



## Bid Documents

### **2016 ADA Concrete Improvements Project**

Bids are due and will be opened and read aloud on  
Thursday, June 30, 2016 at 11:00 am at the  
Arlington Heights Park District Administrative Offices  
410 N. Arlington Heights Road  
Arlington Heights, Illinois 60004

June 20, 2015

## **BID NOTICE**

The Board of Park Commissioners of the Arlington Heights Park District, Arlington Heights, Illinois, invites bids for 2016 ADA Concrete Improvements Project for the Arlington Heights Park District. The scope of work includes: installation of accessible concrete walks and pads at Heritage Park, Windsor Parkway, Pioneer Park, Frontier Park, Evergreen Park, Volz Park and, Lake Arlington according to plans and specifications. Sealed proposals will be received at the Arlington Heights Park District office at 410 N. Arlington Heights Road, Arlington Heights, Illinois until 11:00am on Thursday, June 30, 2016, at which time bids will be publicly opened.

Bid documents, including Plans and Specifications required for bidding purposes will be available at the Park District Administrative office no later than 11:00am on June 20 for download from the park district website [www.ahpd.org](http://www.ahpd.org). No plan deposit is required to obtain bid documents. The pre-bid meeting for this project is scheduled for June 27, 2016 at 10:00am at Heritage Park.

All bidders are required to furnish a Bid Bond, Cashier's Check or Certified Check for 10% of the total base bid amount at the time of bidding. No bids will be withdrawn without the written consent of the Arlington Heights Park District. If a Bid is withdrawn, the Bidder will not be permitted to submit another Bid for the same Project. Only bids in compliance with the provisions of the Bid Documents will be considered. The successful bidder will be required to furnish a satisfactory Performance Bond and Labor and Material Payment Bond for the total contract amount.

This is a Prevailing Wage Schedule project and the contractor and all subcontractors are to pay the prevailing wage for Cook County for the life of the project and are responsible for keeping up with all changes in accordance with the requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/5 with amendments to sections 5, 6, and 11a effective 1/1/2012).

The Board of Park Commissioners of the Arlington Heights Park District reserves the right to reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful Bidder against the Arlington Heights Park District. Bids will be considered firm for a period of sixty days (60) days.

By Order Of:  
Board of Park Commissioners  
Arlington Heights Park District

**Published: June 20, 2016 – Daily Herald Newspaper**

# **INSTRUCTIONS TO BIDDERS**

## **A. DEFINITIONS**

The following words and phrases, used herein, shall have the meaning ascribed to them as follows:

1. "Owner", "Park District" or "AHPD" shall mean the Arlington Heights Park District
2. "Bidder" shall mean each company, offerer or vendor providing a bid
3. "Bid" means the price offered by the bidder for the services or project.
4. "Successful Bidder" or "Vendor" shall mean the Bidder that receives the award of contract from the Owner.
5. "Director" shall mean the Executive Director of Parks and Recreation of the Arlington Heights Park District or his designated representative.
6. "Contract Documents" shall mean: (i) these General Conditions and Instructions to Bidders and General Requirements, (ii) including but not limited to all Plans, Specifications and Drawings referenced therein prepared by the Owner, Engineer, Architect or other Consultant; (iii) the Bid Form to be submitted on form furnished in this document, (iv) the Agreement, a copy of which is attached hereto and incorporated herein (the "Agreement"), (v) Performance Bond and Payment Bond or irrevocable letter of credit as described in the Agreement.
7. Whenever the term "*addenda*" appears in any of the Contract Documents, it will be understood to refer to any written or graphic instruments issued prior to the bid opening which modify or interpret the Contract Documents, by additions, deletions, clarifications, or corrections. Addenda will become part of the Contract Documents when the Contract is executed. Changes or corrections may be made by the Arlington Heights Park District to the Contract Documents after they have been issued and before the Bid Opening. In such case, a written addendum describing the change or corrections will be issued by the Park District or Engineer to all bidders on record. Such addendum or addenda shall take precedence over that portion of the documents concerned, and shall become part of the Contract Documents.

## **B. PROJECT SCOPE**

1. The scope of work involves furnishing all of the required labor, materials, equipment, implements, parts and supplies necessary for, or appurtenant to **2016 ADA Concrete Improvements Project**, in accordance herewith and in accordance with the plans, specifications and drawings dated **June 20, 2016** and any authorized change orders there to which have been signed by both parties hereto, and which are hereby incorporated herein by reference.
2. The Contractor shall commence work no later than **August 1, 2016**, and perform all work on a regular full-time basis during weekdays until final completion.

C. PROJECT IDENTIFICATION AND LOCATION

1. Project Identification: **2016 ADA Concrete Improvements Project**

Project Location: **LIST ALL LOCATIONS AND ADDRESSES**

**Heritage Park, Windsor Parkway, Pioneer Park, Frontier Park, Evergreen Park, Volz Park, and Lake Arlington.  
Arlington Heights Park District  
Arlington Heights, IL**

2. Project Contact: Colleen McCarty  
Park Planner I  
[cmccarty@ahpd.org](mailto:cmccarty@ahpd.org)  
847-506-7143

D. RECEIPT AND OPENING OF BIDS

1. All bids are due no later than **11:00 AM on Thursday, June 30, 2016** at 410 N. Arlington Heights Rd., Arlington Heights, IL 60004.
2. The Park District reserves the right to reject any or all bids and to waive any formality or technicality in any Proposal in the interest of the Park District.
3. Any bid received after specified bid opening time will not be considered.
4. Contractor is required to hold total bid price for sixty days (60) calendar days after bid opening.

E. PREPARATION OF BIDS

1. Each bid shall be submitted on the Bid Form furnished in these documents. The bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the proposal forms.
2. All bids must be written in black ink or typewritten, and signed with the legal signature of the Bidder, and enclosed in an opaque envelope, sealed, and clearly addressed as follows:

**SEALED BID: 2016 ADA Concrete Improvements Project  
Attn: S. Cruz**

The envelope shall also contain the name and address of the bidder. The Park District will not be responsible for premature opened envelopes that are not properly marked.

F. EXAMINATION

1. Each bidder shall first examine the site(s), taking into consideration all such conditions that may affect this work. A submission of a proposal implies that this examination has been made. If the bid is accepted, the Bidder will be responsible for all errors in its bid resulting from its failure or neglect to comply with these instructions. The Arlington Heights Park District will not, in any case, be responsible for any change in anticipated profits or any unanticipated losses resulting from such failure or neglect.
2. Before submitting a Proposal, the Bidder shall carefully examine the Project Documents and Plans, visit the site of work, fully inform themselves of all existing conditions and

limitations, and include in the Proposal a sum to cover the cost of all items included. The Bidder shall make intelligent observations and inquiry as to conditions at the Project Site. No pleas of ignorance, oversight or miscalculation of the conditions prevailing shall suffice to permit withdrawal of a Proposal submitted or to invalidate the Contract or Bond after its execution.

3. The Project Manager will make himself available to review the project site and project scope, at bidders the request.
4. A **voluntary pre-bid meeting** is scheduled for June 27 at 10am starting at Heritage Park.

#### G. QUALIFICATIONS OF BIDDER

The Park District may take action deemed necessary to investigate the qualifications of each bidder. Each bidder shall complete the Affidavit of Experience form in these Bid Documents and submit such form with the bid form. The Park District reserves the right to qualify or disqualify bidders as a result of lack of similar project experience and/or any other information obtained from the affidavit of experience form.

#### H. ADDENDA AND INTERPRETATION

1. All inquiries and requests for interpretations of the Bid Documents shall be made in writing no later than **10:00 am on June 28, 2016**. If deemed necessary, response(s) to inquiries and interpretations shall be completed and sent to bidders in the form of addenda no later than 4:00pm, June 29, 2015.
2. Any addenda shall become part of the Contract Documents.
3. Any addenda must be acknowledged by the bidder and shall become part of the Contract Documents.

#### I. CONTRACT DOCUMENTS

The Bidder to whom the project is awarded will be required to enter into a contract with the Arlington Heights Park District for the extent of the work and contractual amount until the completion of the agreed work. The awarded Bidder will be required to enter into a contract with the Park District within ten (10) days after acceptance of the bid price.

#### J. BOND REQUIREMENTS

1. Bid Bond/Bid Security - The Bidder shall submit with his bid, a Bid Bond, Cashier's Check or Certified Check in an amount not less than 10% (ten percent) of the amount of Total Base Bid.
  - a. The bid security shall be made payable to the Arlington Heights Park District, and shall be attached to the proposal.
  - b. Should the Bidder fail or refuse to enter into the agreement and furnish an acceptable bond within ten (10) calendar days after notification of acceptance of the Bidder's proposal by the Arlington Heights Park District, the bid security shall be forfeited and become the property of the Arlington Heights Park District.
  - c. In the case of the Successful Bidder, the bid security will be retained by the Park District until receipt of all contract paperwork.

- d. All bid securities will be returned to Unsuccessful Bidders upon request, following the receipt of all contract paperwork of the Successful Bidder.
2. Performance Bond - If a bid is accepted, a performance bond, payable to the Arlington Heights Park District, for not less than one hundred (100%) percent of the contract amount.
3. Labor & Material Bond - If a bid is accepted, a performance bond, payable to the Arlington Heights Park District, for not less than one hundred (100%) percent of the contract amount will be required prior to begin services.

#### K. SUBMITTAL OF PLANS AND SPECIFICATIONS

1. Before commencing work, the Contractor shall submit for approval three copies of the manufacturer's information covering all materials and equipment that he proposes to furnish. The Contractor shall commence no work nor purchase any materials prior to the approval of the submittals except at the Contractor's risk. Approval of the submittals by the Owner shall not be considered a waiver of any provisions of the specifications nor shall they be construed to permit a waiver from any of the performance criteria required at the final inspection.
2. Submittals may not be required for all projects or services, and will be determined by the Owner and Contractor at a pre-construction and/or pre-services meeting.

#### L. MATERIALS

All materials supplied by the Contractor under the provisions of these Specifications and Plans shall be new materials of the kind and character called for. Defective equipment or material damaged in the course of installation or tests shall be replaced or repaired in a manner satisfactory to the Owner. All material and equipment to be furnished under these Specifications shall be the standard product of a manufacturer regularly engaged in the production of such material and shall be the manufacturer's current standard design.

#### M. SUBSTITUTION OF MATERIALS

The materials specified have been determined to have the characteristics appropriate for the purpose of the project. In the event, however, the clause "or equal" is used in the Specifications pertaining to the material or article, the use of an alternate article other than that specified must be submitted for written approval of the Owner or his representative not less than three business days prior to bid. Bids which propose to use a non-approved alternate will be rejected. The Owner reserves the right to reject any or all bids.

#### N. AWARDING OF CONTRACT

1. It is anticipated that a recommendation will be presented to the Board of Commissioners for approval at the regularly scheduled Park Board Meeting, **July 12, 2016**. The Arlington Heights Park District reserves the right to review all bids submitted for a period of sixty (60) days after the bid due date, and by submitting a bid, the Bidder agrees that the amount specified in its bids shall remain in full force and effect for such sixty (60) day period. No Bidder shall modify, withdraw, or cancel its bid, or any part thereof, for sixty (60) days after said bid due date, and no attempted modification, withdrawal, or cancellation shall be valid.
2. Award, Rejection or Negotiation of Bids – The contract will be awarded to the lowest responsible and responsive Bidder complying with all the provisions of the General Conditions and Instructions to Bidders, provided the bid price is reasonable and it is to the interest of the Arlington Heights Park District to accept it. The Arlington Heights Park District

reserves the right to reject the bid or a Bidder who (a) has previously failed to perform properly or complete on time contracts of a similar nature, (b) when investigation shows that the Bidder is not in a position to perform the contract, (c) is delinquent on any state or federal taxes, (d) is barred from bidding on this contract or any other contract pursuant to 720 ILCS 5/33E-3 and 720 ILCS 5/33E-4 and/or (e) is not actively engaged in work of similar size, scope and complexity as the Project Work and/or has not satisfactorily completed the minimum project work set forth herein.

3. Notwithstanding the foregoing, the Arlington Heights Park District also reserves the right to reject any or all bids and to waive or not to waive any irregularities, informalities or variances therein, or to accept any bid considered by the Arlington Heights Park District to be in the best interest of the Arlington Heights Park District. The Owner also reserves the right to accept all or part of a bid when the Arlington Heights Park District Park Board of Commissioners determines that it is in the best interest of the Arlington Heights Park District.

#### O. BASIS OF PAYMENT

1. Contractor shall submit a Pay Request/Invoice within ten (10) days following the end of each month and the Park District will make payment within ten (10) days after submittal of a payment request for all work performed in accord with the contract during the period.
2. Pay Requests/Invoices will be reviewed by the Owner, and the Contractor will not be paid for any weeks in which no services are rendered with respect to a particular location.
3. As required by the IRS, a W-9 Request For Taxpayer Identification Number and Certification Form must be submitted to the accounting department prior to releasing payment for the project.

#### P. RETAINAGE

The Park District shall retain 10% of every payout until the project is completed and the final payout is made.

#### Q. TAXES

This work is being done under the auspices of the Arlington Heights Park District and therefore is exempt from the Illinois sales tax and the Regional Transportation Authority sales tax. The proposal shall not include any costs for these taxes.

#### R. DELIVER CHARGES

All bid prices should include both shipping and delivery charges. These charges shall be freight (F.O.B.) to the Park District. Delivery should be to a desired point within the Park District unless otherwise stated in the call for bids. Any variation from the advertised terms should be clearly stated in the Bidder's proposal.

#### S. GOVERNING LAWS AND REGULATIONS

The Bidder to whom the work is awarded shall perform all work and use only those materials that conform to city, state and federal codes regarding health, safety and welfare. The Arlington Heights Park District shall be held faultless for failure of work and material that does not conform to such codes. The Contractor shall comply with Equal Opportunity clause required by the Illinois Fair Employment Practices Commission.

## T. OWNERSHIP OF PLANS AND SPECIFICATIONS

1. All Plans and Specifications and copies thereof, furnished by the Owner, are his property. They are not to be used on other work, and with the exception of one complete set, are to be returned to him on request at the completion of the Contract work.
2. No plan deposit or plan fee will be required to submit a bid for this project.
3. The Plans, Specifications, Special Conditions and Proposal Form are intended to include all job items necessary to properly complete the work. If, through inadvertence or otherwise, the Plans or Specifications omit to require any work necessary for such completion, the Contractor shall, nevertheless, be required to perform such work. Plans and Specifications are intended to be consistent with one another and with other portions of the Contract. Work or materials called for by the Plans and not mentioned in the Specifications, or vice-versa, shall be performed in as faithful and thorough manner as though fully covered by both.

## U. CHANGES OR ALTERATIONS OF CONTRACT WORK

1. The Owner reserves the right to alter the services by adding to or deducting from the original quantities as bid without invalidating the Contract. All such work shall be executed under the original conditions for the original contract, except for an extension in time caused by any such changes or alterations.
2. If the Contractor claims that any instructions, by drawings or otherwise, involve extra cost under this agreement, he shall give the Park District written notice therefore and obtain written approval of the extra before proceeding to execute the work. No such claim shall be valid and no payment for extra work shall be made unless the extra is approved in writing by the PARK DISTRICT.
3. The value of any change shall be determined by one or more of the following methods:
  - a. By an approved Lump Sum;
  - b. By Unit Prices given in the Contract or subsequently agreed upon;
  - c. Time and Material plus percentage. This method of cost shall be used on the Contractor's actual costs for time and material plus 20% for Contractor's overhead and profit. Contractor's actual costs shall be the direct costs for labor, payroll taxes, materials and equipment.

## V. OMISSIONS AND DISCREPANCIES

Should a Bidder find discrepancies in, or omissions from bid documents, he should at once notify the Arlington Heights Park District which may send a written instruction to all Bidders. No oral interpretation by the Park District will be binding; only instruction in writing will be deemed valid. To receive consideration, requests for interpretation must be made no later than three working days prior to the date set for receipt of bids.

## W. SPECIFICATION OR INFORMATION CONFLICTS

Should any Specifications, Information, Directives, Notes, Tags or Provisions contained in the Construction Documents or Technical Specifications conflict with any other Specifications, Information, Directives, Notes, Tags or Provisions contained in the Construction Documents,



then the more stringent Specification, Information, Directive, Note, Tags or Provision shall apply.

#### X. COLLUSIVE BIDDING

The Bidder represents and warrants that its bid is made without any previous understanding, agreement or connection with any person, firm or corporation making a bid for the same Project Work; without prior knowledge or competitive prices; and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

#### Y. PROGRESS MEETINGS

The Contractor shall be required to provide an opportunity for the Owner to attend appropriate progress meetings, with the Contractor [Project Foreman] and Owner. These meetings will review work schedules, progress, upcoming work and coordination with the Owner. Meetings may take place on daily, weekly or monthly basis, as determined by the Contractor and Owner prior to the start of services.

#### Z. PREVAILING WAGES

**This contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.illinois.gov/idol>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage, notice and record keeping duties.**

1. The general prevailing rate of wages in the locality for each craft or type of worker or mechanic needed to execute the contract or perform the work, and the general prevailing rate for legal holiday and overtime work, as ascertained by the park district or the Illinois Department of Labor shall be paid for each craft or type of worker needed to execute the contract or to perform such work and it shall be mandatory upon the Contractor to whom the contract is awarded and upon any subcontractor under him to pay not less than the specified rates to all laborers, workers and mechanics employed by them in the execution of the contract or such work.
2. It shall be mandatory upon the contractor to whom a contract for public works is awarded to post, at a location on the project site of the public works that is easily accessible to the workers engaged on the project, the prevailing wage rates for each craft or type of worker or mechanic needed to execute the contract or project or work to be performed. A failure to post a prevailing wage rate as required by this Section is a violation of the Act.
3. A listing of wages for Cook County – June 2015 is provided in the bid documents herein. However, it is the sole responsibility of the Contractor to whom the contract is awarded to pay not less than the specified rate of labor published by the Department of Labor at the time of the work.
4. The Owner may at any time inquire of the contractor as to rates of wages being paid to employees of the contractor, any subcontractor or material men, where upon such information shall be promptly provided to the Owner. A certified payroll transcript, in accordance with the Illinois Prevailing Wage Act, shall be submitted with their waiver of lien with each payout request.

## AA. CERTIFIED PAYROLL

While participating on public works, the Contractor and each subcontractor shall:

1. Make and keep, for a period of not less than 3 years, records of all laborers, mechanics, and other workers employed by them on the project; the records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each pay period, the number of hours worked each day, and the starting and ending times of work each day.
2. Submit monthly, in person, by mail, or electronically a certified payroll to the Arlington Heights Park District. The certified payroll shall consist of a complete copy of the records identified in paragraph (1.) of this subsection (AA.) but may exclude the starting and ending times of work each day. The certified payroll shall be accompanied by a statement signed by the Contractor or subcontractor which avers that: (i) such records are true and accurate; (ii) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by the Prevailing Wage Act; and (iii) the Contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

## BB. PERMITS AND LAWS

The Contractor shall be responsible for obtaining any and all County, State and Village of Arlington Heights Permits, Licenses, Bonds, or other permits which may be required. The Contractor shall at all times observe and comply with all Federal, State and Local Laws, regulations and ordinances which, in any manner, affect the conduct of his work. Any complaint, claim, or action brought against the Contractor for failing to observe or comply with any law, ordinance or regulation shall be the sole responsibility of the Contractor and shall in no way extend to or expose the Park District to liability and the Contractor shall indemnify and hold harmless the Park District from any and all such complaints, claims or actions. Before beginning work, the Contractor shall obtain from the proper officers all permits and licenses, pay all charges and fees, and give all notices necessary and incident to the due and lawful prosecution of the work.

## CC. WORKING HOURS

The Contractor will be allowed to schedule his normal work between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. Work during other hours will be allowed only on an emergency basis and as authorized by the Park District. The Contractor will be allowed to commence immediately upon execution of the agreement documents and issuance of all pertinent permits.

## DD. LIENS

The final payment shall not be due until the Contractor has delivered to the Park District a complete release of all liens or claims for lien arising out of this Contract, or at the election of Park District, receipts in full covering all labor and materials for which a lien could be filed, or a bond satisfactory to the Park District indemnifying him against any lien.

## EE. INSURANCE

1. Contractor shall maintain throughout the agreement, as a minimum, the following insurance policies set forth by PDRMA and contained in its entirety on Attachment AI.
2. **Both the Arlington Heights Park District and Community Consolidated School District 59 shall be named as additional insured under the commercial general liability coverage.** This insurance shall apply as primary insurance. Any other insurance or self-insurance maintained by the District shall be excess of Company's insurance and shall not contribute with it.
3. The Contractor awarded the bid shall furnish to District one (1) copy of certificate of insurance made in favor of the Arlington Heights Park District and the Contractor.

END OF SECTION

## **OBLIGATIONS OF SUCCESSFUL BIDDER**

1. The successful bidder shall abide by and comply with all applicable local and state laws relating to fair employment practices and prohibiting discrimination in contracts involving public funds or the construction or development of public buildings, works or facilities.
2. The successful bidder shall abide by and comport with all local and state laws relating or pertaining to the development and/or construction of public works, buildings or facilities, including but not in any manner limited to any and all applicable workmen's compensation acts or laws.
3. The successful bidder must comply with the provisions of the Illinois Human Rights Act ("Act") dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105), including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The contract with the successful bidder will provide for this requirement. The statutory provisions setting forth what such policies shall include as a minimum under the Act are on file with the District and available to the bidder upon request.
4. The successful bidder must comply with the provisions of the Illinois Substance Abuse Prevention on Public Works Act

END OF SECTION

# **BID FORM**

**ARLINGTON HEIGHTS PARK DISTRICT  
410 N. ARLINGTON HEIGHTS ROAD  
ARLINGTON HEIGHTS, IL 60004  
(847) 577-3000**

<b><u>6/20/2016</u></b>	<b><u>6/30/2016</u></b>	<b><u>9/30/2016</u></b>
<b>DATED</b>	<b>BID OPENING DATE</b>	<b>FINAL COMPLETION DATE</b>

Sealed bids will be received by the Arlington Heights Park District until **11:00 AM on July 1, 2015** and then publicly opened for furnishing the following supplies and/or services to be delivered in accordance with the following instructions:

Bid Opening at: Arlington Heights Park District Administration Center  
410 N. Arlington Heights Road  
Arlington Heights, IL 60004

The Contractor shall commence work no later than **August 1, 2016**, and perform all work on a regular full-time basis during weekdays until final completion.

**A. ACKNOWLEDGEMENTS/CHECKLIST**

1. Receipt of Documents: Bidder has received a complete set of specifications and plans and understands the meaning of their content, and shall willingly comply with the guidelines set forth in these documents.

Yes                       No

2. Identification of Documents Received: The following is a checklist of documents that should appear in the Bid Documents. Please complete the checklist and contact the Park District if any of the documents have been omitted.

	Yes	No
Bid Notice.....	<input type="checkbox"/>	<input type="checkbox"/>
Instructions to Bidders .....	<input type="checkbox"/>	<input type="checkbox"/>
Obligations of Successful Bidder .....	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing Wages.....	<input type="checkbox"/>	<input type="checkbox"/>
Bid Form		
B. Proposal Form & References .....	<input type="checkbox"/>	<input type="checkbox"/>
C. Addenda.....	<input type="checkbox"/>	<input type="checkbox"/>
D. Affidavit of Experience.....	<input type="checkbox"/>	<input type="checkbox"/>
E. Anti-Collusion Affidavit .....	<input type="checkbox"/>	<input type="checkbox"/>
F. Contractor’s Certification .....	<input type="checkbox"/>	<input type="checkbox"/>
G. List of Subcontractor’s & Supplies .....	<input type="checkbox"/>	<input type="checkbox"/>
H. Written Sexual Harassment Policy Certification .....	<input type="checkbox"/>	<input type="checkbox"/>
I. Exhibit of Written Sexual Harassment Policy.....	<input type="checkbox"/>	<input type="checkbox"/>
J. Legal Compliance and Insurance Agreement.....	<input type="checkbox"/>	<input type="checkbox"/>
K. Illinois Drug Free Workplace Statement.....	<input type="checkbox"/>	<input type="checkbox"/>
L. Substance Abuse Prevention Form .....	<input type="checkbox"/>	<input type="checkbox"/>
M. Prevailing Wage Notification.....	<input type="checkbox"/>	<input type="checkbox"/>
N. Sample Contract/Agreement.....	<input type="checkbox"/>	<input type="checkbox"/>
General Conditions.....	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Requirements.....	<input type="checkbox"/>	<input type="checkbox"/>
Cook County Prevailing Wage for July 2015 .....	<input type="checkbox"/>	<input type="checkbox"/>
W-9 Taxpayer Identification .....	<input type="checkbox"/>	<input type="checkbox"/>
Drawing Set		
C-1: Title & Detail Sheet .....	<input type="checkbox"/>	<input type="checkbox"/>
Heritage Park, Windsor Parkway, Pioneer Park, & Frontier Park		
C-2: Demolition Plan.....	<input type="checkbox"/>	<input type="checkbox"/>
C-3: Site and Utility Plan.....	<input type="checkbox"/>	<input type="checkbox"/>
C-4: Grading Plan.....	<input type="checkbox"/>	<input type="checkbox"/>
Volz Park, Lake Arlington, & Evergreen Park		
C-5: Layout Plan		

ARLINGTON HEIGHTS PARK DISTRICT BID WORKSHEET  
2016 ADA CONCRETE IMPROVEMENTS PROJECT

The undersigned as a Bidder declare that he/she has carefully examined the plans and specifications, including the detailed drawings and specifications and all instructions and statement of requirements, and that he/she is fully familiar therewith: and having carefully examined the site and completely familiarized with local conditions affecting the cost of the work: hereby states that he/ she will provide all necessary labor, equipment, tools, machinery, apparatus and all other means of construction, do all the work and furnish all materials, called for by said plans and specifications in the manner prescribed by in accordance with the requirements of the contract, specifications and drawings for the construction of above project in Arlington Heights, Illinois as prepared by the Arlington Heights Park District: and will accept as full and complete payment therefore the base bid amount which is the summation of the cost of the items of work and is equal to the summation of the total of the unit prices in the amount as listed herein. The quantities indicated above are approximate and intended as a guide for bidding purposes. These agreed to unit prices are being provided should field conditions, as determined by the engineer and park district representative, require an increase in the scope of project work. The Contractor is responsible for all CPSAC, ASTM, and State of Illinois regulations that ensure the proper and safe installation of the equipment. The Arlington Heights Park District reserves the right to eliminate sections of this bid, which is not favorable to its best interest. The contractor shall field verify the location and depth of buried site utilities prior to starting this project. Substitution of a product material or equipment of like quality by another manufacturer/supplier as an equal or better must receive written approval from the owner no less than five work days before bids are due. In writing the owner will notify the requester and all other bidders of the additional approved items. Field adjust where need upon written approval of owner.

<b>PROJECT TITLE: 2016 ADA Concrete Improvements Project</b>
<b>PROJECT LOCATION: Arlington Heights, Illinois, Cook County</b>
<b>PRE-BID MEETING: June 27, 2016 10:00 a.m. at Heritage Park</b>
<b>BID DUE DATE: June 30, 2016 11:00 a.m.</b>

**Heritage Park**

Item	Excavation and Demolition	Unit	Qty	Unit Cost	Total
1	Remove existing bituminous concrete walk and aggregate base (full depth) including off-site trucking and disposal fees	Sq Yd	300	\$	\$
2	Excavate to variable depths of 4"-10" (salvage topsoil for reuse) with subgrade recompaction and offsite trucking and disposal fees	Cu Yd	60	\$	\$
Item	Concrete Improvements	Unit	Qty	Unit Cost	Total
3	Construction Staking, Layout, & Sub-Grade Compaction Testing.	LS	1	Lump Sum	\$
4	6" concrete walk: excavate, form, and pour CL-SI with 3-#5 rebar/10' long @ utility trenches, finish, and backfill (approved mix) with 4" crushed aggregate base: furnish and install type-B/CA-6/Compacted in place	Sq Ft	1,940	\$	\$
Item	Landscape Restoration	Unit	Qty	Unit Cost	Total
5	Furnish & install temporary inlet filter basket including removal upon project completion	EA	1	\$	\$
<b>Heritage Subtotal</b>					<b>\$</b>

ARLINGTON HEIGHTS PARK DISTRICT BID WORKSHEET  
2016 ADA CONCRETE IMPROVEMENTS PROJECT

### Windsory Parkway

Item	Excavation and Demolition	Unit	Qty	Unit Cost	Total
6	Remove existing concrete pad and aggregate base (Full depth) including off-site trucking and disposal fees	Sq Ft	20	\$	\$
7	Remove existing bench including offsite disposal	EA	1	\$	\$
8	Excavate to variable depths of 4"-10" (salvage topsoil for reuse) with subgrade recompaction and offsite trucking and disposal fees	Cu Yd	9	\$	\$
Item	Concrete Improvements	Unit	Qty	Unit Cost	Total
9	Construction Staking, Layout, & Sub-Grade Compaction Testing.	LS	1	Lump Sum	\$
10	6" concrete walk: excavate, form, and pour CL-SI with 3-#5 rebar/10' long @ utility trenches, finish, and backfill (approved mix) with 4" crushed aggregate base: furnish and install type-B/CA-6/Compacted in place	Sq Ft	275	\$	\$
11	ADA Detectable Warning Plate: 18"x24" EJIW Duralast Truncated Dome Panel #7005-61 (Red)	EA	2	\$	\$
12	Install new depressed curb in Village Right of Way	LF	9	\$	\$
Item	Landscape Restoration	Unit	Qty	Unit Cost	Total
13	Furnish and install 6" pulverized topsoil, fine grading, hydro-mulch, approved athletic mix seed, and starter fertilizer	Sq Yd	35	\$	\$
<b>Windsor Subtotal</b>					\$

### Pioneer Park

Item	Excavation and Demolition	Unit	Qty	Unit Cost	Total
14	Remove existing player's bench for salvage & re-use by AHPD staff	EA	2	\$	\$
15	Excavate to variable depths of 4"-10" (salvage topsoil for reuse) with subgrade recompaction and offsite trucking and disposal fees	Cu Yd	7	\$	\$
Item	Concrete Improvements	Unit	Qty	Unit Cost	Total
16	Construction Staking, Layout, & Sub-Grade Compaction Testing.	LS	1	Lump Sum	\$



ARLINGTON HEIGHTS PARK DISTRICT BID WORKSHEET  
2016 ADA CONCRETE IMPROVEMENTS PROJECT

17	6" concrete walk: excavate, form, and pour CL-SI with 3-#5 rebar/10' long @ utility trenches, finish, and backfill (approved mix) with 4" crushed aggregate base: furnish and install type-B/CA-6/Compacted in place	Sq Ft	1,970	\$	\$
<b>Item</b>	<b>Landscape Restoration</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total</b>
18	Furnish & install temporary inlet filter basket including removal upon project completion	EA	1	\$	\$
19	Furnish, install, and maintain temporary silt fence including removal upon project completion	LF	65	\$	\$
20	Furnish and install 6" pulverized topsoil, fine grading, hydro-mulch, approved athletic mix seed, and starter fertilizer	Sq Yd	370	\$	\$
				<b>Pioneer Subtotal</b>	\$

**Frontier Park**

<b>Item</b>	<b>Excavation and Demolition</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total</b>
21	Remove existing bituminous concrete walk and aggregate base (full depth) including off-site trucking and disposal fees	Sq Yd	326	\$	\$
22	Excavate to variable depths of 4"-10" (salvage topsoil for reuse) with subgrade recompaction and offsite trucking and disposal fees	Cu Yd	98	\$	\$
<b>Item</b>	<b>Drainage Improvements</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total</b>
23	12" dia. Culvert pipe (cmp/gauge 18 w/ TBF)	LF	16	\$	\$
24	12" dia. Flared end section (Galv. Metal) w/ SS Band Seal Coupling	EA	1	\$	\$
25	8" dia. Storm sewer pipe (PVC/SDR-26) w/ trench backfill (CA-6)	LF	14	\$	\$
26	16" dia. Inlet box (ADS complete w/ grate)	EA	2	\$	\$
<b>Item</b>	<b>Concrete Improvements</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total</b>
27	Construction Staking, Layout, & Sub-Grade Compaction Testing.	LS	1	Lump Sum	\$
28	6" concrete walk: excavate, form, and pour CL-SI with 3-#5 rebar/10' long @ utility trenches, finish, and backfill (approved mix) with 4" crushed aggregate base: furnish and install type-B/CA-6/Compacted in place	Sq Ft	3,165	\$	\$

ARLINGTON HEIGHTS PARK DISTRICT BID WORKSHEET  
2016 ADA CONCRETE IMPROVEMENTS PROJECT

Item	Landscape Restoration	Unit	Qty	Unit Cost	Total
29	Furnish and install 6" pulverized topsoil, fine grading, hydro-mulch, approved athletic mix seed, and starter fertilizer	Sq Yd	425	\$	\$
30	Furnish & install temporary inlet filter basket including removal upon project completion	EA	3	\$	\$
31	Furnish, install, and maintain temporary silt fence including removal upon project completion	LF	180		
				<b>Frontier Subtotal</b>	\$

**Evergreen Park**

Item	Excavation and Demolition	Unit	Qty	Unit Cost	Total
32	Excavate to variable depths of 4"-10" (salvage topsoil for reuse) with subgrade recompaction and offsite trucking and disposal fees	Cu Yd	3	\$	\$
Item	Concrete Improvements	Unit	Qty	Unit Cost	Total
33	6" concrete walk: excavate, form, and pour CL-SI with 3-#5 rebar/10' long @ utility trenches, finish, and backfill (approved mix) with 4" crushed aggregate base: furnish and install type-B/CA-6/Compacted in place	Sq Ft	94	\$	\$
Item	Landscape Restoration	Unit	Qty	Unit Cost	Total
34	Furnish and install 6" pulverized topsoil, fine grading, hydro-mulch, approved athletic mix seed, and starter fertilizer	Sq Yd	15	\$	\$
				<b>Evergreen Subtotal</b>	\$

**Lake Arlington**

Item	Demolition and Excavation	Unit	Qty	Price/unit	Total
35	Remove existing concrete pad and aggregate base (Full depth) including off-site trucking and disposal fees	Sq Ft	40	\$	\$
36	Remove existing bench including offsite disposal	EA	2	\$	\$
37	Excavate to variable depths of 4"-10" (salvage topsoil for reuse) with subgrade recompaction and offsite trucking and disposal fees	Sq Yd	18	\$	\$
Item	Hardscape	Unit	Qty	Price/unit	Total

ARLINGTON HEIGHTS PARK DISTRICT BID WORKSHEET  
2016 ADA CONCRETE IMPROVEMENTS PROJECT

38	6" Concrete bench pad: excavate, form, pour, and finish CL-SE concrete with 4" aggregate base (site amenities to be installed by others)	Sq Ft	80	\$	\$
<b>Item</b>	<b>Landscape Restoration</b>	<b>Unit</b>	<b>Qty</b>	<b>Price/unit</b>	<b>Total</b>
39	Furnish and install 6" pulverized topsoil, fine grading, hydro-mulch, approved athletic mix seed, and starter fertilizer	Sq Yd	30	\$	\$
				<b>Lake Arlington SubTotal</b>	\$

**Volz Park**

<b>Item</b>	<b>Demolition and Excavation</b>	<b>Unit</b>	<b>Qty</b>	<b>Price/unit</b>	<b>Total</b>
40	Excavate to variable depths of 10" (salvage topsoil for reuse) with subgrade recompaction and offsite trucking and disposal fees	Sq Yd	9	\$	\$
<b>Item</b>	<b>Hardscape</b>	<b>Unit</b>	<b>Qty</b>	<b>Price/unit</b>	<b>Total</b>
41	6" Concrete bench pad: excavate, form, pour, and finish CL-SE concrete with 4" aggregate base (site amenities to be installed by others)	Sq Ft	80	\$	\$
<b>Item</b>	<b>Landscape Restoration</b>	<b>Unit</b>	<b>Qty</b>	<b>Price/unit</b>	<b>Total</b>
42	Furnish and install 6" pulverized topsoil, fine grading, hydro-mulch, approved athletic mix seed, and starter fertilizer	Sq Yd	15	\$	\$
				<b>Volz Park SubTotal</b>	\$

ARLINGTON HEIGHTS PARK DISTRICT BID WORKSHEET  
2016 ADA CONCRETE IMPROVEMENTS PROJECT

### Supplemental Unit Prices

Note: Quantities are assumed. Locations of additional work will be determined by Engineer in field. Contractor will be paid for measured in place quantities

<b>Item</b>	<b>Contaminated Soil Disposal</b>	<b>Unit</b>	<b>Qty</b>	<b>Price/unit</b>	<b>Total</b>
S-1	P.A. 96-1416 compliance, loading, off-site disposal including dump fees for contaminated soils	Cu Yd	10	\$	\$
<b>Item</b>	<b>Asphalt Patching</b>	<b>Unit</b>	<b>Qty</b>	<b>Price/unit</b>	<b>Total</b>
S-2	Sawcut, excavate and full depth patch bituminous concrete roadway in Village R.O.W (any pavement disturbed during construction)	Sq Yd	2	\$	\$
<b>Item</b>	<b>Security Fence if directed</b>	<b>Unit</b>	<b>Qty</b>	<b>Price/unit</b>	<b>Total</b>
S-3	Furnish and install 4' high temporary orange plastic security fence	5	LF	\$	\$
<b>Item</b>	<b>Other Possible Bench Pad Locations</b>	<b>Unit</b>	<b>Qty</b>	<b>Price/unit</b>	<b>Total</b>
S-4	Excavate to variable depths of 10" (salvage topsoil for reuse) with subgrade recompaction and offsite trucking and disposal fees	Sq Yd	9	\$	\$
S-5	6" Concrete bench pad: excavate, form, pour, and finish CL-SE concrete with 4" aggregate base (site amenities to be installed by others)	Sq Ft	80	\$	\$
S-6	Furnish and install 6" pulverized topsoil, fine grading, hydro-mulch, approved athletic mix seed, and starter fertilizer	Sq Yd	15	\$	\$

**2016 ADA CONCRETE IMPROVEMENTS SUMMARY (AHPD)**

Heritage Park Subtotal \$ \_\_\_\_\_

Evergreen Park Subtotal \$ \_\_\_\_\_

Windsor Pkwy Subtotal \$ \_\_\_\_\_

Lake Arlington Subtotal \$ \_\_\_\_\_

Pioneer Park Subtotal \$ \_\_\_\_\_

Volz Park Subtotal \$ \_\_\_\_\_

Frontier Park Subtotal \$ \_\_\_\_\_

**Total Base Bid \$ \_\_\_\_\_**

**Total Base Bid Written Out \_\_\_\_\_**

BID PARAMETERS: Please check each box to acknowledge understanding and compliance of said parameters.

- The bidder hereby agrees to provide all labor, materials, tools and equipment required to complete project construction in conformance with the terms of the Bid Documents.
- The bidder understands that for Bid Security, a properly Certified Check, Cashier's Check or Bid Bond payable to the Arlington Heights Park District for not less than ten (10%) percent of the Total Base Bid amount must be included with bid.

Form of Bid/Security \_\_\_\_\_, in the amount

of \$ \_\_\_\_\_ is enclosed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**C. ADDENDA**

Each Bidder for this project shall be responsible for acknowledging all addenda that he has received during the bidding period. In the appropriate place, please sign for each addendum received.

ADDENDUM NO. 1:

---

Signature Title

ADDENDUM NO. 2:

---

Signature Title

ADDENDUM NO. 3:

---

Signature Title

ADDENDUM NO. 4:

---

Signature Title

ADDENDUM NO. 5:

---

Signature Title



**E. ANTI-COLLUSION AFFIDAVIT**

\_\_\_\_\_, being first duly sworn, deposes and says:

That he is \_\_\_\_\_ of \_\_\_\_\_  
(Partner, Officer, Owner, etc.) (Contractor)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

\_\_\_\_\_  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

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

\_\_\_\_\_ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public: \_\_\_\_\_

**\*\*SEAL\*\***



**F. CONTRACTOR'S CERTIFICATION**

In Compliance with P.A. 85-1295 – Illinois Revised Statute, Chapter 38, Section 33E-11

\_\_\_\_\_ as a \_\_\_\_\_  
(Printed name of Vendor) (Individual, Partnership, Corporation)

As part of his bid on the above-sole referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code of 1961, as amended.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF ILLINOIS )  
 )  
SS )  
COUNTY OF \_\_\_\_\_ )

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

\_\_\_\_\_ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public: \_\_\_\_\_

**\*\*SEAL\*\***

**G. SUBCONTRACTORS & SUPPLIERS**

The sub-contractors and suppliers listed below will be involved in this contract work in the assignments listed. We understand that any deviation from this list must be requested and approved in writing ten (10) days before the start of the work that is involved.

Failure to complete this list will result in rejection of bid.

Legal name, current telephone number and address of all subcontractors must be included.

Sub-Contractors/Address	Work Assignment/Phone

Suppliers/Address/Phone	Material

Add additional sheets, as necessary, for more sub-contractors and vendors.

**H. WRITTEN SEXUAL HARASSMENT POLICY CERTIFICATION**

The undersigned bidder hereby represents and certifies to the Arlington Heights Park District, Cook County, Illinois, that it either (i) has adopted and implemented a written sexual harassment policy which complies with the requirement of Section 2-105 (4) of the Illinois Human Rights Act (775 ILCS 5/2-105 (A) (4) or (ii) in the event the undersigned bidder has not heretofore adopted and implemented such a written sexual harassment policy, then by submission of any bid to Arlington Heights Park District it does thereby expressly adopt as its own sexual harassment policy, effective the date of submission of such bid, that policy set forth on and contained in Exhibit H attached hereto and by this reference incorporated herein and made a part hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Contractor:

By: \_\_\_\_\_  
(Authorized Representative)

Title: \_\_\_\_\_

## **I. EXHIBIT OF WRITTEN SEXUAL HARASSMENT POLICY**

### **Policy**

It is the policy of \_\_\_\_\_ (Bidder) that no employee of it shall be subject to sexual harassment.

### **Illegality**

Sexual harassment is a form of sexual discrimination and is illegal.

### **Definition of Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

### **Descriptions of Sexual Harassment**

Descriptions of forms of sexual harassment are as follows and are not all-inclusive (Levin & Funkhouse, Ltd.)

Example 1: A male supervisor suggests to a female subordinate that the best way to get ahead in the district is to make him happy. He tells her that she could really go places if she has sexual relations with him.

Example 2: A female supervisor makes repeated advances to her male assistant. He gives in to her advances and winds up having sexual intercourse with his supervisor about 40 or 50 times, sometimes in the workplace and sometimes elsewhere. He later contends that his supervisor's sexual advances toward him were unwelcome and that he had sexual relations with his superior because he was afraid he would lose his job.

Example 3: In an equipment storage area, several pictures of nude or partially nude women appear on the walls in the form of calendars, photographs from magazines, posters and pinups. Male employees who make up the majority of the workforce occasionally use vulgar language and tell off-color jokes. The new female employee complains about the pictures and the language but her supervisor says that the employees who work there are "just being guys" and that she is being "overly sensitive."

Example 4: A group of male and female employees report to a manager that their supervisor subjects them to a steady stream of sexual slurs. The district investigates and discovers that inappropriate sexual comments are being made, but that the comments are directed equally to male and female employees, and, therefore, does nothing.

### **The Company's Internal Complaint Process**

If an employee believes he or she is a victim of sexual harassment, he or she should immediately file a written complaint of same with his or her immediate supervisor, or if none, to the Company President. The complaint shall include dates, times and places of the alleged sexual harassment, name (s) of the perpetrator (s) and a description of the conduct complained of, all to the best

knowledge of the complainant. If after due investigation, the supervisor or President shall issue a written reprimand and may take more severe disciplinary action such as suspension without pay, demotion or dismissal. If suspension without pay, demotion, or dismissal is recommended, no such action may be taken without the approval of the President of the Company.

### **Civil Rights Violations**

Under the Illinois Human Rights Act, it is a civil rights violation for any employer, employee, or agent of any employer, to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

It is also a civil rights violation for a person or two or more persons to conspire to retaliate against a person because he or she has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination or sexual harassment in employment, or because he or she has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

### **Illinois Human Rights Commissioner/Illinois Department of Human Rights**

In addition to or as an alternative to an employee availing himself or herself of the company's internal complaint process discussed above, an employee who believes he or she is the victim of sexual harassment may bring his or her complaint to the attention of the Illinois Department of Human Rights at:

Illinois Department of Human Rights  
100 West Randolph Street  
Chicago, Illinois 60601

Within 180 days after the date that a civil rights violation allegedly has been committed, a charge in writing under oath or affirmation may be filed with the Illinois Department of Human Rights by an aggrieved person. The Department must then require the respondent to file a verified response within 270 days thereafter. The complainant may reply to said response within 60 days after it is filed. After the respondent is notified, the Department is required to conduct a full investigation of the allegations. Where there is a failure to settle any charge through conciliation, the Department is required to prepare a written complaint. At any time after a charge is filed, the Department or complainant may petition the appropriate court for temporary relief, pending final determination of the proceedings under the Illinois Human Rights Act. The petition shall be filed in the Circuit Court for the county in which the respondent resides or transacts business or in which the alleged violation took place.

A copy of this policy is to be provided to the Illinois Department of Human Rights upon request.

## J. LEGAL COMPLIANCE AND INSURANCE AGREEMENT

THIS AGREEMENT entered into by and between \_\_\_\_\_, hereinafter referred to as "Bidder" and Arlington Heights Park District, hereinafter referred to as the "Owner" or "District".

WHEREAS, Bidder may be performing work ("Work") under one or more contracts with the District, entered into or to be entered into from time to time, which Work will be performed on and/or off premises of the Owner and said Bidder may have subcontractors and/or one or more employees engaged in the performance of the Work.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, the Bidder hereby agrees:

1. To comply with all applicable laws, regulations and rules promulgated by any federal, state, county, municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the Work. Included within the scope of the laws, regulations and rules referred to in this paragraph but in no way to operate as a limitation are all forms of traffic regulations, public utility and intrastate and Interstate Commerce Commission regulations, worker's compensation laws, prevailing wage laws and the Social Security Act of the federal government and any of its titles, the Illinois Department of Human Rights, the Illinois Human Rights Commission, or Equal Employment Opportunity Commissioner statutory provisions and rules and regulations.
2. To protect, indemnify, hold and save harmless and defend the Owner, its public officials, employees, volunteers, and agents against any all claims, loss, judgments, liabilities, actions, damages, injuries and expenses, including but not limited to attorney's fees, incurred by reason of any lawsuit or claim for compensation arising in favor of any person, including but not limited to the employees, officers, or independent contractors of subcontractors of the Bidder or Owner, an account of personal injuries or death, or damage to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance of the Work by the Bidder or any of its subcontractors, whether such loss, damage, injury or liability is contributed to by the negligence of the Owner or by premises themselves or any equipment thereon, whether latent or patent, or from other causes whatsoever, except that the Bidder shall have no liability for damages or the cost incident thereto caused by the sole negligence of the Owner.
3. To keep in force, to the satisfaction of the Owner, at all times during the performance of the Work referred to above, Commercial General Liability (CGL) Insurance and if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,00 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. Automobile Liability Insurance with bodily injury, personal injury, and property damage limits of not less than \$2 million per occurrence and \$2 million annual aggregate, and worker's compensation and related insurance coverage at amounts required by statute, and employer's liability insurance with limits of not less than \$1,000,000. The Bidder agrees that prior to Work commencing, proof of such insurance coverage will be submitted to the Owner. There shall be no additional charge for said insurance to the Owner.

The Bidder shall furnish certificates of insurance for the insurance coverage required herein, naming the Owner, its public officials, employees, volunteers, and agents as additional insured and providing that such policies may not be cancelled or amended without 30 days prior written notice having been given to the Owner. The policies shall also contain "contractual liability clauses." The policies shall have no exclusions that would conflict with the project being bid. Any deductibles over \$10,000 will be disclosed at the time of bid submission to the Owner. All limits required will be specific to the project bid.

Bidder shall include all subcontractors as insured under its policies or furnish separate certificates. Coverage afforded the Owner, its officials, employees and volunteers as insured applies as primary, and not excess or contributing to any insurance issued in the name of the Owner. Finally, the Bidder agrees to waive any rights of subrogation. Coverage shall be at least as broad as 1988 ISO CGC Form or equivalent, ISO Business auto coverage form No. CA 0001 0187 covering automobile liability workers compensation employees' liability, as required by the State of Illinois.

If any policy is written on a claims-made basis, then the Bidder shall purchase, prior to commencement of the Work, such additional insurance as may be necessary to provide specified coverage to the Owner for a period of not less than five years from the termination of this agreement.

4. To furnish any affidavit or certificate, in connection with the Work to which this agreement pertains, as provided by law.
5. To indemnify Owner, its public officials, employees, volunteers, and agents for any loss, Bidder may sustain by reason of theft or other cause or from the acts or negligence of the employees of the Bidder or of its subcontractors.

IT IS MUTUALLY UNDERSTOOD AND AGREED that the Bidder shall have full control of the ways and means of performing the work referred to above and that the bidder or his/its employees, representatives or subcontractors are in no manner employees of the Owner. The bidder and any party employed by the Bidder are independent contractors.

This Agreement shall be effective upon acceptance by Owner of any bid from Bidder and shall continue unless and until mutually terminated in writing by an instrument in writing signed by both Bidder and Owner.

IN WITNESS WHEREOF, THE PARTIES have executed this agreement

this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_

FIRST PARTY, Bidder

\_\_\_\_\_

Title: \_\_\_\_\_

SECOND PARTY, Arlington Heights Park District

\_\_\_\_\_

Title: \_\_\_\_\_

## **K. ILLINOIS DRUG FREE WORK PLACE STATEMENT**

The bidder acknowledges its obligations under the Illinois Drug-Free Workplace Act and certifies it will provide a drug-free workplace by publishing a statement that includes:

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place;
2. Specifying the actions that will be taken against employees for violating this provision;
3. Notifying the employees that, as a condition of their employment to do work under the contract with the Arlington Heights Park District, the employee will:
  - a) Abide by the terms of the statement;
  - b) Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction;
4. Establishing a drug free awareness program to inform employees about:
  - a) The dangers of drug abuse in the work place;
  - b) The policy of maintaining a drug-free work place;
  - c) Any available drug counseling, rehabilitation or employee assistance program;
  - d) The penalties that may be imposed upon an employee for drug violations;
5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Arlington Heights Park District, and shall post the statement in a prominent place in the work place;
6. The undersigned will notify the Arlington Heights Park District within ten (10) days of receiving notice of an employee's conviction;
7. Make a good faith effort to maintain a drug free work place through the implementation of these policies;
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place, he shall:
  - a) Take appropriate action against such employee up to and including termination; or
  - b) Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;



**IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that  
\_\_\_\_\_ appeared before me this day in person and, being first duly sworn  
on oath, acknowledged that he/she executed the foregoing certification as his/her free act and  
deed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public: \_\_\_\_\_

**\*\*SEAL\*\***

**L. SUBSTANCE ABUSE PREVENTION FORM**

The Substance Abuse Prevention Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

- A. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and deal with the subject matter of Public Act 95-0635.

\_\_\_\_\_  
Contractor/Subcontractor

\_\_\_\_\_  
Name of Authorized Representative (type or print)

\_\_\_\_\_  
Title of Authorized Representative (type or print)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

- B. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and deal with the subject matter of Public Act 95-0635.

\_\_\_\_\_  
Contractor/Subcontractor

\_\_\_\_\_  
Name of Authorized Representative (type or print)

\_\_\_\_\_  
Title of Authorized Representative (type or print)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**M. PREVAILING WAGE ACT, AS AMENDED, EFFECTIVE JANUARY 1, 2010**

The undersigned, on behalf of the entity making this proposal or bid, certifies that a written prevailing wage notification policy is in place, pursuant to Illinois Prevailing Wage Act, 820 ILCS 130/1 et. seq. requiring that all laborers, workers, and mechanics employed by the Park District, or on its behalf, for the public works projects, be paid not less than the general prevailing wage. This applies to contractor and any subcontractor working on the project. This Act was amended January 1, 2010 to provide that every party to a public contract where labor is involved be notified of the requirement for paying prevailing wage and submitting certified payroll. The prevailing rate of wages are revised by the Department of Labor and are available on the Department's official website:

<http://www.illinois.gov/idol/Laws-Rules/CONMED/>. The Act includes, at a minimum, the following:

1. The notification to contractors of the prevailing wage requirement on all public works projects.
2. The collection by Park District of certified payroll for all laborers including those hired by contractors.
3. It is the contractor's responsibility to inform laborers of prevailing wage rates.
4. It is the contractor's responsibility to provide certified payroll for all laborers (including subcontractors) name, occupation, and actual hourly wages paid and forwarding that information to the Park District with each progress payment and upon final payment.
5. The legal recourse should the Prevailing Wage Act be violated includes fines for noncompliance as determined by the Department of Labor, (NEW: Sec. 4(b-2), effective January 1, 2010.

**IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER AND AWARD MADE UNDER THE TERMS AND PROVISION OF THIS BID.**

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

Subscribed and sworn to me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.

By: \_\_\_\_\_  
(Notary Public)

\*\*\*Seal\*\*\*

**N. SAMPLE CONTRACT/AGREEMENT**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between \_\_\_\_\_, hereinafter called the “CONTRACTOR” and the ARLINGTON HEIGHTS PARK DISTRICT, hereinafter called the “PARK DISTRICT”.

WITNESSETH, that the CONTRACTOR and the PARK DISTRICT for the consideration stated here-in agree as follows:

ARTICLE I – SCOPE OF WORK: The CONTRACTOR shall provide all of the materials and perform all of the work described in the specifications entitled:

**2016 ADA Concrete Improvements Project**

and in strict accordance with the requirements of all of the component parts of this Agreement as noted under Article V, all of which are attached hereto and made a part hereof.

ARTICLE II – TIME OF COMPLETION: This work to be performed under this agreement shall be commenced **August 1, 2016** and shall be completed **September 30, 2016**.

ARTICLE III – CONTRACT PRICE: The PARK DISTRICT shall make payments to the CONTRACTOR for the completed performance of work included in this agreement in compliance with the prices as noted in the CONTRACTOR’S bid and in accord with any subsequent approved agreement change orders subject to all of the provisions of the component parts of this agreement.

ARTICLE IV – COMPLIANCE WITH LAW: The CONTRACTOR shall comply with all statutes, rules and regulations of all Federal, State and Local Agencies having jurisdiction over the proposed improvement at the time the proposal was submitted to the PARK DISTRICT. Any and all costs associated in complying with said statutes, rules and regulations in effect at the time proposals were submitted and due shall be included within the costs of the proposal submitted.

ARTICLE V – COMPLIANCE WITH PREVAILING WAGE ACT: This contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01-04 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. The prevailing rate of wages are revised by the Department of Labor and are available on the Department’s official website.

ARTICLE VI – COMPLIANCE WITH ADA: In addition to the obligations set forth in Article IV, the contractor confirms that the materials and/or products listed in the proposal for bid do comply with the Americans with Disabilities Act, Title II, the ADA Accessibility Guidelines, the Illinois Accessibility Code, and all rules and regulations promulgated with reference thereto. In addition, if the contractor is obligated by this agreement to install the materials and/or products, the contractor shall install the materials and/or products in compliance with the Americans with Disabilities Act, Title II, ADA

Accessibility Guidelines, the Illinois Accessibility Code, and all rules and regulations promulgated with reference thereto. All costs of compliance with said statutes, rules and regulations in effect at the time the contractor submitted its bid have been included in the contract price.

ARTICLE VII – COMPONENT PARTS OF THIS AGREEMENT: This agreement consists of the following component parts, all of which are as fully a part of this agreement as if herein set out verbatim, or if not attached, as if attached hereto:

- Instructions to Bidders
- Bid Form
- This Agreement
- Conditions of the Bid
- Anti-Collusion, Sexual Harassment, Illinois Drug Free, Substance Abuse Affidavits and Contractor’s Certification
- Special Conditions
- Technical Specifications
- Addenda, (if any)
- Construction Drawings

In the event that any provisions in any of the above component parts of the agreement conflict with any provision in any other component parts, the provision in the component part last enumerated above shall govern over any other component part which precedes it numerically, except as may otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in the original counterparts the day and year first above written.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in three (3) original counterparts the day, month and year first above written.

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Title: \_\_\_\_\_

Attest: \_\_\_\_\_ Title: \_\_\_\_\_

**\*\*SEAL\*\***

PARK DISTRICT: ARLINGTON HEIGHTS PARK DISTRICT

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Attest: \_\_\_\_\_ Title: \_\_\_\_\_

**\*\*SEAL\*\***

END OF BID FORM  
END OF SECTION

# **GENERAL CONDITIONS**

## **1.00 SPECIFICATION and INFORMATION CONFLICTS**

Should any specifications, information, directives, notes, tags or provisions contained in the Construction Documents conflict with any other specifications, information, directives, notes, tags or provisions contained in the Construction Documents, then the most stringent specifications, information, directives, notes, tags or provisions shall apply.

## **1.01 CONSTRUCTION SCHEDULE**

Construction will commence August 1, 2016 with a completion date of September 30, 2016. The Contractor shall submit with the bid proposal a construction plan explaining the process.

## **1.02 LIMIT of CONSTRUCTION**

Construction traffic and staging shall be permitted only within the construction limits as indicated on the plan or as directed by the Owner. The Contractor is responsible for the repair of any areas disturbed inside or outside of this area, at no charge to the Owner.

## **1.03 CONSTRUCTION STAGING AREA and LIMITS**

- a. No area has been designated on the site for the staging of construction materials. Bulk materials and equipment shall be permitted only in the construction limits as shown on the plans or as directed by the owner.
- b. Construction access shall be permitted only through the access points as determined by the Owner and the successful Contractor. The Contractor shall be responsible for protection of existing flooring, walls, doors, trees, landscaping, etc. and for replacement of any damage, at no additional cost to the Owner.

## **1.04 WORKMANSHIP**

High quality craftsmanship will be expected in all phases of the work. Any elements found unacceptable and not in compliance with the contract documents will be removed and replaced by the Contractor at his expense until satisfactory results are obtained.

## **1.05 WATER**

The Contractor shall be responsible for supplying all water and associated materials for any construction activities including hoses, connectors and miscellaneous appurtenances necessary for water needed for all remaining construction activities. The Contractor may use domestic water sources, such as hose bibs, etc., if available on-site and approved in writing by the Owner. Otherwise, arrangements must be made by the Contractor to furnish all water needed for any construction activities at no expense to the Owner. The Contractor is not allowed to use any utilities from private residences for the project.

## **1.06 EXCESS MATERIALS and DEBRIS**

All excess materials and debris, etc. generated by this work shall be considered an incidental item to the Bid and hauled from the site. Large amounts of debris will not be permitted to accumulate on the site and must be hauled from the site on a daily basis.

## 1.07 HOURS

The Contractor shall schedule his normal work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, except at parks with ball diamonds, at which the work shall be accomplished between the hours of 7:00 a.m. and 3:00 p.m. Village ordinance will not allow construction to begin before 7:00 a.m. on any day. Mowing operations can only be conducted between 8:00 a.m. and 3:00 p.m. on Saturday and 9:00 a.m. and 4:00 p.m. on Sunday. With prior owner notification and approval.

## 1.09 INTERACTION WITH PARK PATRONS

The Arlington Heights Park District gives priority of use to its park patrons. The Contractor's vehicles and personnel shall be marked as to be easily identifiable by the park patrons. The work force of the Contractor shall be courteous to park patrons at all times. The work of the Contractor shall not interfere with scheduled events in a park and shall not, within reason, interfere with patrons' enjoyment of a park area. Any conflict or potential conflict between the work force and park patron shall be reported to the Maintenance Supervisor immediately. Rescheduling of work because of patron use shall not be grounds for failure to comply with frequency of service specified herein.

## 1.11 PUBLIC SAFETY

The Contractor shall not operate machinery in a manner that would in any way endanger park patrons. The Contractor shall be particularly careful to protect against injury from objects thrown by mowing equipment. Contractor will not operate any equipment on Park District property with altered or missing guards or safety equipment.

## 1.12 PROTECTION OF UTILITIES

The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur and shall be responsible for all claims for damage resulting from Contractor's operations.

## 1.13 CONCURRENT OPERATIONS

This contract is a non-exclusive contract with the Arlington Heights Park District. The Arlington Heights Park District reserves the right to use other contractors or its own employees to perform work similar to that being performed under the terms of this contract. Performance of work by others shall be construed as being consistent with the terms of this contract and shall not be cause for the Contractor to cease performance of work as directed.

## 1.14 CLEAN-UP

At the end of each day's work and after completing the improvement, and as may be required by the Park District, the Contractor shall pick up all debris and loose material and remove them from the job site or deposit them in approved refuse containers furnished by the Contractor.

All refuse containers shall be covered and emptied as needed, in order to eliminate blowing refuse at the project site. The Contractor is responsible for the offsite disposal of all debris or excavated materials from this project. Onsite burying of material is not permitted. At the completion of this project, it will be the Contractor's responsibility to immediately restore any and all areas, services, structures, etc., which may have been damaged due to operations of the Contractor.

If the Contractor fails to clean up and/or restore the site at the completion of the work, the Park District may do so, and the cost thereof shall be charged to the Contractor.

**1.15 SITE PROTECTION**

The Contractor shall be responsible for adequate job site safety protection. The park area is used daily by the public and adequate protection for park users must be provided.

**1.16 DAMAGE TO OTHER WORK**

Should the Contractor, his agents or his workers, or any of his subcontractors or material/men cause damage to the Park District, or to the work or materials of other contractors or persons, the damage and the repair or replacement of same shall be the sole responsibility of the Contractor. The repairs and replacing of damaged work shall be under the direction of the Park District, and the cost of same shall be the responsibility of the Contractor.

**1.17 WORKING HOURS**

The Contractor will be allowed to schedule his normal work between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. Work during other hours will be allowed only on an emergency basis and as authorized by the Park District. The Contractor will be allowed to commence immediately upon execution of the agreement documents and issuance of all pertinent permits.

**1.18 TIME OF COMPLETION AND WORK SCHEDULE**

The Contractor, as a part of the bid, shall prepare and submit an Estimated Progress Schedule for the work. The progress schedule shall be related to the entire project to the extent required by the bid forms, and shall provide for expeditious and practical execution of the work. The Contractor shall also inform the Park District, who his project superintendent is and set up a pre-construction meeting. The superintendent shall represent the Contractor, and all communications given to the superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be so confirmed on written request in each case.

**END OF SECTION**



# **TECHNICAL SPECIFICATIONS**

## **SITE WORK**

### **PART 1: GENERAL**

- 1) WORK
  - a) Provide site work as shown on the Drawings and specified herein.
  - b) Provide all related materials, equipment and labor required to complete the work as specified.
  - c) Related work:
    - i) Demolition, removal, disposal, excavation and grading, storm sewer and drainage, concrete
    - ii) Walks, paths, pads and curbing.
- 2) QUALITY STANDARDS
  - a) Provide experienced, well-trained workers competent to complete the work as specified.
  - b) All work shall comply with governing building and safety codes.
- 3) MATERIALS HANDLING
  - a) Provide all materials required to complete the work as shown on the Drawings and specified herein.
  - b) Deliver, store and transport materials to avoid damage to the materials or to any other work.
- 4) PRECONSTRUCTION AND PREPARATION
  - a) Examine and verify that job conditions are satisfactory for timely and acceptable work.
  - b) Maintain and use all up-to-date construction documents on site.
  - c) Maintain and use all up-to-date trade standards and material supplier's instructions.
  - d) Confirm there is no conflict between this work and governing building and safety codes.
  - e) Confirm there are no conflicts between this work and work of other trades.
  - f) Confirm that work of other trades which preceded this work has been completed.
  - g) Notify Park District representative 48 hours prior to when work is scheduled to be started and completed.
  - h) If required by the Arlington Heights Park District, a preconstruction meeting will be held with all concerned parties.
  - i) Use agreed schedule for installation and for field observation by Park District representative.
- 5) TREE PROTECTIVE FENCING
  - a) Snow fence (either wood or PVC) shall be supplied by contractor and installed as specified on the plans as needed and maintained throughout construction.

**END SECTION**

## **DEMOLITION**

### **PART 1: GENERAL**

- 1) WORK
  - a) Provide site work as shown on the Drawings and specified herein.
  - b) Provide all related materials, equipment and labor required to complete the work as specified.
  - c) Related work:
    - i) Demolition, removal, disposal, excavation and grading, storm sewer and drainage, concrete
    - ii) Walks, paths, pads and curbing.
- 2) QUALITY STANDARDS
  - a) Provide experienced, well-trained workers competent to complete the work as specified.
  - b) All work shall comply with governing building and safety codes.
- 3) MATERIALS HANDLING
  - a) Provide all materials required to complete the work as shown on the Drawings and specified herein.
  - b) Deliver, store, transport and dispose materials to avoid damage to the materials or to any other work.

### **PART 2: MATERIALS**

- 1) PROTECTIVE BARRIERS AND COVERS
  - a) Provide protection of existing walk as designated by Drawing with wood planks.
  - b) Provide protection with wood planks at contractor's site access as designated on Drawings.
  - c) Installation of tree protection fence as designated by Drawing.

### **PART 3: CONSTRUCTION**

- 1) SITEWORK PREPARATION
  - a) Regulations and Permits
    - i) Obtain all required permits and approvals.
    - ii) Obey all restrictions, deadlines and notification requirements of governing agencies.
  - b) Coordination
    - i) Maintain and use all up-to-date documents and drawings.
    - ii) A preconstruction meeting will be held for all concerned parties to the project.
- 2) SURVEY REVIEW
  - a) Review site survey and all drawings for errors and alert Park District representative of any necessary corrections.
- 3) SITEWORK DEMOLITION
  - a) Removal and disposal
    - i) Existing walkways as designated by Drawing.
  - b) Protection of Property
    - i) Notify Park District representative of any demolition hazards with existing conditions.
    - ii) Remove and dispose of any dangerous or flammable materials.
    - iii) Provide braces or temporary supports wherever structural elements will be removed in partial demolition.
    - iv) Do not allow any materials to be placed outside the perimeter of the construction area designated by Drawing.

c) Completely remove all demolition debris and scraps off site and disposed of properly and legally.

4) PLANT PROTECTION

a) Keep areas within the drip line of saved trees clear of:

- i) Construction materials.
- ii) Construction equipment.
- iii) Parking of any type.

**END SECTION**

## **EXCAVATION AND GRADING**

### **PART 1: GENERAL**

- 1) WORK
  - a) Provide site work as shown on the Drawings and specified herein.
  - b) Provide all related materials, equipment and labor required to complete the work as specified.

### **PART 2: MATERIALS**

- 2) BACKFILL
  - a) Use existing onsite acceptable soil as called out by Park District representative
  - b) Purchase and installation of 6" pulverized topsoil.

### **PART 3: EXECUTION**

- 3) PREPARATION
  - a) Protection:
    - i) Obtain and obey all applicable regulations regarding grading and excavation.
    - ii) Protect from damage all existing utilities as marked by J.U.L.I.E. companies and Arlington Heights Park District.
    - iii) Repair of any damaged existing underground utility lines will be the responsibility of the contractor.
    - iv) Relocation of any existing utility lines shall be as directed by Park District representative and utility company.
- 4) EXCAVATION AND GRADING
  - a) Excavate and grade to lines, grades and elevations as designated by the Drawings.
- 5) EXCAVATION
  - a) Excavation control:
    - i) Take frequent measurements to prevent over-excavation.
    - ii) Provide temporary drainage as necessary to prevent ponding, erosion or spillover.
- 6) SITE MAINTENANCE DURING GRADING AND EXCAVATION
  - a) Control excavation dust:
    - i) As needed with water spray.
    - ii) Through controlled demolition.
    - iii) Minimize dust blowing onto adjacent properties.
  - b) Cleaning:
    - i) Perform frequent and thorough cleanups.
    - ii) Identify potentially harmful substances that might be uncovered during excavation.
    - iii) Handle all potentially harmful substances according to governing regulations.
- 7) SUBGRADE PREPARATION
  - a) Identify and locate existing underground utilities within the work area.
  - b) Compact all fill in pits and trenches.
  - c) Perform even and systematic rolling and tamping so that all portions of grade are equally compacted.
  - d) Provide finished sub-grade elevations as designated by Drawing.
  - e) Protect finished sub-grade from flooding.

**END SECTION**

## CONCRETE PAVING

### PART 1: GENERAL

#### 1) WORK

- a) Provide and install paving materials as shown on the Drawings and specified herein.
- b) Provide all related materials, equipment and labor required to complete the work as specified.
- c) Any discrepancy between the plans and these specifications shall be the judgment of the Arlington Heights Park District. The plans and specifications are to be taken as correct but should be carefully reviewed by the Contractor before beginning work. Any errors should be immediately directed to the Park District representative.
- d) These plans show the probable layout of the work limits but it is expressly understood that the location of the improvements may be altered or changed as directed during the course of the project by the Park District representative.
- e) Curb and gutters shall be 6" wide and depths as called out on plan.

#### 2) QUALITY STANDARDS

- a) Provide experienced, well-trained workers competent to complete the work as specified.
- b) All work shall comply with governing building and safety codes.

#### 3) MATERIALS HANDLING

- a) Provide all materials required to complete the work as shown on the Drawings and specified herein.
- b) Deliver, store, transport and dispose materials to avoid damage to the materials or to any other work.
- c) Return any products or materials delivered in an unsatisfactory condition.
- d) Materials and products delivered will be certified by the manufacturer to be as specified.
- e) Store materials in a safe, secure location, protected from weather.

### PART 2: MATERIALS

#### 1) CONCRETE PAVING

- a) Concrete
  - i) All mixing and tests to assure compliance with standards as per ACI 301.
  - ii) Provide concrete ready-mixed in compliance with ASTM C 94.
  - iii) On-site mixed concrete will conform to ASTM C 685.
- b) Forms
  - i) Provide metal or wood formwork for borders and curbs with profiles to match detail drawings.
  - ii) Earth forms are not allowed for paving.
  - iii) FORM WORK SHALL BE INSPECTED BY OWNER BEFORE POURING CONCRETE.
- c) Reinforcing
  - i) All reinforcing materials shall comply with ACI 301 and related ACI, CRSI and ASTM standards.
  - ii) Reinforcement rebar #5 shall be used in all curbing as specified in Drawings: detail sheet.
- d) Aggregate
  - i) Sub-base aggregate to depth shown in Drawings.
  - ii) Base course shall conform to State of Illinois DOT CA-6 and has been mechanically compacted to 95%.
  - iii) Sub grade shall be clean compacted structural clay. Compacted to 95% of maximum laboratory density obtainable per ASTM D 1557
- e) Finishing

- i) Exposed curb surfaces shall be finished smooth and even while the concrete is still green, by means of a moist wood float or moist brush and then brushed transversely with a soft, bristle brush. The curb edges shall be rounded with an approved finishing tool having the radii as shown on plan
  - ii) Exposed surfaces of sidewalks and ramp surfaces shall be finished with a soft, bristle brush while the concrete is still green as is called on in detail on the Drawings sheet.
  - iii) Ensure concrete is sound with no loose material or cracks over 1/8" wide and is in compliance with manufacturers' specifications and instructions.
- f) Joints
- i) Expansion joints shall be composed of water-resilient asphalt/vegetable fiber material installed 1/4" below surface of concrete.
  - ii) Expansion joints shall occur anywhere the new concrete will abut other concrete surfaces, or where noted on plans.

### **PART 3: CONSTRUCTION**

#### **1) CONCRETE PREPARATION**

- a) Verify areas for new concrete as outlined on the Drawings.
- b) Refer to Drawing: detail sheet for specifications.
- c) Verify that all necessary sub-grade preparation is complete.
- d) Do not perform any work when new paving might be harmed by rain or low temperatures.
- e) Brace formwork to maintain work at lines and grades shown on the Drawings.

#### **2) CONCRETE CONSTRUCTION**

- a) Place concrete according to ACI 301.
- b) Construct reinforcements as detailed in Drawings.
- c) Concrete wheel wash off & wash out areas at each park, if needed, shall be incidental
- d) Joints shall be as follows:
  - i) At contact of pavement with other work.
  - ii) At breaks in the construction sequence.
  - iii) To control movement and settlement cracks
  - iv) Expansion joints shall be formed at 20 or 24 foot intervals depending on the width of the walk or where noted on plans..
  - v) Contraction joints shall be formed on 5 or 8 foot intervals depending on the width of the walk or where noted on plans.

**END SECTION**

**ARLINGTON HEIGHTS PARK DISTRICT SPECIFICATIONS**  
**TURF and PARKWAY RESTORATION**

**EARTHWORK**

1. Topsoil: Topsoil is defined as friable loam free from subsoil, roots, grass, excessive amount of weeds, stones and foreign matter; pH range 6.5 to 7.5; containing a minimum of 4 percent and a maximum of 10 percent organic matter. Use existing topsoil excavated from the site conforming to these specifications as possible or temporary seed if stored longer than 14 days.
  - A. Strip topsoil to whatever depths encountered in a manner to prevent intermingling with underlying sub-soil or other objectionable material.
  - B. Remove and dispose of off-site heavy growths of grass from areas from areas before stripping. Where trees are indicated to be left standing, stop topsoil stripping a sufficient distance to prevent damage to main root system.
  - C. Stockpile topsoil in storage piles in areas where directed. Construct storage piles to freely drain surface water. Cover storage piles if required to prevent wind-blown dust.
2. Removal of Improvements: Remove existing above-grade and below-grade improvements necessary to permit construction and other work as indicated.
3. Rough Grading Improvements: Grade site to uniform sub-grade elevations ten inches (10") below finish grades and contours as shown in Drawings. Remove unsuitable material at sub-grade elevations exposing firm surfaces and refill voids to sub-grade elevations with approved clay fill materials. Compact sub-grade and each twelve inch (12") layer of fill to 90% of maximum density per ASTM-1557. Slope grades to direct water away from fields to prevent ponding. Finish sub-grades to required elevations within the following tolerances:
  - A. Lawn or Unpaved Areas: Plus or minus 1 inch.
  - B. Pavements: Plus or minus ½ inch.
4. Approval of Sub-Grade: The Contractor shall notify the Owner when excavations have reached required sub-grade.
  - A. If Owner determines that unsatisfactory soil is present, continue excavation and replace with compacted backfill or fill material as directed. Additional excavation and replacement material will be paid for using unit bid pricing.
  - B. Reconstruct sub-grades damaged by freezing temperatures, frost, rain, accumulated water, or construction activities, as directed by the Owner.
  - C. Protect sub-grades and foundation soils against freezing temperatures or frost. Provide protective insulating materials as necessary.

**TURF IMPROVEMENTS**

1. Planting Season: Grass seed shall be sown between September 1<sup>st</sup> and September 30<sup>th</sup>, unless otherwise approved. Preparation for seeding may begin prior to specified planting

season or dates may be changed subject to approval. During periods of excessive drought, excessive moisture, or other conditions such as freezing, stop work and resume work only when desired results are likely to be obtained or at the direction of the Project Manager.

2. Preparation: After the fine grading and topsoiling is complete and ready, till the soil to a depth of two inches (2") by disc, drag, harrow or other approved method to provide bond for the topsoil and subsequent seeding. Hand rake surfaces until smooth and friable.
3. Seed Mix: Grass seed mixture shall be seventy percent (70%) Kentucky bluegrass and thirty percent (30%) perennial rye. There should be 4-5 varieties of bluegrass used (Midnight, Denim, Langara, Blue Star) and 3 varieties of perennial ryes ( Prism, Sunshine, Goal Keeper). All varieties shall be approved by the Arlington Heights Park District prior to being used.
4. Fertilizing: Just prior to seeding, apply fertilizer to all new lawn areas at rate of 450 pounds per acre (if manufacturer recommends other spreading rates, same may be used subject to approval). Scarify ground to incorporate fertilizer to a depth of two inches (2") in soil. Rake fertilizer in soil and rake surface until smooth and friable. A second application of fertilizer is required after the germination has occurred. It shall be 19-19-19 spread at 229 pounds per acre.
5. Seed Location: Sow grass seed over all graded areas shown within the construction limits and restore all other grass areas disturbed by activities directly related to this project unless specifically noted otherwise on the drawings or herein.
6. Seeding: Pre-soak for the recommended period of time prior to sowing seed. Sow seed by means of mechanical distributors. Cross seed from THREE different directions at a rate of 225 pounds per acre.
  - A. Do not sow seed when wind is strong enough to separate light and heavy seed when it is being sown, or when ground is wet or otherwise non-tillable.
  - B. After seeding, lightly rake or cover seed by other approved means by stirring ground not deeper than one-quarter inch ( $\frac{1}{4}$ "). Use care in raking and taking procedure so no change in grade is made and seed is not raked from one spot to another, causing uneven growth.
  - C. Follow seeding with roller weighing not more than 100 pounds per linear foot and not less than 25 pounds per linear foot.
  - D. Finished seeded grades shall be within one inch (1") of correct, established elevations.
  - E. After seeding is completed, water seeded areas with fine spray to penetrate soil three inches (3"), but do not flood.
7. Establishment Period: Maintain seeded areas for one month after seeding has shown a "catch" or uniform stand. Areas which fail to show "catch" or uniform stand for any reason whatsoever, shall be reseeded with original mixture and such reseeded shall be repeated until seeding shows a "catch" or uniform growth. If fall seeding and growth is unacceptable at end of growing season, acceptance will be delayed until grass shows definite growth in spring. Unacceptable areas shall be reseeded, as case may be.



- A. Damage resulting from erosion, gulleys, washouts, or other causes shall be repaired by filling with topsoil, tamping, refertilizing, and reseeding at no additional cost to the Owner if damage occurs prior to acceptance of contract.
- B. Clean walks and roadways by sweeping or washing and remove any defacements or stains.

**END SECTION**

**INSURANCE REQUIREMENTS  
ROUTINE CONSTRUCTION, MAINTENANCE AND REPAIR PROJECTS**

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 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. Any insurance or self-insurance maintained by Owner shall be excess of the Contractor's insurance and shall not contribute with it.

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 on 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 workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$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.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this 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 Owners written request for said copies.

## **2. Acceptability of Insurers**

For insurance companies which 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 insureds' 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 the Architect and their 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, except to the extent 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.

## Cook County Prevailing Wage for July 2015

*(See explanation of column headings at bottom of wages)*

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		39.400	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
ASBESTOS ABT-MEC		BLD		36.340	38.840	1.5	1.5	2.0	11.47	10.96	0.000	0.720
BOILERMAKER		BLD		47.070	51.300	2.0	2.0	2.0	6.970	18.13	0.000	0.400
BRICK MASON		BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
CARPENTER		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
CEMENT MASON		ALL		43.750	45.750	2.0	1.5	2.0	13.05	14.45	0.000	0.480
CERAMIC TILE FNSHER		BLD		36.810	0.000	1.5	1.5	2.0	10.55	9.230	0.000	0.770
COMM. ELECT.		BLD		40.000	42.800	1.5	1.5	2.0	8.670	12.57	1.100	0.750
ELECTRIC PWR EQMT OP		ALL		46.100	51.100	1.5	1.5	2.0	10.76	14.87	0.000	0.460
ELECTRIC PWR GRNDMAN		ALL		37.050	52.500	1.5	2.0	2.0	8.630	12.28	0.000	0.370
ELECTRIC PWR LINEMAN		ALL		47.500	52.500	1.5	2.0	1.5	11.06	15.75	0.000	0.480
ELECTRICIAN		ALL		45.000	48.000	1.5	1.5	2.0	13.83	15.27	0.000	1.000
ELEVATOR CONSTRUCTOR		BLD		50.800	57.150	2.0	2.0	2.0	13.57	14.21	4.060	0.600
FENCE ERECTOR		ALL		37.340	39.340	1.5	1.5	2.0	13.05	12.06	0.000	0.300
GLAZIER		BLD		40.500	42.000	1.5	2.0	2.0	13.14	16.99	0.000	0.940
HT/FROST INSULATOR		BLD		48.450	50.950	1.5	1.5	2.0	11.47	12.16	0.000	0.720
IRON WORKER		ALL		44.200	46.200	2.0	2.0	2.0	13.65	21.14	0.000	0.350
LABORER		ALL		39.200	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
LATHER		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
MACHINIST		BLD		45.350	47.850	1.5	1.5	2.0	7.260	8.950	1.850	0.000
MARBLE FINISHERS		ALL		32.400	34.320	1.5	1.5	2.0	10.05	13.75	0.000	0.620
MARBLE MASON		BLD		43.030	47.330	1.5	1.5	2.0	10.05	14.10	0.000	0.780
MATERIAL TESTER I		ALL		29.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MATERIALS TESTER II		ALL		34.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MILLWRIGHT		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
OPERATING ENGINEER		BLD 1		48.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 2		46.800	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 3		44.250	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 4		42.500	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 5		51.850	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 6		49.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 7		51.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		FLT 1		53.600	53.600	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT 2		52.100	53.600	1.5	1.5	2.0	17.10	11.05	1.900	1.250
OPERATING ENGINEER		FLT 3		46.400	53.600	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT 4		38.550	53.600	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT 5		55.100	53.600	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT 6		35.000	35.000	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 1		46.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 2		45.750	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 3		43.700	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 4		42.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 5		41.100	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 6		49.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 7		47.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
ORNAMNTL IRON WORKER		ALL		45.000	47.500	2.0	2.0	2.0	13.55	17.94	0.000	0.650
PAINTER		ALL		41.750	46.500	1.5	1.5	1.5	11.50	11.10	0.000	0.770
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIIVER		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
PIPEFITTER		BLD		46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000	1.780
PLASTERER		BLD		43.430	46.040	1.5	1.5	2.0	13.05	14.43	0.000	1.020
PLUMBER		BLD		46.650	48.650	1.5	1.5	2.0	13.18	11.46	0.000	0.880
ROOFER		BLD		41.000	44.000	1.5	1.5	2.0	8.280	10.54	0.000	0.530

SHEETMETAL WORKER	BLD		42.230	45.610	1.5	1.5	2.0	10.53	20.68	0.000	0.720			
SIGN HANGER	BLD		31.310	33.810	1.5	1.5	2.0	4.850	3.280	0.000	0.000			
SPRINKLER FITTER	BLD		49.200	51.200	1.5	1.5	2.0	11.75	9.650	0.000	0.550			
STEEL ERECTOR	ALL		42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350			
STONE MASON	BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030			
<del>SURVEY WORKER</del>		-->NOT IN EFFECT			ALL			37.000	37.750	1.5	1.5	2.0	12.97	9.930
			0.000	0.500										
TERRAZZO FINISHER	BLD		38.040	0.000	1.5	1.5	2.0	10.55	11.22	0.000	0.720			
TERRAZZO MASON	BLD		41.880	44.880	1.5	1.5	2.0	10.55	12.51	0.000	0.940			
TILE MASON	BLD		43.840	47.840	1.5	1.5	2.0	10.55	11.40	0.000	0.990			
TRAFFIC SAFETY WRKR	HWY		32.750	34.350	1.5	1.5	2.0	6.550	6.450	0.000	0.500			
TRUCK DRIVER	E	ALL 1	35.480	35.680	1.5	1.5	2.0	8.350	10.50	0.000	0.150			
TRUCK DRIVER	E	ALL 2	34.100	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150			
TRUCK DRIVER	E	ALL 3	34.300	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150			
TRUCK DRIVER	E	ALL 4	34.500	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150			
TRUCK DRIVER	W	ALL 1	35.600	35.800	1.5	1.5	1.5	8.250	9.140	0.000	0.150			
TRUCK DRIVER	W	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000			
TRUCK DRIVER	W	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000			
TRUCK DRIVER	W	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000			
TUCKPOINTER	BLD		43.800	44.800	1.5	1.5	2.0	8.280	13.49	0.000	0.670			

Legend: RG (Region)

TYP (Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

## Explanations

### COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

#### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

#### COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

#### MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters



cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes; Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors,

All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types; Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck

Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

#### OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are

available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

#### MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional) Arlington Heights Park District 410 N. Arlington Heights Road Arlington Heights, IL 60004-6038
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> </tr> </table>								
<b>or</b>								
<b>Employer identification number</b>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%; height: 20px;"></td> </tr> </table>								

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



## ADDENDUM #1

DATE: 6/23/2016

FROM: Colleen McCarty, Park Planner  
ARLINGTON HEIGHTS PARK DISTRICT

TO: PROSPECTIVE BIDDERS – 2016 Concrete Improvements Project

SUBJECT: ADDENDUM #1 – Correction to Construction Drawings

---

### ADDENDA TO BID DOCUMENT

---

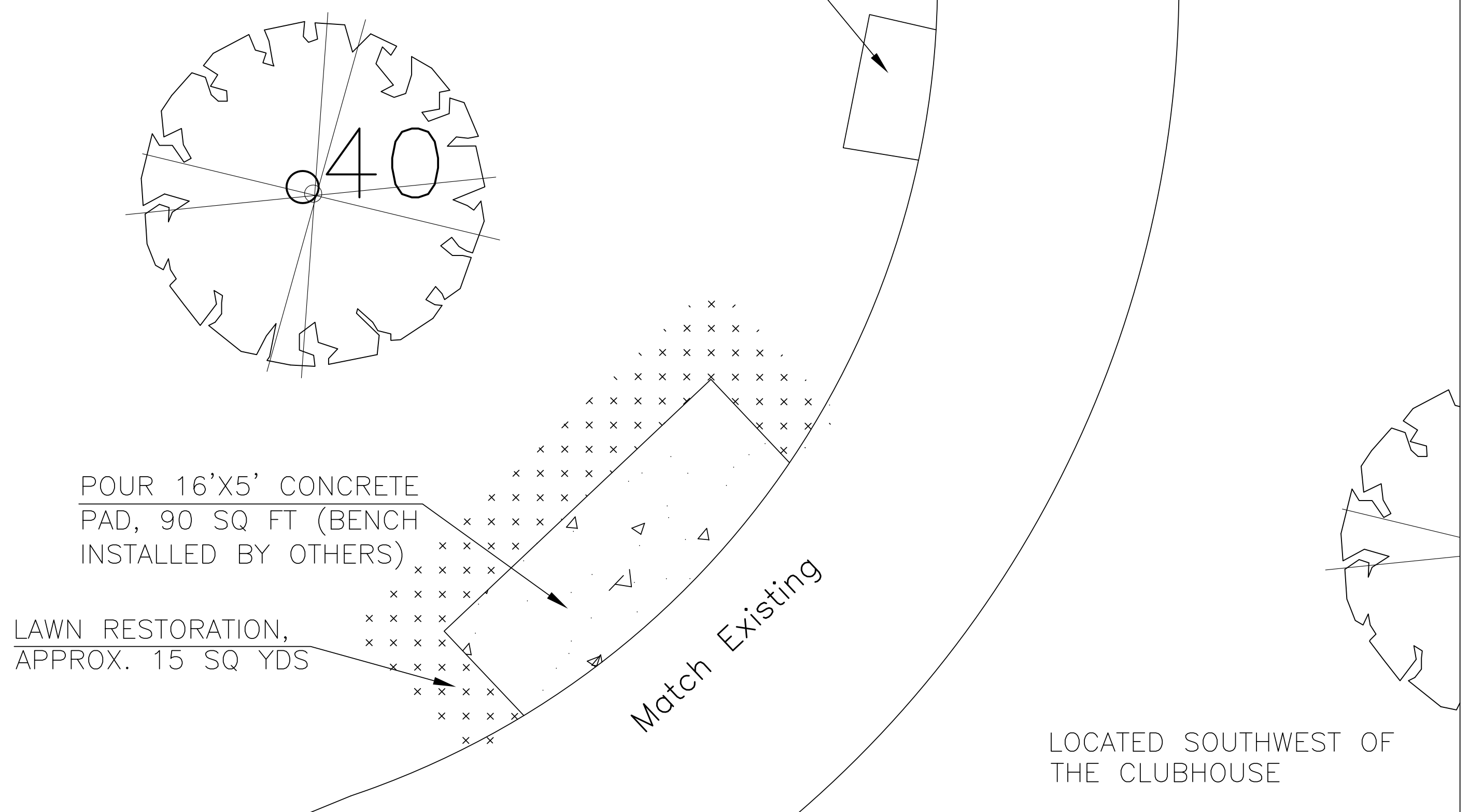
- 1) Correction to Drawings: Please use the attached drawing C-5 of the bench and porta potty pad layouts instead of the last drawing on the original set that is labeled C-6.
- 

**BIDDERS ARE REQUESTED TO SIGN THIS FORM AS A FORMAL  
RECIPT OF THIS ADDENDUM AND TO RETURN IT WITH THE BID  
FORM.**

SIGNED BY BIDDER \_\_\_\_\_

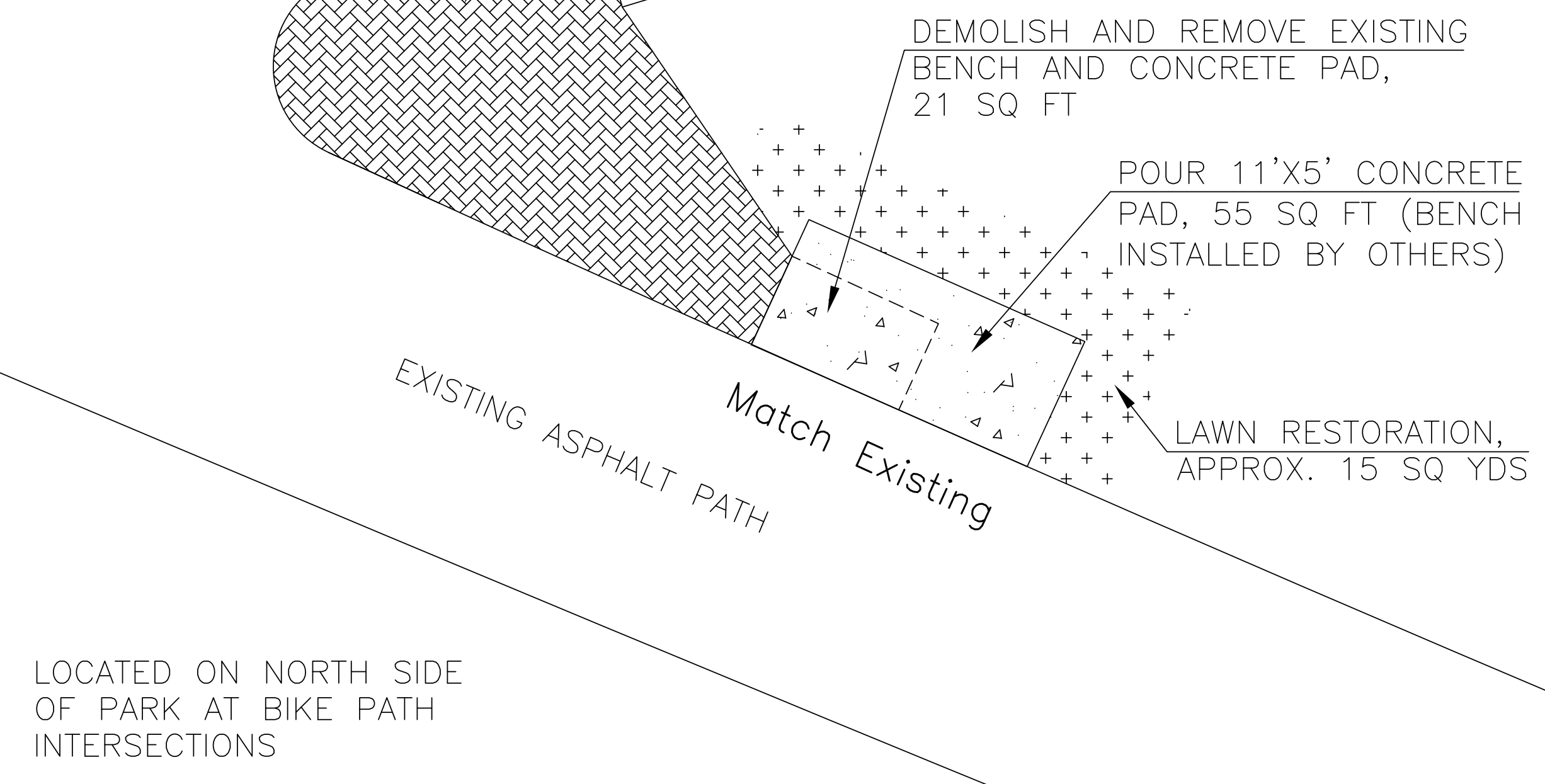
410 N. Arlington Heights Road, Arlington Heights, Illinois 60004  
(847) 577-3000 / FAX (847) 577-3050 [www.ahpd.org](http://www.ahpd.org)  
Three Time Gold Medal Award Winner 1983 1992 2001

DEMOLISH AND REMOVE EXISTING  
BENCH AND CONCRETE PAD,  
19 SQ FT



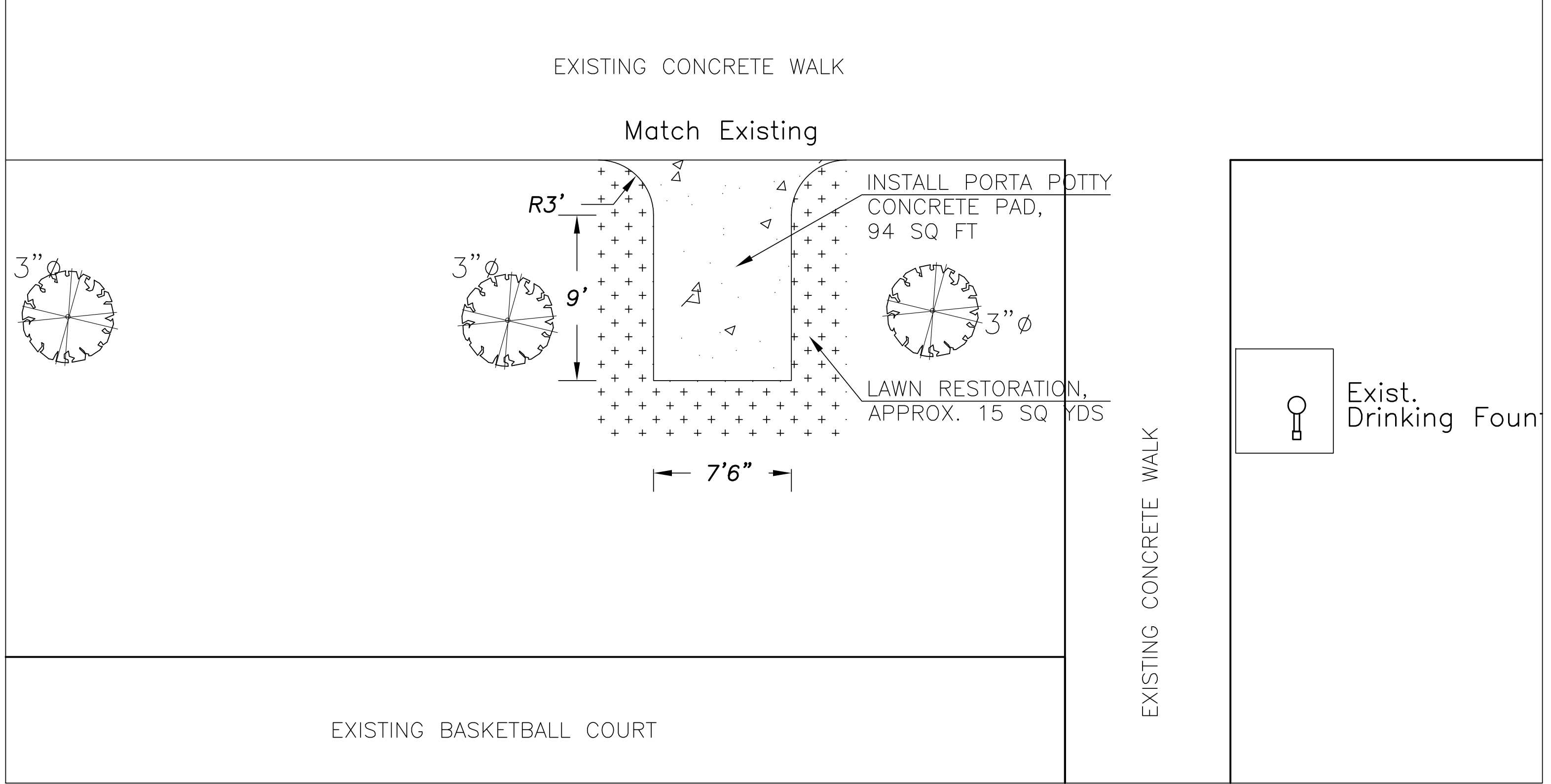
C-5  
1 LAKE ARLINGTON BENCH PLAN VIEW  
SCALE: NONE

EXISTING BRICK  
PAVERS



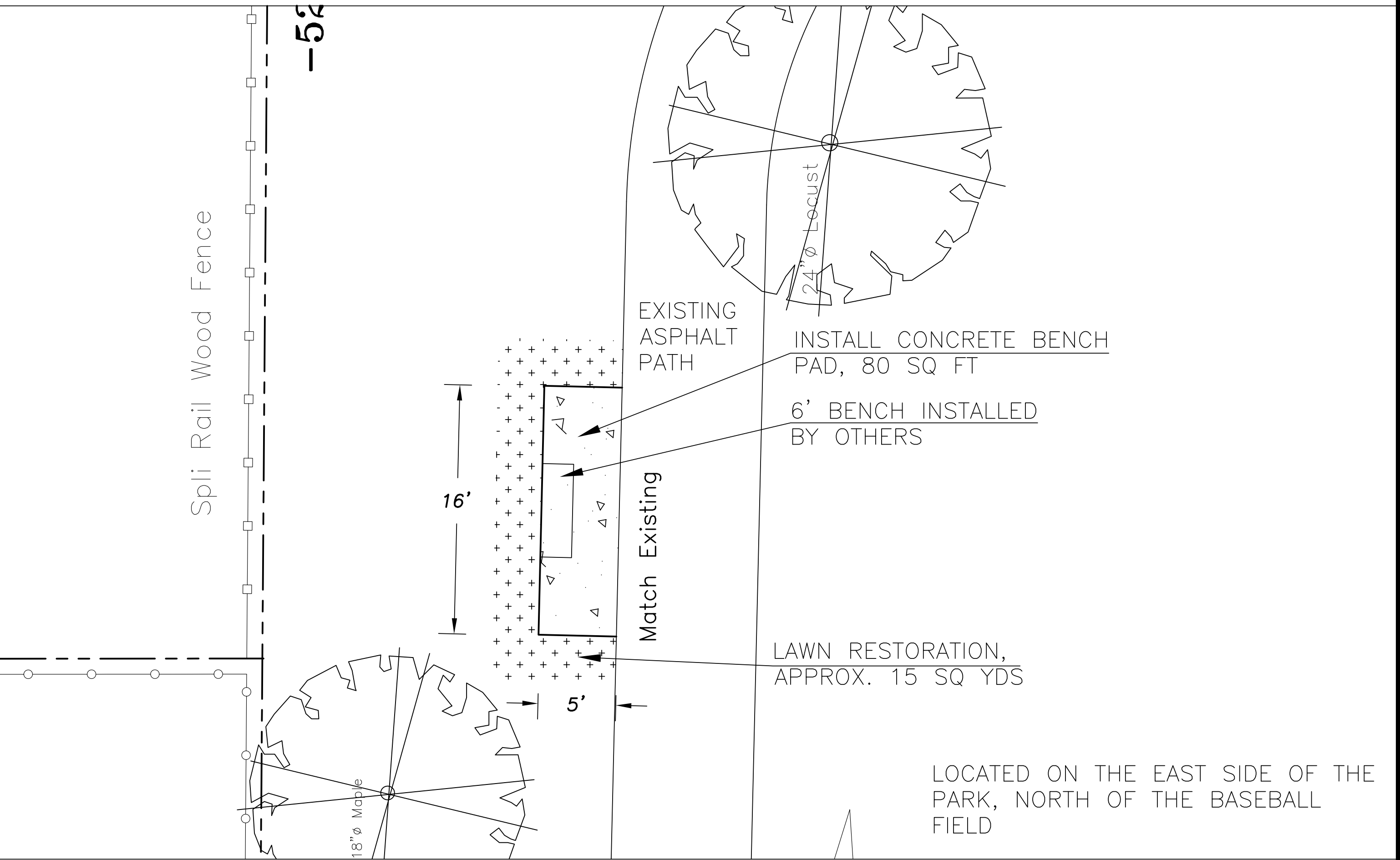
C-5  
2 LAKE ARLINGTON BENCH PLAN VIEW  
SCALE: NONE

Exist. Light  Exist. Equipment Box  EXISTING CONCRETE BASEBALL BENCH AND BLEACHER PAD  Exist. Light 



C-5  
3 EVERGREEN PORTA POTTY PAD PLAN VIEW  
SCALE: NONE

Split Rail Wood Fence



C-5  
4 VOLZ PARK BENCH PLAN VIEW  
SCALE: NONE





## ADDENDUM #2

DATE: 6/27/2016

FROM: Colleen McCarty, Park Planner  
ARLINGTON HEIGHTS PARK DISTRICT

TO: PROSPECTIVE BIDDERS – 2016 Concrete Improvements Project

SUBJECT: ADDENDUM #2 – Misc. Project Items

---

### ADDENDA TO BID DOCUMENT

- 1) Project Clarification: The Park District will be obtaining permits through the Village of Arlington Heights for Windsor Parkway and Frontier Park. The contractor will have to coordinate with the Park District for required inspections during construction.
  - 2) Schedule Clarification: Heritage Park work must be completed by August 12 before school starts.
  - 3) Project Clarification: There is no landscape restoration needed at Heritage Park. It will be performed by Park District staff.
  - 4) Correction to Proposal Form: Item #37 should be 6 Cu Yards, Item #40 should be 3 Cu Yards, and Item S-4 should be 3 Cu Yards.
  - 5) Project Clarification: The Park District will obtain all necessary soil testing for offsite disposal.
- 

**BIDDERS ARE REQUESTED TO SIGN THIS FORM AS A FORMAL  
RECIPT OF THIS ADDENDUM AND TO RETURN IT WITH THE BID  
FORM.**

SIGNED BY BIDDER \_\_\_\_\_