacuum carpet, make sure to wand the corners and edges.	
Garbage:	<u>All</u> garbage must be taken to dumpster at the end of your shift.	4 of 4

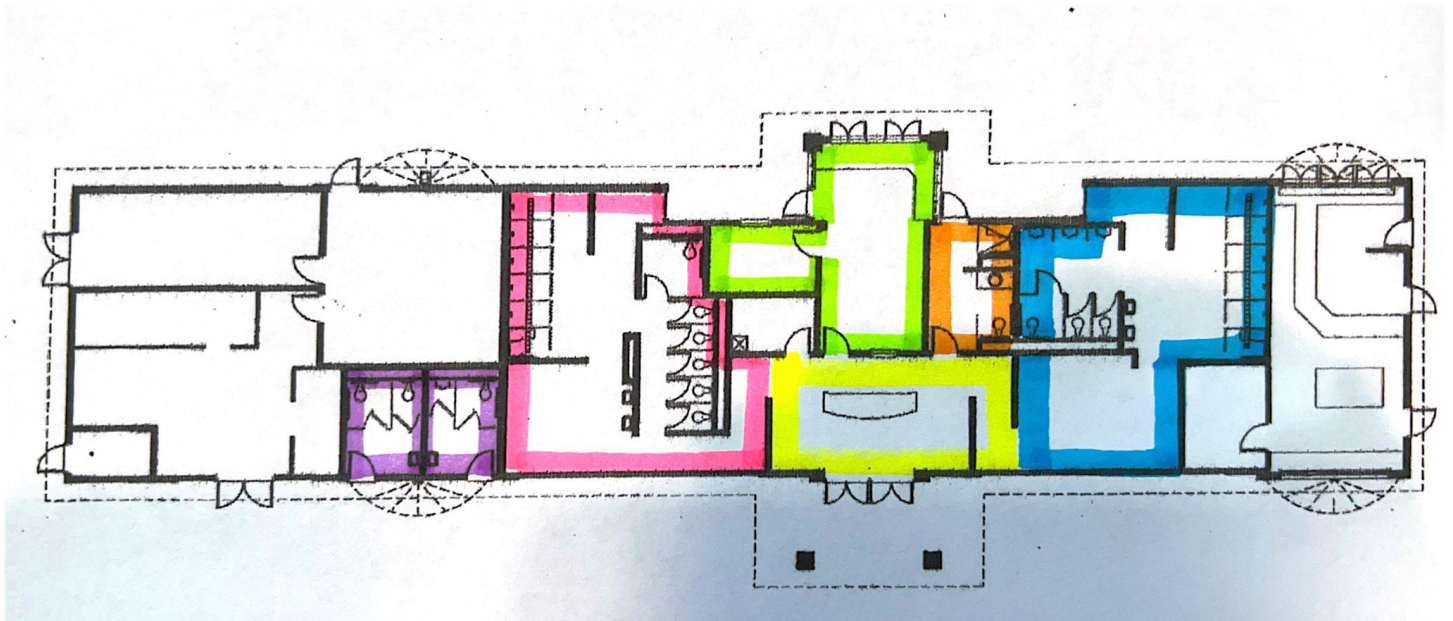
The Zone Map:



Pool Janitorial Services: 7 evenings a week in season (June 9 th -September 3 rd)		Area visits per week
Outdoor bathrooms:		7 of 7
Toilet and Urinal	Q&A Foam Solution, Rinse with hose	
Sinks	Q&A Foam Solution, Rinse with hose	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Q&A Foam Solution, Rinse with hose	
Stock	replace paper and soap products	
Lobby Entrance		7 of 7
Floors	Vacuum	
Counter top	Dust off desks, computers, phones. Wipe down with HDQC2.	
Glass door	Wipe down front doors with glass cleaner and micro fiber towel	
Men's bathrooms:		7 of 7
Toilet and Urinal	Q&A Foam Solution, Rinse with hose	
Sinks	Q&A Foam Solution, Rinse with hose	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Q&A Foam Solution, Rinse with hose	
Showers	Q&A Foam Solution, Rinse with hose	
Stock	replace paper and soap products	
Women's bathrooms:		7 of 7
Toilet and Urinal	Q&A Foam Solution, Rinse with hose	
Sinks	Q&A Foam Solution, Rinse with hose	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Q&A Foam Solution, Rinse with hose	
Showers	Q&A Foam Solution, Rinse with hose	
Stock	replace paper and soap products	
Family bathrooms:		7 of 7
Toilet and Urinal	Q&A Foam Solution, Rinse with hose	
Sinks	Q&A Foam Solution, Rinse with hose	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	

Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Q&A Foam Solution, Rinse with hose	
Showers	Q&A Foam Solution, Rinse with hose	
Stock	replace paper and soap products	

Pool Building Map:



Rob Roy Clubhouse Janitorial Services: Sunday, Tuesday, Thursday, Saturday Evenings		Area visits per week
Men's bathrooms:		4 of 4
Toilet and Urinal	Need to be cleaned and disinfected HDQC2 inside and out (use toilet brush)	
Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Sweep and Mop	
Stock	replace paper and soap products	
Women's bathrooms:		4 of 4
Toilet	Need to be cleaned and disinfected HDQC2 inside and out (use toilet brush)	
Sinks	Clean surface and faucets with HDQC2 stainless steel polish faucets.	
Mirror	Wipe down mirror with Glass cleaner solution and micro fiber towel.	
Garbage/Sanitary	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Floors	Sweep and Mop	
Stock	replace paper and soap products	
Vestibule and Corridor		4 of 4
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Walls	Dust/ Wipe down HDQC2 as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Mop, Vacuum rugs	
Drinking Fountain	Clean surface with HDQC2	
Offices		1 of 4
Garbage	Take out and replace liners. Clean stainless steel tops, front, and sides.	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Sweep and Proxy Mop, vacuum all rugs	
Counter tops, Desks	Dust off desks, computers, phones. Wipe down with HDQC2.	
Bar and Grille		4 of 4
Garbage	Remove all garbage & recycling. Replace liners as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Sweep and Mop, Vacuum carpet	

Pro Shop		4 of 4
Garbage	Remove all garbage & recycling. Replace liners as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Vacuum carpet	
Counter tops, Desks	Dust, Wipe down with HDQC2	
Banquet Room		4 of 4
Walls	Dust/ Wipe down HDQC2 as needed	
Windows	Clean all glass inside and out, wipe down all frames and edges	
Floors	Mop	

Rob Roy Club House Map:

