



INVITATION TO BID

The Arlington Heights Park District will receive sealed bids for: **FY2018-2021 Program Guide Printing Bid** at the Park District office at 410 N. Arlington Heights Road, until **11:00 AM** on **MARCH 29, 2018**. Bid documents and specifications are available at the Park District Office at the address listed above.

A public bid opening will be held at **11:00 AM** on **March 29th** at the Park District office at 410 N. Arlington Heights Rd., Arlington Heights, Illinois 60004.

The bid may be awarded at the Board Meeting of the Park Board of Commissioners on **April 10, 2018**, at 7:00 p.m., in the Park District Administration Center, 410 N. Arlington Heights Rd., Arlington Heights, Illinois 60004. Copies of documents required for bidding purposes may be obtained by visiting our website at www.ahpd.org and downloading the bid and specifications from the **RFPs & BIDs** page.

The Board of Park Commissioners of the Arlington Heights Park District reserves the right to waive any irregularities and to accept or reject any proposal.

Bidders must note:

1. Bids must be submitted in sealed envelopes, and plainly marked "**BID DEPT- FY2018-2021 PROGRAM GUIDE PRINTING**", and have the bidder's company name indicated on the face of the envelope.
2. Bids shall be submitted only on the bid form provided. The bid form must be completed in full and all total prices must include all work as stated in the specifications.
3. All bids submitted will be considered firm for a period of 60 days from the bid opening date.
4. All bidders are required to demonstrate to the satisfaction of the Park District, that they are capable and able to complete the work as required in the specifications. Each bidder shall submit with their bid, proof that they satisfactorily performed work of a similar nature to that specified within the preceding two years, together with the locations and the names of the responsible individuals in charge of such projects.



INSTRUCTIONS TO BIDDERS

1. The following information is enclosed in your Bid Packet.
 - Instructions to Bidders
 - Invitation to Bid
 - Cover Letter
 - Bid Form
 - Agreement Form
 - Anti Collusion, Sexual Harassment, Illinois Drug Free Affidavits
 - Specifications
 - Detail Specifications (if any)
 - Addenda (if any)
 - Conditions of the bid

2. Please read through the material carefully. All figures must be presented on the Bid Form in order to be considered. Information from any other source will be considered supplemental and not as a part of the bid itself.

3. The following items are to be returned as your completed bid:
 - Bid Form - containing all totals
 - Agreement - with the bidder's name completed on line two
 - Signed Anti-Collusion Affidavit, Sexual Harassment, Illinois Drug Free Affidavits
 - Specifications
 - Detailed Specifications (if any)
 - Addenda (if any)
 - Conditions of the Bid



Bid Documents For: FY2018-2021 Program Guide Printing Bid

Project: The scope of work involves furnishing all of the required labor, materials, equipment, or parts and supplies in accordance with the plans, specifications and drawings dated **3/16/18** and any authorized change orders there to which have been signed by both parties hereto, and which are hereby incorporated herein by reference.

Location: **Arlington Heights Park District Administration Center**

Owner: Arlington Heights Park District
410 N. Arlington Heights Road
Arlington Heights, IL 60004
(847) 577-3000

Contact Person(s): Anita M. Pacheco, Superintendent of Marketing and Communications

Phone: 847.506.7141 | Email: apacheco@ahpd.org

OR Stephanie Carlson, Graphic Communications Specialist

Phone: 847-506-7142 | Email: scarlson@ahpd.org

Bid Opening: All bids are due no later than **11:00 AM** on **MARCH 29, 2018** at 410 N. Arlington Heights Rd., Arlington Heights, IL 60004. Bids shall be submitted in sealed envelopes, plainly marked, "**BID DEPT- FY2018-2021 Program Guide Printing**".



REFERENCES:

List three clients for reference checks. Bidder must have supplied equipment of a similar nature for these clients within the last two years.

Company Name	Contact Person	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

In compliance with the invitation for bids, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid be accepted within sixty (60) days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item and, unless otherwise specified within sixty (60) days after receipt of order.

Date: _____

(Please Print)
Name of Bidder _____

Address _____

Phone Number _____

Authorized Signature

Name and Title



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:

FY2018-2021 Program Guide Printing Bid

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: The term of this contract shall be **for (3) years commencing April 2018 and expiring June 2021**, subject to termination each year by either party, for any reason, by written notice to the other party on or before February 1, 2019 and February 1, 2020. If the contract is so terminated by either party, no further payment to the contractor shall be due for the following year.

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 proposal dated **3/16/18** and in accord with 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 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 VI - 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:

- Instruction to Bidders
- Invitation to Bid
- Cover Letter
- Bid Form
- This Agreement
- Anti-Collusion, Sexual Harassment, Illinois Drug Free Affidavits
- Contractor's Certification
- Specifications
- Detailed Specifications (if any)
- Addenda,(if any)
- Conditions of the Bid

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 on 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)



ARLINGTON HEIGHTS PARK DISTRICT

ANTI-COLLUSION AFFIDAVIT AND CONTRACTOR'S CERTIFICATION

_____, 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)

The above statements must be subscribed and sworn to before a notary public. Subscribed and sworn to this _____ day of _____, 20____.

Notary Public



ARLINGTON HEIGHTS PARK DISTRICT

SEXUAL HARASSMENT POLICY

The undersigned, on behalf of the entity making this proposal or bid, certified that a written sexual harassment policy is in place, pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 A).

This Act has been amended to provide that every party to a public contract must have a written sexual harassment policy that includes, at a minimum, the following information:

1. The illegality of sexual harassment;
2. The definition of sexual harassment, under State law;
3. A description of sexual harassment, utilizing examples;
4. The vendor's internal complaint process including penalties;
5. The legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission;
7. Protection against retaliation as provided by 6-101 of the Act.

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



ARLINGTON HEIGHTS PARK DISTRICT

ILLINOIS DRUG FREE WORK PLACE STATEMENT

The undersigned will publish a statement:

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 stature 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 statue 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 purposed 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.

SIGNATURE _____

NAME: _____ TITLE: _____

Subscribed and sworn to me on this ____ day of _____ 20____, A.D.

By: _____

(Notary Public)

Seal



SPECIFICATIONS FOR
FY2018-2021 Program Guide Printing Bid
ARLINGTON HEIGHTS PARK DISTRICT
ARLINGTON HEIGHTS, ILLINOIS

I DESCRIPTION OF BID REQUEST/MATERIALS

The scope of work involves furnishing all of the required labor, materials, equipment, implements, parts and supplies necessary for, or appurtenant for four issues each year of the Park District **Program Guide, Fall 2018 through Summer 2021** in accordance herewith and in accordance with the specifications dated, 3/16/18 and any authorized change orders there to which have been signed by both parties hereto, and which are hereby incorporated herein by reference.

SEE ATTACHED SPECIFICATIONS

Any alterations or modifications of the work herein specified shall be made only by written agreement between the Bidder and the Park District, and shall be made prior to commencement of any such alterations or modifications. No claims for any extra work or materials will be allowed unless covered by written agreement.

All bids submitted will be considered firm for a period of 60 days from the bid opening date.



**BID SPECIFICATIONS FOR: FY2018-2021 Program Guide Printing Bid
ARLINGTON HEIGHTS PARK DISTRICT | ARLINGTON HEIGHTS, ILLINOIS**

The Arlington Heights Park District has quality expectations regarding the printing of the seasonal program guide. These expectations must be met by the printer including; but not limited to accurate ink color as selected; quality photo reproduction, meeting specifications and deadlines as outlined on [page 11 and 12](#). It is the responsibility of the printer to effectively meet these expectations and to clarify any questions prior to the printing of the program guide.

Project	2018-2021 Arlington Heights Park District Park District Program Guides: Fall 2018/19/20; Winter 2018/19/20; Spring 2019/20/21; Summer 2019/20/21.
Three (3) Year Contract, Cancellable Annually	The term of this contract shall be for (3) years commencing April 2018 and expiring June 2021, subject to termination each year by either party, for any reason, by written notice to the other party on or before February 1, 2019 and February 1, 2020. If the contract is so terminated by either party, no further payment to the contractor shall be due for the following year.
Sample	Sample of program guide available upon request and also online: www.ahpd.org
Quantity	Four issues with varying quantities requested (see page 13)
Size	8.25 x 10.5 (finished size) magazine or closest size, <i>please specify on bid form.</i>
Inside Pages	Approximate # of pages (no more, but could be less): Fall—128; Winter—124; Spring—140; Summer—140.
Ink	2/2 (black + one PMS), bleed
Interior Paper	50# offset, 92 bright or better (2/2), bleeds
Cover	80# enamel text weight, 4/4, bleeds
Art/prep	Client provides art: Body & cover. <u>InDesign CC files (mac) or high resolution PDF via FTP</u>
Pantone Ink Check	Printer will provide a sample of the PMS ink color selected printed on the appropriate paper prior to printing for Park District approval.
Proofs	Provide Color Separation/Composite proof for client approval within four days of receipt of art OR an electronic PDF. If hard copy is shipped to/from, costs to be covered by printer.
Press Check	There will be an on-site press check at the printing facility performed by Park District personnel prior to the printing of the program guide.
Bindery – Paper	Trim and saddle stitch
Pack/ship	Bundles of 25 with plastic cross-straps
CPM	Include price per extra 500 copies
Delivery	Remaining copies to Arlington Heights Park District prior to or day of deadline. 31,500 to the District’s delivery service provider (page 12).
Contractor Reimbursement of Park District	If, in the sole discretion of the Park District, the Park District determines that it is reasonable and necessary to have its personnel monitor the printing of the program guide, the contractor will credit the Park District against the payment for the program guide with a reasonable amount that the Park District determines, in its sole discretion, is reasonable and necessary to cover the cost of travel, lodging and staff time for two Park District employees to monitor the printing of the program guide at the contractor’s site.
Bid Deadline	Sealed bids received until Thursday, March 29, 2018 at 11 am at the Arlington Heights Park District, 410 N. Arlington Heights Road, Arlington Heights IL 60004. Attn: BID DEPARTMENT Bids publicly opened: Thursday, March 29, 2018 at 11 am at Arlington Heights Park District, 410 N. Arlington Heights Road, Arlington Heights IL 60004.
Checklist	Bidder must provide: Bid form, Agreement Form, Anti-collusion Affidavit, Sexual Harassment, Ill Drug Free. Three samples of similar work for other clients.



**BID SPECIFICATIONS FOR
FY2018-2021 Program Guide Printing Bid**

ARLINGTON HEIGHTS PARK DISTRICT | ARLINGTON HEIGHTS, ILLINOIS

Tentative Production Schedule for FY2018-2019

Approximate production schedule for four issues of 2018-2019. Actual schedule will be confirmed with selected printer upon the awarding of the bid. Delivered by service dates for 2018-2019 are confirmed. Schedules for 2019-2020 and 2020-2021 will be confirmed with winning bidder annually.

	Fall 2018	Winter 2019	Spring 2019	Summer 2019
Files to Printer	June 26	Oct. 23	Dec. 18, 2018	March 29
Program guide printed and delivered to mailing service by	July 18	Nov. 14	Jan. 16, 2019	April 17
Delivered by Service	July 21	Nov. 17	Jan. 19, 2019	April 20

Any alterations or modifications of the work herein specified shall be made only by written agreement between the Bidder and the Park District, and shall be made prior to commencement of any such alterations or modifications. No claims for any extra work or materials will be allowed unless covered by written agreement.

Brochures Delivered to:

**1. Delivery Service for 2018-2019
31,500 books to**

Chicagoland Circulation Services
23900 W Industrial Dr. #7
Plainfield, IL 60585
Office phone: (815) 254-6115

2. Remainder of Brochures Delivered to:

Arlington Heights Park District – Administration Center
410 N. Arlington Heights Rd.
Arlington Heights, IL 60067

Please note: AHPD’s Administration Center has NO delivery dock. Your staff will need to cart the remainder of books in via elevator and place the bundles FACE up in the front office. Large trucks do not fit in our parking lots.



**FY2018-2021 ARLINGTON HEIGHTS PARK DISTRICT
PROGRAM GUIDE PRINTING | BID FORM**

All bidders must use this form and fill out completely. Samples of completed jobs similar to Arlington Heights Park District program guide must be included with the form.

Bidder Name: _____

Bidder Address: _____

City, State, Zip: _____

Bidder Email Address: _____

Signature & Title Person Completing Form: _____

The bidder hereby acknowledges receipt of the following addenda, if any, distributed by the AHPD.

Addendum # _____ Date _____

Printing Bid

32,000 each issue (minimum; see below for exact quantities for year 1); four times per year for three (3) years

Inside pages: 50# offset, 92 bright or better (2/2), bleeds; (black + one PMS),

Cover: 80# enamel text weight, 4/4, bleeds

Delivery: 31,500 to Independent Delivery Service;
2,400 or other quantity indicated to 410 N. Arlington Heights Road.

Inside pages: 8.25 x 10.5 (finished size) magazine or closest size
(Please indicate size if different from above) _____

Per season: Please bid *each* issue (# of inside pages, cover not included)

**** DENOTES IF NOT INCLUDED IN PRICE**

	BASE BID	YEAR 2	YEAR 3	Cost for additional 500 copies		
	YEAR 1			YEAR 1	YEAR 2	YEAR 3
	50#, 92 bright premium w/ bleeds (2/2)	50#, 92 bright premium w/ bleeds (2/2)	50#, 92 bright premium w/ bleeds (2/2)			
FALL 128 pages 35,000 copies	\$	\$	\$	\$	\$	\$
WINTER 124 pages 32,000 copies	\$	\$	\$	\$	\$	\$
SPRING 140 pages 33,600 copies	\$	\$	\$	\$	\$	\$
SUMMER 140 pages 34,000 copies	\$	\$	\$	\$	\$	\$
Cover**	\$	\$	\$	\$	\$	\$
BIND: Fold, trim and Saddle Stitch	\$	\$	\$	\$	\$	\$
Delivery charge **	\$	\$	\$	\$	\$	\$
YEARLY SUB-TOTAL	\$	\$	\$	\$	\$	\$
GRAND TOTAL FOR 3 YEAR PERIOD	\$			\$	\$	\$



ARLINGTON HEIGHTS PARK DISTRICT

II. CONDITIONS OF THE BID

DEFINITION OF TERMS

Throughout these bid documents, the following terms shall be used:

- Bidder - Any individual, firm, company or corporation submitting a sealed proposal as a bid on the designated item(s) or project.
- Contractor - Any individual, firm, company or corporation whose bid is accepted by the Arlington Heights Park District for the item(s) or project.
- Executive Director - The Executive Director of the Arlington Heights Park District or his designated representative.
- Park District - The Arlington Heights Park District of Cook and Lake Counties, Illinois.

FORMS

All bid proposals are to be submitted on the Bid Form provided, signed in ink in the proper spaces and submitted in a marked and sealed envelope.

PRE-BID CONFERENCE AND QUESTIONS

There is no pre-bid meeting. If any questions arise about the Bid documents, they should be directed, in writing, to the Park District. All questions and responses will be available to all interested persons through the Park District.

When an error is made in extending the total price, the unit price will govern. Otherwise the bidder is not relieved from errors in bid preparation.

CORRECTIONS/WITHDRAWAL

If an error is found in a bid, it must be corrected before the date and time for the bid opening. A written request for withdrawal of the original bid or any part thereof may be granted only if the request is received prior to the specified time of closing. No bid may be withdrawn or canceled after the closing time for receipt of bids and for a period of sixty (60) days thereafter.

TRADE NAMES

When an item is identified in the specifications by a manufacturer's or trade name or catalog number, the Bidder shall bid upon the item so identified. If the specifications state "or equal," bids on other items will be considered, provided the Bidder clearly identifies in his proposal the item to be furnished, together with any descriptive matter which will indicate the character of the item.

The Park District shall have the right to approve or reject as an equal, any article the Bidder proposes to furnish which contains variations from the specifications.



PRICE

1. Bidders must specify unit prices as well as the aggregate price, unless otherwise specified. Failure to specify unit prices when required may result in bid rejection.
2. Cash Discount - Offers of cash discounts will be considered in determining awards.

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.

DELIVERY CHARGES

All bid prices should include both shipping and delivery charges. These charges shall be freight (F.O.B.) to the Park District. For delivery instructions; See page 12. Any variation from the advertised terms should be clearly stated in the Bidder's proposal.

PAYMENT

Payment will be made to the Contractor within thirty (30) days of completion and acceptance of the project by the Park District. 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.

INSURANCE

Contractor shall maintain throughout the agreement, as a minimum, the following insurance policies:

1. Workers compensation and occupational disease statutory limits covering all employees who perform any obligations assumed under this contract.
2. Public liability and property damage liability insurance covering all operations under the contract; limits for bodily injury or death not less than \$1,000,000 for each accident; for property damage, not less than \$500,000 each accident.
3. In addition to the above coverage, contractor shall maintain a blanket umbrella liability policy in the amount of \$2,000,000.
4. All vehicles whether owned or non-owned, hired or in any way connected with this agreement shall be insured for public liability limits of not less than \$1,000,000 aggregate for each accident.

The Contractor awarded the bid shall furnish to District a certificate of insurance made in favor of the Arlington Heights Park District.



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.

ACCEPTANCE OR REJECTION OF BIDS

The Park District reserves the right to reject any or all bids, to award a contract for only a portion of the bid work, waive informalities or technicalities in any bid, and accept any bid it deems to be in its best interest.

The Park District may consider such factors as bid price, delivery guarantee, experience and responsibility of bidder, methods of construction and similar factors in determining which bid it deems to be in its best interest.

GUARANTEE

The Bidder shall guarantee, in writing, that all materials and workmanship are free from defects and will remain so free for a period of at least one year after completion of the work. He shall further agree to replace all defective materials furnished under this agreement for a period of one year from the date of final acceptance, at no additional charge to the District.

ANTI-COLLUSION AFFIDAVIT

Bidders shall file an affidavit of anti-collusion, contained herein, with all bids for award consideration.



**MATERIALS
BID CHECKLIST**

PROJECT FY2018-2021 Progam Guide Printing Bid
(Name of Bid)

BIDDER _____

<u>ITEM</u>	<u>RECEIVED</u>	<u>CORRECT INFORMATION</u>
Bid Form		
Agreement		
Anti-Collusion, Sexual Harassment and Illinois Drug Free Affidavits		
Specifications		
Detailed Specifications (if any)		
Addenda (if any)		
Conditions of the Bid		
Three (3) samples of similar work from other clients		