

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
APRIL 2, 2013 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Street Sweeping Maintenance Services	Resolution Ordinance ✓ Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

SYNOPSIS

A motion is requested to award a three-year contract for Street Sweeping Maintenance Services to Hoving Clean Sweep LLC of West Chicago, Illinois in the amount of \$384,053.66.

STRATEGIC PLAN ALIGNMENT

The Goals for 2011 to 2018 identified *Top Quality Infrastructure*.

FISCAL IMPACT

The FY13 budget provides a total of \$114,000 in the General Fund and Stormwater Fund for street sweeping maintenance services. The proposed contract will be \$124,870.12 in the first year. There is sufficient budget authority in both funds for the additional expense.

UPDATE & RECOMMENDATION

This item was discussed at the March 19, 2013 Village Council meeting. Commissioner Durkin asked for additional information on the cost of an extra street sweeping cycle. An extra fall street sweeping cycle would be \$18,326. Staff recommends approval on the April 2, 2013 Consent Agenda.

BACKGROUND

The street sweeping contract has three primary goals:

Improve water quality by reducing pollutants in stormwater runoff

The 2006 Stormwater Master Plan Update identified street sweeping as a key activity for the operation and maintenance of the Village's stormwater system. Street sweeping is recognized as a Best Management Practice (BMP) as part of the National Pollutant Discharge Elimination System (NPDES) requirements that apply to the Village with respect to stormwater. Streets and parking lots accumulate pollutants that contribute to stormwater pollutant runoff to surface waters. Pollutants, including sediment, debris, trash, road salt, and trace metals can be minimized by street sweeping. Street sweeping can also improve the aesthetics of municipal roadways, control dust and decrease the accumulation of pollutants in catch basins.

Remove leaves and tree debris from the right-of-way

The fall sweeping occurs from mid-October through early December on Village streets. The fall sweeping cleans the streets of leaves and tree debris that fall naturally into the street.

Improve the appearance of streets and parking lots

Village streets, public parking lots and streets within the downtown are swept on a regular cycle to remove litter and other debris.

Street sweeping performed under this contract will be performed with regenerative air sweepers. Unlike the previous mechanical broom sweepers they are capable of removing smaller particles which leave the pavement cleaner while creating less dust. During fall street sweeping a larger carrying capacity will allow the sweepers to efficiently transfer leaves to the transfer site. Village staff who previously hauled material from the sweepers and the transfer site will be reassigned to other maintenance tasks.

Under the terms of this contract the contractor will be responsible for the liability and the cost of the disposal of the material collected during street sweeping. The street sweepers will also be equipped with GPS units that will provide the Village with real-time information about areas of the Village completed.

A Call for Bids (CFB) for street sweeping services was issued and published in February in accordance with the Village’s Purchasing Policy. Contractors were asked to provide prices for three years. The bids received are summarized in the following table:

Three Year Contract Summary

Service Provider	Bid Price 2013	Bid Price 2014	Bid Price 2015	3-Year Contract Total
Hoving Clean Sweep, LLC, West Chicago, Illinois	\$124,870.12	\$127,991.87	\$131,191.67	\$384,053.66
Illinois Central Sweeping LLC, Blue Island, Illinois	\$122,048.53	\$128,150.96	\$134,558.50	\$384,757.99
Waste Management of Illinois, Inc., Cicero, Illinois	\$228,412.00	\$242,116.72	\$256,643.72	\$727,172.44

The low bid from Hoving Clean Sweep, LLC was responsive and met the project specifications. Hoving Clean Sweep, LLC has not held this contract with the Village previously, however, they provided several positive references including the Villages of Woodridge, Lisle and Carol Stream. References responded that Hoving Clean Sweep, LLC performed all elements of the project scope above average and work very well with the public and with staff.

ATTACHMENTS

Contract Documents



HOVING CLEAN SWEEP

March 5, 2013

**Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL. 60515
Attn: Theresa H. Tarka**

Dear Theresa:

Thank-You for the opportunity to bid on the street sweeping services for the Village of Downers Grove. We have enclosed the bid along with our certificate of insurance and a letter of Capability of Acquiring a Performance Bond.

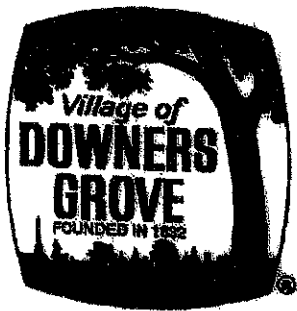
Hoving Clean Sweep has state of the art equipment and all of our trucks are equipped with a GPS system that gives us the capability to supply reports that show the time and distance each driver is traveling daily. We have enclosed a sample copy of our GPS system. You can also visit our website at www.khoving.com to see all of the services we supply.

If you have any questions please feel free to contact K.J. Loerop at 630-377-7000.

Sincerely,

**K. J. Loerop
Vice President**

Village of Downers Grove



CALL FOR BIDS

- I. Name of Company Bidding: Hoving Clean Sweep, LLC
- II. Instructions and Specifications:
- A. Bid No.: CFB-0-6-2013/TT
 - B. For: STREET SWEEPING SERVICES
 - C. Bid Opening Date/Time: March 7, 2013, 10:00 a.m. Public Work Department
5101 Walnut Ave. Downers Grove, IL. 60515
 - D. Pre-Bid Conference Date/Time: REQUIRED, March 1, 2013, 10:00 a.m.
Public Works Department 5101 Walnut Ave.
Downers Grove, IL. 60515
- III. Required of All Bidders:
- A. Bid Deposit: **NOT REQUIRED**
 - B. Letter of Capability of Acquiring Performance Bond: YES
- IV. Required of Awarded Contractor(s)
- A. Performance Bond or Letter of Credit: **YES**
 - B. Certificate of Insurance: Required

Legal Advertisement Published: February 21, 2013

Date Issued: February 21, 2013

This document comprises 39 pages

Return **original** and **one duplicate copy** and **one digital (disk copy)** of Bid in a sealed envelope marked with the Bid Number as noted above to:

THERESA H. TARKA
PURCHASING ASSISTANT
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL. 60515
PHONE 630/434-5530
FAX 630/434-5571
.. tt@downers.us

Village of Downers Grove

CALL FOR BIDS

Bid No.: CFB-0-6-2013/TT

The VILLAGE OF DOWNERS GROVE will receive bids Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Public Works Facility, 5101 Walnut Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE BID IS DUE.

The Village Council reserves the right to accept or reject any and all Bids, to waive technicalities and to accept or reject any item of any Bid.

The documents constituting component parts of this Contract are the following:

- I. CALL FOR BIDS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. BID/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Bidders MUST submit an original, and two (2) paper copies of the total Bid. Upon formal award of the Bid, the successful Bidder will receive a copy of the executed contract.

I. CALL FOR BIDS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Bids up to **10:00 a.m. March 7, 2013** .
- 1.2 Bids must be received at the Village of Downers Grove by the time and date specified. Bids received after the specified time and date will not be accepted and will be returned unopened to the Bidder.
- 1.3 Bid forms shall be sent to the Village of Downers Grove, ATTN: Theresa Tarka, in a sealed envelope marked "SEALED BID". The envelope shall be marked with the name of the project, date, and time set for receipt of Bids.
- 1.4 All Bids must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Bid. Telephone, email and fax Bids will not be accepted.
- 1.5 By submitting this Bid, the Bidder certifies under penalty of perjury that he has not acted in collusion with any other Bidder or potential Bidder.

2. PREPARATION OF BID

- 2.1 It is the responsibility of the Bidder to carefully examine the specifications and bid documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services.
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Bids. The Village shall make all changes or interpretations of the specifications in a written addendum and shall provide an addendum to any Bidder of record. Any and all changes to the specifications/plans are valid only if they are included by written addendum to all Bidders. Each Bidder must acknowledge receipt of any addenda by indicating on the Bid Proposal page. Each Bidder, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the Bid therein. Failure to acknowledge any addenda may cause the Bid to be rejected. The Village will not assume responsibility for receipt of any addenda. In all cases, it will be the Bidder's responsibility to obtain all addenda issued. Bidders will provide written acknowledgement of receipt of each addendum issued with the bid submission.
- 2.3 In case of error in the extension of prices in the Bid, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Bid including

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any Bidder's travel or personal expenses shall be the sole responsibility of the Bidder and will not be reimbursed by the Village.

- 2.5 The Bidder hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. PRE-BID CONFERENCE

- 3.1 A pre-bid conference may be offered to provide additional information, inspection or review of current facilities or equipment, and to provide an open forum for questions from Bidders. This pre-bid conference is not mandatory (unless stated "Required" on the cover of this document), but attendance by Bidders is strongly advised as this will be the last opportunity to ask questions concerning the Bid.
- 3.2 Questions may be posed in writing to the Village (faxed and emailed questions are acceptable), but must be received by the Village prior to the scheduled time for the pre-bid conference. Questions received will be considered at the conference. An addendum may be issued as a result of the pre-bid conference. Such an addendum is subject to the provisions for issuance of an addendum as set forth in Section 2.2 above.

4. SUBMISSION OF BID

- 4.1 In all cases, an original and duplicate copy of the sealed bids marked as indicated in Section 1 shall be directed to the Purchasing Department.
- 4.2 A bid deposit may be required, the amount of which shall be fixed by the Purchasing Manager but which shall not exceed ten percent (10%) of the estimated cost of the work or material to be furnished, nor be less than the sum of twenty-five dollars (\$25.00). Such bid deposit shall be in the form of a certified check, cash or money order. Checks shall be drawn upon a bank of good standing payable to the order of the Village and said deposit shall be forfeited to the Village in the event the Bidder shall neglect or refuse to enter into a contract and bond when required, with approved sureties, to execute the work or furnish the material for the price mentioned in his/her Bid and according to the plans and specifications in case the contract shall be awarded to him/her. Bids shall be opened at the hour and place mentioned in the notice.

5. MODIFICATION OR WITHDRAWAL OF BID

- 5.1 A Bid that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a Bid, provided that it is received prior to the time and date set for the Bid opening. Telephone, email or verbal alterations of a Bid will not be accepted.
- 5.2 A Bid that is in the possession of the Village may be withdrawn by the Bidder, up to the time

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set for the Bid opening, by a letter bearing the signature or name of the person authorized for submitting Bids. Bids may not be withdrawn after the Bid opening and shall remain valid for a period of ninety (90) calendar days from the date set for the Bid opening, unless otherwise specified.

- 5.3 Any Bidder who does not submit a Bid is requested to return the enclosed Statement of "No Bid" postcard. Bidders not submitting Bids or "No Bid Statement" may otherwise be removed from the Village's bid mailing list.

6. REJECTION OF BIDS

- 6.1 Bids that contain omissions, erasures, alterations, additions not called for, conditional bids or alternate bids not called for or irregularities of any kind shall be rejected as informal or insufficient bids otherwise acceptable which are not accompanied by the proper bid deposit and/or security shall also be rejected as informal or insufficient. The Village reserves the right to reject any or all Bids and to waive technical errors as may be deemed best for the interest of the Village.

7. COMPETENCY OF BIDDER

- 7.1 No Bid will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default upon any debt or contract. The Bidder, if requested, must present evidence to the Purchasing Assistant of ability and possession of necessary facilities, and financial resources to comply with the terms of the attached specifications and proposals. Evidence must be presented within three (3) business days.

8. DISQUALIFICATION OF BIDDERS

- 8.1 Any one or more of the following causes may be considered as sufficient for the disqualification of a Bidder and the rejection of their Bid.
- 8.1.1 More than one Bid for the same Work from an individual, firm partnership, or corporation under the same or different names.
 - 8.1.2 Evidence of collusion among Bidders.
 - 8.1.3 Unbalanced Proposals in which the prices for some items are substantially out of proportion to the prices for other items.
 - 8.1.4 Failure to submit a unit price for each item of Work listed in the Bid Form.
 - 8.1.5 Lack of competency as revealed by financial statement or experience questionnaire.
 - 8.1.6 Unsatisfactory performance record as shown by past work, judged from the standpoint of workmanship and progress.
 - 8.1.7 Uncompleted work which, in the judgment of the Village, might hinder or prevent the prompt completion of this Work.

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8.1.8 Failure to submit a signed Bidder's Certificate stating the following:

- 8.1.8.1 That the Bidder is not barred from bidding on this Contract as a result of a violation of Sections 720 ILCS 5/33-E3 and 720 ILCS 5/33-E4 of the Illinois Compiled Statutes; and
- 8.1.8.2 The Bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue and;
- 8.1.8.3 The Bidder will maintain the types and levels of insurance required by the terms of this Contract.
- 8.1.8.4 The Bidder will comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*

9. BASIS OF AWARD

- 9.1 The Village reserves the right to accept or reject any and all Bids or to waive technicalities, or to accept or reject any item of any Bid unless the Bidder includes a restrictive limitation.
- 9.2 The Village may award the contract on individual items within a particular group or upon the total group of items. The Village reserves the right to divide the work and award it to more than one Bidder if it determines it is in the best interest of the Village to do so.

10. AWARD OF CONTRACT

- 10.1 The Contract will be awarded to that responsible Bidder(s) whose Bid, conforming to the invitation for Bids, will be most advantageous to the Village, price and other factors considered. (the credentials, financial information, bonding capacity, insurance protection, qualifications of the labor and management of the firm, past experience and ability to complete the project within time frame required - lowest responsible bidder)

11. RETURN OF BID DEPOSIT

- 11.1 The bid deposit of all except the three (3) lowest responsive Bidders on each contract will be returned within fifteen (15) calendar days after the opening of Bids. The remaining bid deposits of each Bidder will be returned within fifteen (15) days after the Village Council has awarded the contract and the required appurtenances to the contract have been received.

12. FAILURE TO ENTER INTO CONTRACT

- 12.1 By submitting a Bid, the Bidder understands and agrees that, if his Bid is accepted, and he fails to enter into a contract forthwith, he shall be liable to the Village for any damages the Village may thereby suffer.

13. SECURITY FOR PERFORMANCE

- 13.1 The awarded contractor, within thirteen (13) calendar days after acceptance of his Bid by the Village, shall furnish security for performance acceptable to the Village when required under

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the documents. Such security shall be either a satisfactory performance bond (bonding company must be licensed to do business in Illinois) or a letter of credit on the form provided by the Village and available from the Village's Purchasing Manager. Said bonds shall guarantee the Bidder's performance under the Contract Documents and shall guarantee payment of all subcontractors and material suppliers. Any bond shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq. **NOTE: As evidence of capability to provide such security for performance, each Bidder shall submit with the Bid either a letter executed by its surety company indicating the Bidder's performance bonding capability, or a letter from a bank or savings and loan within twenty-five miles of the corporate boundaries of the Village indicating its willingness and intent to provide a letter of credit for the Bidder.**

14. TAX EXEMPTION

14.1 The Village is exempt from Illinois sales or use tax for direct purchases of materials and supplies. A copy of the Illinois Sales Tax Exemption Form will be issued upon request. The Village's federal identification number will also be provided to the selected vendor.

15. RESERVED RIGHTS

15.1 The Village reserves the right to waive irregularities and informalities, sections to this Contract and to accept any Bid and to reject any and all Bids and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Bids, however, will not be waived.

16. CATALOGS

16.1 Each Bidder shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work he proposes to furnish.

17. TRADE NAMES/SUBSTITUTIONS

17.1 Certain materials and equipment are specified by a manufacturer or trade name to establish standards or quality and performance and not for the purpose of limiting competition. Bidders are invited to submit Bids not only on named items but also on items that they propose for substitution of named items. Products of other manufacturers may be substituted, if, in the opinion of the Village, they are equal to those specified in quality, performance, design, and suitability for intended use. If the Bidder proposes to furnish an "equal", the proposed "equal" item must be so indicated in the written Bid. Where two or more items are specified, the selection among those specified is the Contractor's option, or he may submit his Bid on all such items. Detail specification sheets shall be provided by Bidder for all substituted items.

II. TERMS AND CONDITIONS

18. VILLAGE ORDINANCES

18.1 The successful Bidder, now the Contractor, will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

19. USE OF VILLAGE'S NAME

19.1 The Bidder is specifically denied the right of using in any form or medium the name of the Village for public advertising unless the Village grants express permission.

20. INSPECTION

20.1 The Village shall have a right to inspect, by its authorized representative, any material, components or workmanship as herein specified. Materials, components or workmanship that have been rejected by the Purchasing Manager as not in accordance with the terms of the contract specifications shall be replaced by the Contractor at no cost to the Village.

21. DELIVERIES

21.1 All materials shipped to the Village of Downers Grove must be shipped F.O.B. designated location, Downers Grove, Illinois.

22. SPECIAL HANDLING

22.1 Prior to delivery of any product that is caustic, corrosive, flammable or dangerous to handle, the Contractor will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid before delivery. Contractor shall also notify the Village and provide material safety data sheets for all substances used in connection with this Contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

23. COMPLIANCE WITH OSHA STANDARDS

23.1 Equipment supplied to the Village must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused.

24. CERCLA INDEMNIFICATION

24.1 The Contractor shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Village, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Contractor, both before and after its disposal.

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25. BUY AMERICA

- 25.1 The Contractor agrees to comply with 49 U.S.C.5323(j), the Federal Transportation Administration's (FTA) Buy America regulations at 49 C.F.R. Part 661, and any amendments thereto, and any implementing guidance issued by the FTA, with respect to this Contract, when financed by Federal funds (through a grant agreement or cooperative agreement).
- 25.2 As a condition of responsiveness, the Contractor agrees to submit with its Bid submission, an executed Buy America Certificate, attached hereto.

26. CAMPAIGN DISCLOSURE

- 26.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.
- 26.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 26.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 26.4 By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

27. BACKING PRECAUTIONS

- 27.1 Pursuant to Sections 14-139(b) and 14-171.1 of the Downers Grove Municipal Code, any motor vehicle which has an obstructed view to the rear and is to be operated at any time in reverse gear on the public streets of the Village of Downers Grove by the Contractor or any subcontractor shall either be equipped with a reverse signal alarm (backup alarm) audible above and distinguishable from the surrounding noise level, or shall provide an observer to signal that it is safe to back up.

28. OVERWEIGHT, OVERWIDTH AND OVERHEIGHT PERMITS

- 28.1 The Village has and supports an overweight truck enforcement program. Contractors are required to comply with weight requirements and safety requirements as established by Illinois Law or Village Ordinance, for vehicles, vehicle operators and specialty equipment. In some instances, specialty equipment for road repairs or construction projects requires the movement of overweight, overwidth, or overheight loads utilizing a Village of Downers Grove roadway. Such movement will require obtaining a permit and permission from the Downers Grove Police Department.

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29. COPYRIGHT/PATENT INFRINGEMENT

- 29.1 The Bidder agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Bidder that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

30. INDEMNITY AND HOLD HARMLESS AGREEMENT

- 30.1 To the fullest extent permitted by law, the Bidder shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, strikes, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Bidder, its employees, or its subcontractors, and the Bidder shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Bidder shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Bidder to indemnify the Village for its own negligence. The Bidder shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Bidder, its employees, or its subcontractors.

31. NONDISCRIMINATION

- 31.1 Bidder shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Bid, the Bidder certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11246 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Bid.
- (c) It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Bidder shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq, and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

32. SEXUAL HARASSMENT POLICY

- 32.1 The Bidder or Supplier, as a party to a public contract, shall have a written sexual harassment policy that:

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- 32.1.1 Notes the illegality of sexual harassment;
- 32.1.2 Sets forth the State law definition of sexual harassment;
- 32.1.3 Describes sexual harassment utilizing examples;
- 32.1.4 Describes the Bidder's internal complaint process including penalties;
- 32.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 32.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

33. **EQUAL EMPLOYMENT OPPORTUNITY**

- 33.1 In the event of the Bidder's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Bidder may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Bidder agrees as follows:
 - 33.2 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
 - 33.3 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
 - 33.4 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, or an unfavorable discharge from military services.
 - 33.5 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the bidder's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the bidder in its efforts to comply with such Act and Rules and Regulations, the bidder will promptly so notify the

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Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

33.6 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

33.7 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

33.8 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Bidder will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Bidder will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivision or municipal corporations.

34. DRUG FREE WORK PLACE

Bidder, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

34.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or bidder's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

34.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Bidder's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.

34.3 Providing a copy of the statement required by subparagraph .1 above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

34.4 Notifying the contracting or granting agency within ten (10) days after receiving notice under

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part (3)(B) of subparagraph .1 above from an employee or otherwise receiving actual notice of such conviction.

- 34.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 34.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 34.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

35. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

- 35.1 In the event this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, Bidder agrees to comply with the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*, and further agrees that all of its subcontractors shall comply with such Act. As required by the Act, Bidder agrees that it will file with the Village prior to commencing work its written substance abuse prevention program and/or that of its subcontractor(s) which meet or exceed the requirements of the Act.

36. PREVAILING WAGE ACT

- 36.1 Contractor agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, for all work completed under this Contract. Contractor agrees to pay the prevailing wage and require that all of its subcontractors pay prevailing wage to any laborers, workers or mechanics who perform work pursuant to this Contract or related subcontract. For applicable rates, go to the State of Illinois – Department of Labor website (www.state.il.us/agency/idol/rates/rates.HTM) and use the most current DuPage County rate. The Department revises the prevailing wage rates and the Contractor or subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates throughout the duration of this Contract.
- 36.2 Contractor and each subcontractor shall keep or cause to be kept accurate records of all laborers, mechanics and other workers employed by them on the public works project, which records must include each worker's name, address, telephone number when available, social security number, classification, hourly wage paid (including itemized hourly cash and fringe benefits paid in each pay period), number of hours worked each day, and the starting and ending times of work each day. These records shall be open to inspection at all reasonable hours by any representative of the Village or the Illinois Department of Labor and must be preserved for three (3) years from the date of the last payment on the public work.
- 36.3 Since this is a contract for a public works project, as defined in 820 ILCS 130/2, Contractor agrees to post at the job site in an easily accessible place, the prevailing wages for each craft or type of worker or mechanic needed to execute the contract or work to be performed.

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- 36.4 Because this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, any and all contractors and subcontractors shall submit certified payroll records to the Village no later than the tenth (10th) day of each calendar month for the immediately preceding month in which construction on a public works project has occurred. **WITHOUT THIS PAPERWORK, NO INVOICE SHALL BE PAID BY THE VILLAGE.** Contractors and subcontractors must also submit a statement affirming that the records are true and accurate, that the wages paid to each worker are not less than the prevailing rate, and that the contractor and subcontractor are aware that filing false records is a Class A misdemeanor. The records must include the name, address, telephone number, social security number, job classification, hours of work, hourly rate, and start and end time of work each day for every worker employed on the public work. The Village reserves the right to check the pay stubs of the workers on the job. The Village further cautions that payment for any services rendered pursuant to this Contract may be predicated upon receipt of said records.
- 36.5 In the event that this is a construction project where Motor Fuel tax monies or state grant monies are used in the construction, maintenance and extension of municipal streets, traffic control signals, street lighting systems, storm sewers, pedestrian subways or overhead crossings, sidewalks and off-street parking facilities, and the like, the Village will require an Apprenticeship and Training Certification, attached after the Bidder's Certification.
- 36.6 Any bond furnished as security for performance shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq.

37. **PATRIOT ACT COMPLIANCE**

- 37.1 The Bidder represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Bidder further represents and warrants to the Village that the Bidder and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Bidder hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

38. **INSURANCE REQUIREMENTS**

- 38.1 Prior to starting the work, Contractor and any Subcontractors shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by the Contractor or Subcontractor or any Sub-Sub Contractor or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not be less than the

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greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate <i>(Applicable on a Per Project Basis)</i>
Commercial Automobile Liability	\$1,000,000	Each Accident
Professional Errors & Omissions (pursuant to section .9 below)	\$2,000,000	Each Claim
	\$2,000,000	Annual Aggregate
Umbrella Liability	\$ 5,000,000	

- 38.2 Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".
- 38.3 Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
- 38.4 Workers Compensation coverage shall include a waiver of subrogation against the Village of Downers Grove.
- 38.5 Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, or by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
- 38.6 Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add

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the "Village of Downers, its officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village of Downers Grove by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village of Downers Grove shall be endorsed to provide that the insurance provided under each policy shall be *Primary and Non-Contributory*.

- 38.7 Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A- VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village of Downers Grove may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village of Downers Grove, or terminate this Contract pursuant to its terms.
- 38.8 All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to the Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
- 38.9 If the Work under the Contract Documents includes design, consultation, or any other professional services, Contractor or the Subcontractor shall procure, maintain, and pay for Professional Errors and Omissions insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. If such insurance is written on a claim made basis, the retrospective date shall be prior to the start of the Work under the Contract Documents. Contractor and all Subcontractors agree to maintain such coverage for three (3) years after final acceptance of the Project by the Village or such longer period as the Contract Documents may require. Renewal policies during this period shall maintain the same retroactive date.
- 38.10 Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Bidder shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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39. **SUBLETTING OF CONTRACT**

39.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Contractor from his obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

40. **TERM OF CONTRACT**

40.1 The term of this Contract will be for three (3) years unless terminated sooner in accordance with paragraph 41.

41. **TERMINATION OF CONTRACT**

41.1 The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the contract are not appropriated by the Village. In the event of termination, the Village may procure, upon such terms and in such manner as the Purchasing Manager may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable for any excess costs for such similar supplies or services. Any such excess costs incurred by the Village may be set-off against any monies due and owing by the Village to the Contractor.

42. **BILLING & PAYMENT PROCEDURES**

42.1 Payment will be made upon receipt of an invoice referencing Village of Downers Grove purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village's payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Contractor within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Contractor within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

42.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Contractor requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.

42.3 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

43. **RELATIONSHIP BETWEEN THE BIDDER AND THE VILLAGE**

43.1 The relationship between the Village and the Bidder is that of a buyer and seller of

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professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

44. STANDARD OF CARE

- 44.1. Any services performed by Bidder under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract or in any report, opinions, and documents or otherwise.
- 44.2 If the Bidder fails to meet the foregoing standard, Bidder will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Bidder's failure to comply with the above standard and reported to Bidder within one (1) year from the completion of Bidder's services for the Project.
- 44.3 For Professional Service Agreements (i.e. Engineer, Consultant): Project site visits by Bidder during construction or equipment installation or the furnishing of Project representatives shall not make Bidder responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; (iii) or for any construction contractor(s') failure to perform its work in accordance with contract documents.

45. SUCCESSORS AND ASSIGNS

- 45.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Bidder will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

46. WAIVER OF CONTRACT BREACH

- 46.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

47. CHANGE ORDERS

- 47.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, all parties must agree to any change, addition or price increase in writing.

III. DETAILED SPECIFICATIONS

STREET SWEEPING SERVICES

SCOPE OF WORK: The work to be completed under this contract consists of sweeping services for designated roadway areas within the corporate limits of the Village of Downers Grove totaling approximately 119 centerline miles, calculated to be approximately 238 curb miles of gutter line. Approximately 50 centerline miles of streets without curb and gutter within the corporate limits of the Village are not included in this contract. Bidders must completely familiarize themselves with the specifications in this bid document. The Contractor shall furnish all equipment and staff necessary to handle street sweeping services in a timely and safe manner, at the bid prices as stated on the *Bid/Contract Form*.

ARTERIAL, COLLECTOR AND RESIDENTIAL STREET SWEEPING

Routine Sweeping Cycle – All streets not defined as part of the CBD. These include cul-de-sacs and dead ends. These streets total approximately 111 centerline miles, calculated to be approximately 222 curb miles of gutter line. These areas are cleaned monthly April through October for a total of six (6) times per year.

Fall Sweeping Cycle – This work is performed during the last two (2) weeks of October, the month of November, and the first two (2) weeks of December, depending on weather conditions, e.g. the Village may request a suspension of work in the event of snow. This work entails sweeping all 238-curb miles of gutter line of all naturally fallen leaves and other debris in the streets per cycle. This sweeping will require three (3) sweeping cycles to complete the leaf pick up. This work also includes the Village's assistance in trucking leaves from the sweeping area to the debris storage area designated by the Village.

CENTRAL BUSINESS DISTRICT (CBD) – The CBD is the downtown area consisting of approximately sixteen (16) curb line miles including alleyways and Mochel Drive. This area requires additional time and labor to adequately clean around islands and tree wells. The CBD area is cleaned once a week on Thursday night during the entire sweeping season for a total of twenty-two (22) sweepings per year.

PARKING LOTS – There are ten (10) parking lots currently covered under this contract; they are:

1. Lot A – located on Warren Ave. between Forest Ave. and Main St.
2. Lot B – located on Burlington Avenue at the Main Street Metra Train Station
3. Lot D – located north of Immanuel Residences at 1122 Gilbert Ave.
4. Lot G – located on Burlington Ave. west of Belmont Rd.
5. Lot H – located at the Belmont Metra Train Station.
6. Lot I East – located at Fairview Train Station north of 2nd St.
7. Lot I West – located west of Fairview Ave.
8. Lot J – located on Haddow Ave. west of Belmont Rd.
9. Lot K – located on Hitchcock Ave. east of Belmont Rd.
10. Lot L – located at 801 Burlington Ave.

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47.2 Change orders for public works projects which authorize an increase in the contract price that is 50% or more of the original contract price or that authorize or necessitate any increase in the price of a subcontract under the contract that is 50% or more of the original subcontract price must be resubmitted for bidding in the same manner by which the original contract was bid. (50 ILCS 525/1)

48. SEVERABILITY OF INVALID PROVISIONS

48.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

49. GOVERNING LAW

49.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois. Venue is proper only in the County of DuPage for state cases or the Northern District of Illinois for federal cases.

50. NOTICE

50.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Bidder as specified on the Contract Form.

51. AMENDMENT

50.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

52. COOPERATION WITH FOIA COMPLIANCE

52.1 Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. 5 ILCS 140/1 et.seq.

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These ten (10) parking lots consist of approximately 3.5 curb line (perimeter) miles. All parking lots are to be cleaned once a month during the entire sweeping season.

The work consists of the satisfactory removal of all sand, stone, debris, refuse, leaves, dirt, and other similar materials which may be accumulated on the entire width of the roadway areas, described as the designated areas to be cleaned. The CBD and arterial, collector and residential streets shall be swept in accordance with the schedule established on the attached map. Upon the completion of any street sweeping assignment, all roadways must present an appearance that is completely satisfactory to the Contract Administrator.

RIGHT TO CHANGE SCOPE OF WORK: Due to budget constraints, the Village reserves the right to add or delete from the contract as required. No adjustments in contract unit prices or additional compensation will be made for alteration in the quantities or services from the contract. The number of sweeping cycles and curb miles for street sweeping activities are estimates only and may be altered.

DISPOSAL OF DEBRIS: The Village will provide a site that the Contractor will use for storing roll-off dumpsters supplied for this contract by the Contractor for the street sweeping debris that has been swept within the Village of Downers Grove only. The Contractor shall utilize the designated area at this site for the disposal of all debris. The contractor shall deposit the debris in the dumpsters. Dumpster use and disposal of debris costs shall be included in the unit cost.

The disposal of accumulated leaf debris during the fall sweeping cycles will be the responsibility of the Village.

TIME OF OPERATION: The following work hour standards are established:

REGULAR HOURS

Routine, Parking Lot and CBD Sweeping: The Village of Downers Grove has a village wide parking ban between 2:00 a.m. and 6:00 a.m.; therefore the Contractor is expected to provide service from 2:00 a.m. to 11:30 a.m., Monday through Friday. This designated 9.5 hour workday provides a half hour (unpaid) break for the operator and one hour (unpaid) for dumping and filling with water. Regular time will be defined as the first eight sweeping hours of a normal workday. Monday through Friday.

Fall Sweeping: The Contractor is expected to provide service from 7:00 a.m. to 4:30 p.m., Monday through Friday. This designated 9.5 hour workday provides a half hour (unpaid) break for the operator and one hour (unpaid) for dumping and filling with water. Regular time will be defined as the first eight sweeping hours of a normal workday, Monday through Friday.

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OVERTIME HOURS

Overtime is defined as any sweeping over eight hours on a normal workday, Monday through Friday. Any work done on a Saturday, Sunday or legal holiday is also considered overtime. Holidays recognized by the Village are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day (this includes the observed regular work day when the holiday falls on a Saturday or Sunday).

SPECIAL REQUEST SWEEPING

The Village requires the Contractor to be able to provide service for special request sweeping such as parades, carnivals, construction projects, etc. In these instances the Village will require the Contractor to respond on-site within 24 hours from the original call from the Village requesting service. This type of sweeping service will be paid on a per hour basis. The Contractor shall furnish separate billing for these services.

EMERGENCY RESPONSE

Occasionally, the Contractor is required to provide emergency response street sweeping service for material spills or other emergencies designated by the Village that would occur outside of the normal sweeping schedule. In these instances, the Contractor is required to respond and begin sweeping within two (2) hours of receiving a call. The Contractor is paid on an hourly basis at the overtime rate with a two (2) hour minimum, excluding travel time to and from. The Contractor will furnish separate billing for these special responses.

The Village prefers the Contractor to use the same operators from day to day to encourage greater efficiency, productivity, and continuity.

The Village may require more than one sweeper per day as necessary to complete sweeping assignments. The Village will notify the Contractor 48 hours in advance when changing the sweeping schedule from/to one sweeper per day. The Village will require either vacuum or mechanical sweepers, or one of each, depending on sweeping conditions, until the entire village has been swept for a given calendar month.

Personnel shall be made available by the Contractor for hand cleaning, and hand tools shall be used by said personnel to clean areas not accessible to sweeping units, such as to loosen tightly compacted dirt in curb lines.

Sweeping operations shall not be performed during moderate to heavy rainfall. The Contract Administrator shall make the final determination, on a daily basis, whether or not to delay, suspend, or cancel sweeping operations for that day.

SWEEPING PROCEDURES:

DIRECTION OF OPERATION – When traveling in lanes open to public traffic, the Contractor's vehicles shall always move with and not against the flow of traffic. These vehicles shall enter or leave work areas in a manner that will not be hazardous to, or interfere with, traffic and shall not park or stop except within designated parking areas.

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24-HOUR AVAILABILITY – The Contractor shall provide a telephone number to a person the Village may call at any time for special or emergency services.

SPEED LIMIT – Sweeping operations shall be performed at a maximum speed of six (6) miles per hour.

PUBLIC SAFETY – All sweeping equipment must be fitted with an approved yellow safety flasher light or rotating beacon which is functioning at all times of operation and is D.O.T. compliant. The Contractor shall perform all work in a manner that minimizes road hazards for the public. The Contractor will take measures to prevent air pollution from excessive dust and slippery conditions from excessive water on the pavement.

PROTECTION OF PROPERTY – All reasonable precautions will be taken to protect public and private property such as pavements, sidewalks, lawns, fences, bushes, trees, shrubs, buildings and other property from undue damage. If the Contract Administrator determines that the Contractor has unnecessarily damaged or destroyed property, it shall be repaired or replaced to the satisfaction of the Village at the Contractor's expense.

ACCIDENT REPORTING – All accidents occurring on the job which damage public or private property, result in injuries to workers or other persons, or damage to utilities shall be promptly reported to the Village's Police Department at 630-434-5600, and to the Public Works Department at 630-434-5460.

EQUIPMENT STORAGE – If the Contractor desires to store their equipment used to perform work on behalf of the Village within Downers Grove, and has no place of their own, or under lease agreement, the Village may provide said space on its property located at 5101 Walnut Avenue, with the proviso that the Contractor must hold the Village harmless for any loss or damages that may be associated with the privilege of parking said equipment on Village property. Under these circumstances, the Village will not be responsible for assuring security of the designated site, and the Contractor will be responsible for abiding by rules set forth by the Village. This privilege may be immediately rescinded by the Village if, in the sole determination of the Contract Administrator, the Village finds that the Contractor has failed to abide by the Village's regulations.

WATER SUPPLY – The Contractor may purchase water for its sweeping operations from the Village. Water usage will be coordinated through the Public Works Department – Water Division. The Contractor must draw water through a meter provided by the Village and only from designated hydrants, or by the use of a tanker drawing water from the Public Works Facility at 5101 Walnut Avenue. Care shall be taken when opening and closing fire hydrants. All sweeper operators and drivers shall be instructed, by Village staff, in proper operation of fire hydrants. The meter permit application and hydrant instruction must be arranged through the Public Works Department – Water Division at 630-434-5462.

OPERATIONS – The Contractor shall provide and maintain sufficient equipment to satisfactorily meet the specified cleaning cycle. At a minimum, the Contractor must own or lease three (3) mechanical and one (1) vacuum type sweepers. The mechanical sweepers will be the primary unit or units used

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during the Fall Sweeping cycle, however, for Routine, Parking Lot and CBD sweeping the Village will require a vacuum unit to be used.

When operating under this contract, each sweeper unit must be equipped with Village-approved communication equipment, at the owner's expense, to enable contact with the Village.

All sweeping equipment that will be used to fulfill the obligations of this contract is required to be no more than five (5) years old based on model year, in good operating condition, and have passed USEPA Rule 1186 PM10 certification. All equipment must be outfitted with backflow prevention devices or an air gap of one-inch (1") minimum must be maintained between the full level of the water tank and the fill tube. A current certification of testing of the backflow prevention unit must be on file for each machine before those machines are allowed to connect to the Village of Downers Grove water supply system. It is the responsibility of the Contractor to pay all costs required for maintaining a current certification for each sweeper. Bidders shall list all equipment to be used on this contract on the "*Equipment List Sheet*" of this bid document.

All vacuum units must have a suction of not less than 8,000 cubic feet per minute and a hopper capacity of five (5) cubic yards or greater. In addition, each unit must have a flexible wandering hose, mounted to the rear of the machine, no less than six inches (6") in diameter. The vacuum unit must have functioning gutter brooms mounted on both sides of the unit and the ability to sweep from either side. The unit must adequately sweep at least a four-foot (4') wide path in one pass.

Mechanical units must have a 4 cubic yard hopper capacity or greater and must have functioning gutter brooms mounted on both sides of the unit and the ability to sweep from either side. The main broom is to be a minimum of 58 inches wide. The mechanical sweepers must be able to adequately clean at least an eight-foot (8') wide path in one pass.

In the event of equipment failure, the Contractor must be able to provide a similar unit within 48 hours at no additional charge to the Village.

While operating for the Village of Downers Grove, all units will display signs approximately 18" high and 36" wide on the left, right, and rear of the sweeper. These signs will identify the unit as operating under contract to the Village of Downers Grove and display the Village logo.

PROGRESS REPORTING/INSPECTION – The Village will provide a schedule and detailed maps of all locations under this contract to the Contractor. A general map of the Village streets, boundaries, etc. is attached to the specifications (see attachment A, B, C).

The Village will require the Contractor to complete a Street Sweeping Progress Form (see attachment D) at the end of each day's work to track progress. Progress sheets shall be signed and turned in daily to the Department of Public Works, Street Division Manager. The sheets shall indicate which streets were cleaned at the approximate time the area was cleaned and the number of actual sweeping miles completed. Inspections shall be made on a daily basis during street sweeping operations. Satisfactory results are defined as a completely cleaned street and curb line, free of all man made and natural debris (i.e. dirt, twigs, gravel, leaves, cans, paper, etc.).

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Multiple cleanings of the same areas may be required before obtaining satisfactory results and acceptance, as directed by the Contract Administrator. Anything not swept to the Village's satisfaction will be re-swept by the Contractor the following day at no additional cost to the Village.

The Contractor should expect approximately 3.7 curb miles of sweeping per hour as a guideline for routine street sweeping and 1.2 curb miles per hour as a guideline for fall sweeping. The Contractor shall provide adequate and sufficient supervision, manpower, and equipment in order to ensure that the above standard production rates are sustained throughout the duration of this contract. Failure to meet this standard without justifiable cause, as determined by the Village, may result in the assessment of liquidated damages.

AUTOMATIC VEHICLE LOCATION (AVL) – Contractor shall provide a complete AVL for the purpose of monitoring street sweeping activities. The AVL system shall be accessible via the internet on a secure website available to authorized Village staff, with a login and password. The AVL system shall include and initiate broadcasting data when brooms are activated or lowered to begin sweeping.

Data shall be submitted at a minimum, to include but not be limited to 30 second intervals to the secured website for monitoring.

In order for the Village to monitor the efficiency of the street sweeping operation, the following information shall be provided by the AVL:

SPEED: The speed of the street sweeper during the street cleaning operation shall be monitored. The AVL shall be able to determine when the street sweeper is performing the cleaning operation and report the vehicle speed. This speed shall be measured in one mile per hour increments. The AVL shall be able to measure speeds accurately from a minimum of 3 miles per hour to a maximum of 25 miles per hour.

TRACKING: The accuracy of the street sweeper's location shall be to within 50 feet or less of the actual location. The AVL shall show the following but not limited - vacuum on, gutter or center brush down & working, and the location of a single vehicle or all the vehicles. It is preferred that the street sweeper's location be displayed on street map window with user controlled sizing and placement.

MANAGEMENT REPORTS: As a minimum, daily management reports on all the street sweepers shall be provided by the AVL to include routes cleaned, and the time of day the routes were cleaned. In addition, a log type report of each occurrence, location, and the duration of the occurrence that the street sweeper was in excess of 6 miles per hour, while performing the cleaning operation.

RELIABILITY: The AVL shall maintain a 95% performance level.

COVERAGE: The AVL coverage area shall include all of the Village of Downers Grove.

FREQUENCY: All monitored functions shall be available upon the request of the Village's inspector/representative or his/her designee.

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LIQUIDATED DAMAGES: The Village and Contractor recognize that time and quality of work is of the essence to this contract. They also recognize the delays, expense and difficulties involved in a legal or arbitration proceeding. Instead, the Contractor shall be liable and shall pay the Village as liquidated damages the amount shown in the following schedule. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract. The Village shall deduct these liquidated damages from any monies due or to become due to the Contractor for breach of this contract.

- 1) \$100 per day for failure to start work on specified date and time without notification and approval from the Village;
- 2) \$100 per day for failure to show up for scheduled work without notification to the Village;
- 3) \$100 per day for failure to notify the Village in advance of where work will be taking place;
- 4) \$100 per day for failure to follow the Time of Operations schedule without approval from the Village.

CONTRACT ADMINISTRATION: After award of contract, all questions in regard to the administration of this contract will be directed to the Contract Administrator, the Director of Public Works, or their designee, who is responsible for the monitoring and verifying of work completed for payment under this contract. This will include directions as to the way in which the work is to be carried out.

CONTRACTOR'S REPRESENTATIVES: The Contractor shall provide and have a competent supervisor available to resolve issues with the Contractor's employees at all times, who shall have full authority to act for the Contractor and to receive and execute requests from the Contract Administrator. Any instructions given to such supervisor executing work for the Contractor shall be binding on the Contractor as though given to the Contractor personally. Failure of the supervisor to act on said directives shall be sufficient cause to give notice that the Contractor is in default of the contract unless such directives would create potential personal injury or safety hazards. The Contractor's supervisor must be proficient in the use of and interpretation of the English language.

PAYMENT FOR SERVICES: The Contractor shall invoice the Village on a monthly basis for work already performed and satisfactorily inspected. The time of any equipment breakdowns will not be paid for by the Village. All invoice amounts will be at the agreed upon pricing set forth in the Bidder's proposal.

CONTRACTOR QUALIFICATIONS: To be considered qualified to perform this work the Contractor must be able to demonstrate having provided street sweeping services to similar municipal, commercial, or institutional customers for at least five (5) years. These references will include the customer name, location description and size of the facilities where services have been provided, description of the services that were provided, and a current telephone number and e-mail address for customer contact person. In general, "similar" should be construed to mean

Village of Downers Grove

customers/clients with high service expectations. The ultimate determination of whether a client reference is similar will lie with the Village.

COMPRESSED NATURAL GAS (CNG) FUELING: Should the bidder have equipment fueled by CNG, the Village may allow the bidder's equipment to be filled from the Village CNG station located at the Public Works Facility. The bidder would be responsible to reimburse the Village for the cost of fuel.

QUESTIONS: All questions concerning the bid shall be submitted in writing at least five working days prior to the bid opening via fax or email to the attention of Theresa Tarka, (630) 434-5571 or ttarka@downers.us. A written response in the form of an addendum may be issued.

Village of Downers Grove

IV. BID/CONTRACT FORM

*****THIS BID WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

**Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award
BIDDER:**

Hoving Clean Sweep, LLC.

Company Name

Date: 02/27/2013

2351 Powis Road

Street Address of Company

kj@khoving.com

Email Address

West Chicago, IL. 60185

City, State, Zip

K.J. Loerop

Contact Name (Print)

630-377-7000

Business Phone

630-878-7588

24-Hour Telephone

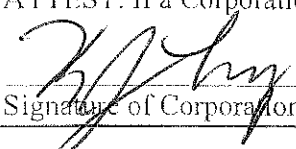
630-377-7462

Fax


Signature of Officer, Partner or

Sole Proprietor

ATTEST: If a Corporation


Signature of Corporation Secretary

K.J. Loerop Vice President

Print Name & Title

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

In compliance with the specifications, the above-signed offers and agrees, if this Bid is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Village of Downers Grove

IV. BID/CONTRACT FORM (Continued)

The undersigned, having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor, and incidentals for the price below.

I (We) propose to complete the following project as more fully described in the specifications for the following:

Item	Estimated Quantity (Curb Miles)	Per Mile Unit Cost	Total (Miles x Per Mile Unit Cost)
Arterial, Collector and Residential Streets (mid-April through October)	6 sweepings at 222 curb line miles – 1,332 miles	\$ 37.43	\$ 49,856.76
Central Business District	22 sweepings at 16 curb line miles – 352 miles	\$ 37.43	\$ 13,175.36
Fall Sweeping (mid-October through early December)	3 sweepings at 238 curb line miles – 714 miles	\$ 77.00	\$ 54,978.00
Parking Lots	6 sweepings at 3.5 curb line miles – 21 miles	\$ 100.00	\$ 2,100.00

Item	Estimated Quantity (Hours)	Per Hour Unit Cost	Total (Hours x Per Hour Unit Cost)
Emergency Response	Overtime - 24 hours	\$ 125.00	\$ 3,000.00
Special Request Sweeping	Straight Time - 8 hours	\$ 105.00	\$ 840.00
Special Request Sweeping	Overtime - 8 hours	\$ 115.00	\$ 920.00
TOTAL			\$ 124,870.12

Contract Term: Three Years

Maximum Increase Year 2: 2.5 %

Maximum Increase Year 3: 2.5 %

Contract Expiration Date: December 31, 2015

***See attached letter concerning bid pricing.**

Attachment A describes sweeping program that does not require the participation of Public Works vehicles with the Fall Leaf Collection Program.

The above bid rate remains the same whether or not the Village chooses to have Hoving Clean Sweep dump into Village trucks or if Hoving Clean Sweep utilizes regenerative air street sweepers to transport Fall debris.

Village of Downers Grove

**VILLAGE OF DOWNERS GROVE
STREET SWEEPING SERVICES
EQUIPMENT LIST**

Indicate the type(s) of equipment/sweepers to be used:

YEAR	MAKE	MODEL
2009-Regenerative Air	Sterling/SC8000	Schwarze
2007-Regenerative Air	International 4300	Schwarze
2008-Regenerative Air	International 4300	Schwarze
2006-Regenerative Air	Ford/Cargo	Schwarze
2009-Regenerative Air	Sterling	Elgin Crosswind
2010-Regenerative Air	Sterling	Schwarze
2011-Regenerative Air	Sterling/SC8000	Schwarze
2006-Mechanical Broom	Sterling/SC8000	Elgin Eagle
2010-Mechanical Broom	Sterling/SC8000	Elgin Eagle
2003-Mechanical Broom	GMC W5500	Husky
2003-Mechanical Broom	GMC W5500	Husky
2007-Mechanical Broom	Elgin	Pelican
2002-Mechanical Broom	Sterling/SC8000	Freightliner

Attachment A



Hoving Clean Sweep, LLC.

2351 Powis Road

West Chicago, IL. 60185

Phone: 630-377-7000 Fax: 630-377-7462

Hoving Clean Sweep, is a family owned business that embraces new technology's and innovative ways to provide our customers with the highest level of service. We would like to take this opportunity to explain to the Village of Downers Grove how we currently sweep 25 other communities during the Fall for the leaves that naturally fall to the street.

During the pre-bid meeting we discussed with Theresa Tarka the efficiency that we have gained by utilizing regenerative air machines when sweeping leaves in the Fall. Our system allows us the ability to carry a significantly larger payload. The benefit to the Village of Downers Grove is that we do not require the use of public work vehicles and employees to work with our drivers during the fall sweeps. Our vehicles will direct haul the leaves to the public works facility.

It was our understanding that during the pre-bid meeting that the public works department supplies approximately 3-4 employees with trucks for approximately three to four weeks during the Fall. This translates to approximately 420 hours of payroll hours that can be saved or utilized on other activities. The benefit to the Village of Downers Grove will also be noticed on fuel consumption and wear and tear on vehicles.

Hoving Clean Sweep is requesting that during the bid evaluation that the Village of Downers Grove would consider our proven method of sweeping municipalities during the Fall season in the total cost of sweeping. We would encourage you to contact the list of attached references and ask them about the our sweeping program that does not require the municipalities to aid Hoving Clean Sweep during the Fall. We would welcome the opportunity to discuss this with you.

Village of Downers Grove

MUNICIPAL REFERENCE LIST

Municipality: **City of Highland Park**

Address: **1150 Half Day Road 60035**

Telephone # **847-774-8896**

Contact Name **Chris Townsend**

Municipality **Village of Hoffman Estates**

Address: **2305 Pembroke Ave. 60169**

Telephone # **847-490-6800**

Contact Name **Joseph Volpe**

Municipality: **Village of Lisle**

Address: **925 Burlington Ave. 60532**

Telephone # **630-219-8712**

Contact Name **Carl**

Municipality: **Village of Bloomingdale**

Address: **201 S. Bloomingdale Road 60108**

Telephone # **630-893-7000**

Contact Name **Ed Lewen**

Municipality: **Village of Woodridge**

Address: **One Plaza Drive 60517**

Telephone # **630-719-4757**

Contact Name **Scott Sramek**

Municipality: **Village of Roselle**

Address: **474 Congress Circle 60172**

Telephone # **630-980-2020 ext. 105**

Contact Name **Robert Burns**

Municipality **Village of South Elgin**

Address: **735 Martin Drive 60177**

Telephone # **847-695-2742**

Contact Name **Kevin Summers**

Municipality **Village of Glenview**

Address: **1370 Shermer Ct. 60025**

Telephone # **815-459-1260**

Contact Name **Kevin Sutherland**

***See attached lists of additional references**

Village of Downers Grove



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Hoving Clean Sweep, LLC.
ADDRESS: 2351 Powis Road
CITY: West Chicago
STATE: Illinois
ZIP: 60185
PHONE: 630-377-7000 FAX: 630-377-7462
TAX ID #(TIN): 20-3623825

(If you are supplying a social security number, please give your full name)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

- Individual
- Sole Proprietor
- Partnership
- Medical
- Charitable/Nonprofit
- Limited Liability Company -Individual/Sole Proprietor
- Limited Liability Company-Partnership
- Limited Liability Company-Corporation
- Corporation
- Government Agency

SIGNATURE: [Handwritten Signature] DATE: 3-6-2013

Village of Downers Grove

BIDDER'S CERTIFICATION (page 1 of 3)

With regard to Street Sweeping, Bidder Hoving Clean Sweep hereby certifies
(Name of Project) (Name of Bidder)
the following:

1. Bidder is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Bidder certifies that it has a written sexual harassment policy in place and full compliance with 775 ILCS 5/2-105(A)(4);
3. Bidder certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C.F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules;
4. Bidder further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Bidder is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Bidder further certifies that if it owes any tax payment(s) to the Department of Revenue, Bidder has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Bidder is in compliance with the agreement.

BY: [Signature]
Bidder's Authorized Agent

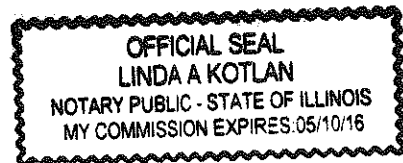
2 0 - 3 6 2 3 8 2 5

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 5th day of MARCH,
20 13

[Signature]
Notary Public



Village of Downers Grove

BIDDER'S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Bidder is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of Hoving Clean Sweep, LLC., and the full names of its Officers are as follows:

President: Kenneth Hoving

Secretary: K.J. Loerop

Treasurer: Gwen Hoving

and it does have a corporate seal. (In the event that this Bid is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

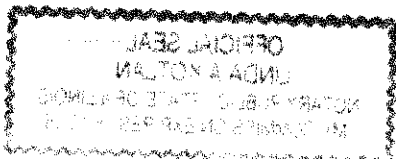
(b) Partnership

Signatures and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____
which name is registered with the office of _____ in the state of _____

(c) Sole Proprietor

The Bidder or Supplier is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the state of _____



Village of Downers Grove

BIDDER'S CERTIFICATION (page 3 of 3)

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? Yes

INSURER'S NAME Hoving Clean Sweep, LLC.

AGENT Corkill Insurance

Street Address 25 Northwest Point Road

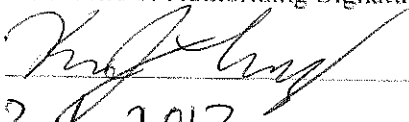
City, State, Zip Code Elk Grove Village, IL. 60007

Telephone Number (847) 758-1000

I/We hereby affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: Hoving Clean Sweep, LLC.

Print Name and Title of Authorizing Signature: K.J. Loerop Vice President

Signature: 

Date: 3-6-2013

Village of Downers Grove

Apprenticeship and Training Certification

(Does not apply to federal aid projects. Applicable only to maintenance and construction projects that use Motor Fuel Tax funds or state grant monies.)

Name of Bidder: **Hoving Clean Sweep, LLC.**

In accordance with the provisions of Section 30-22 (6) of the Illinois Procurement Code, the Bidder certifies that it is a participant, either as an individual or as part of a group program, in the approved apprenticeship and training programs applicable to each type of work or craft that the Bidder will perform with its own forces. The Bidder further certifies for work that will be performed by subcontract that each of its subcontractors submitted for approval either (a) is, at the time of such bid, participating in an approved, applicable apprenticeship and training program; or (b) will, prior to commencement of performance of work pursuant to this Contract, begin participation in an approved apprenticeship and training program applicable to the work of the subcontract. The Illinois Department of Labor, at any time before or after award, may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. Applicable apprenticeship and training programs are those that have been approved and registered with the United States Department of Labor. The Bidder shall list in the space below, the official name of the program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the Bidder is a participant and that will be performed with the Bidder's forces. Types of work or craft work that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category that does not have an applicable apprenticeship or training program. **The Bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. Return this with the Bid.**

The requirements of this certification and disclosure are a material part of the Contract, and the contractor shall require this certification provision to be included in all approved subcontracts. In order to fulfill this requirement, it shall not be necessary that an applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this Contract.

Print Name and Title of Authorizing Signature: **K.J. Loerop Vice President**

Signature: 

Date: **3-6-2013**

Village of Downers Grove

BUY AMERICA CERTIFICATION

Certification requirement for procurement of steel, iron, or manufactured products when Federal funds (Grant Agreement or Cooperative Agreement) are used.

Instructions:

Bidder to complete the Buy America Certification listed below. Bidder shall certify EITHER COMPLIANCE OR NON-COMPLIANCE (not both). This Certification MUST BE submitted with the Bidder's bid response.

Special Note: Make sure you have signed only one of the above statements – either Compliance OR Non-Compliance (not both).

Certificate of Compliance

The bidder or offeror hereby certifies that it **will meet** the requirements of 49 U.S.C. 5323(j)(1), as amended, and the applicable regulations in 49 CFR Part 661.

Signature _____

Company Name _____

Title _____

Date _____

Certificate of Non-Compliance

The bidder or offeror hereby certifies that it **cannot comply** with the requirements of 49 U.S.C. 5323(j)(1), as amended, and 49 C.F.R. 661, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Signature *[Handwritten Signature]*

Company Name **Hoving Clean Sweep, LLC.**

Title **Vice President**

Date **3-6-2013**

AFTER THIS CERTIFICATE HAS BEEN EXECUTED, A BIDDER MAY NOT SEEK A WAIVER.

Note: The U S/Canadian Free Trade Agreement does not supersede the Buy America requirement.

Village of Downers Grove

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Bidder certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Bidder is unable to certify to any of the statements in this certification, Bidder shall attach an explanation to this certification.


Company Name: Hoving Clean Sweep, LLC.

Address: 2351 Powis Road

City: West Chicago, IL. Zip Code: 60185

Telephone: (630) 377-7000 Fax Number: (630) 377-7462

E-mail Address: kj@khoving.com

Authorized Company Signature: 

Print Signature Name: K.J. Loerop Title of Official: Vice President

Date: 03-06-2013

Village of Downers Grove

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

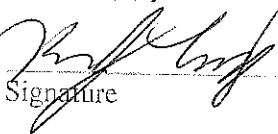
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.


Signature

K.J. Loerop
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature _____

Print Name _____



CERTIFICATE OF LIABILITY INSURANCE

OP ID: DR

DATE (MM/DD/YYYY)

02/27/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Corkill Insurance Agency, Inc. 25 Northwest Pt Blvd Ste 625 Elk Grove Village, IL 60007 Paul F. Praxmarer		Phone: 847-758-1000 Fax: 847-758-1200	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: KHOVI-1	FAX (A/C, No):
INSURED Hoving Clean Sweep, LLC 2351 Powis Rd West Chicago, IL 60185	INSURER(S) AFFORDING COVERAGE		NAIC #	
	INSURER A: Grange Mutual Cas. Co. #14060			
	INSURER B: Accident Fund Ins. Co. #10166			
	INSURER C: Navigators Insurance Company			42307
	INSURER D:			
	INSURER E:			
	INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			CPP 2635108 01	06/01/12	06/01/13	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							\$
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			CPP 2635108 01	06/01/12	06/01/13	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS							\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			CUP 2635109-01	06/01/12	06/01/13	EACH OCCURRENCE	\$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 10,000,000
	<input type="checkbox"/> DEDUCTIBLE							\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000							\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCS 7500002 01	06/01/12	06/01/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input checked="" type="checkbox"/> N	N/A				E.I. EACH ACCIDENT	\$ 1,000,000
	<input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						E.I. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.I. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Bldg/BPP			CPP 2635108 01	06/01/12	06/01/13	Bldg/BPP	1,736,502
C	Pollution Liab			CH11ECP632891NC	06/01/12	06/01/13	Poll Liab	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Village of Downers Grove, its officers, officials, employees and volunteers are Additional Insured for General Liability on a primary and non-contributory basis and Additional Insured for Auto Liability if required by written contract. A Waiver of Subrogation applies in favor of the Additional Insured for Work Comp if required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

VILLD01 Village of Downers Grove 5101 Walnut Ave. Downers Grove, IL 60515	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Hoving Clean Sweep List of Equipment						
Type of Sweeper	Make	Model	Hopper Size	Year	Unit #	
Regenerative Air Sweeper	Sterling/SC8000	Schwarze	8.4	2009	306	
Regenerative Air Sweeper	International 4300	Schwarze	8.4	2007	305	
Regenerative Air Sweeper	International 4300	Schwarze	8.4	RB 2008	304	
Regenerative Air Sweeper	Ford/Cargo	Schwarze	8.4	2006	300	
Regenerative Air Sweeper	Sterling	Elgin Crosswind	8.4	RB 2009	308	
Regenerative Air Sweeper	Sterling	Schwarze	8.4	RB 2010	309	
Regenerative Air Sweeper	Sterling/SC8000	Schwarze	8.4	2011	311	
Mechanical Broom Sweeper	Sterling/SC8000	Elgin Eagle	4	2006	307	
Mechanical Broom Sweeper	Sterling/SC8000	Elgin Eagle	4.5	RB 2010	303	
Mechanical Broom Sweeper	GMC W5500	Husky	4	2003	302	
Mechanical Broom Sweeper	GMC W5500	Husky	4	2003	301	
Mechanical Broom Sweeper	Elgin	Pelican	4	RB 2007	310	
Mechanical Broom Sweeper	Sterling/SC8000	Freightliner	8.4	2002	312	



www.downers.us

March 4, 2013

**ADDENDUM 001-CFB-0-6-2013
STREET SWEEPING**

COMMUNITY RESPONSE

CENTER

630.434.CALL (2255)

An addendum has been posted to address the following questions for the Required Pre-bid Meeting on Street Sweeping

Page 23 Water Supply

CIVIC CENTER

801 Burlington Avenue

Downers Grove

Illinois 60515-4782

630.434.5500

TDD 630.434.5511

FAX 630.434.5571

Language for Water Supply

The Village will provide water for the Contractor's sweeping operations at no charge to the Contractor. Water usage will be coordinated through the Public Works Department – Water Division. The Contractor must draw water through a meter provided by the Village and only from designated hydrants, or by the use of a tanker drawing water from the Public Works Facility at 5101 Walnut Avenue. Care shall be taken when opening and closing fire hydrants. All sweeper operators and drivers shall be instructed by Village staff in proper operation of fire hydrants. The meter permit application and hydrant instruction must be arranged through the Public Works Department – Water Division at 630-434-5462.

Page 25 AUTOMATIC VEHICLE LOCATION (AVL)

Automatic Vehicle Location (AVL) -

It is preferred that the contractor provide a complete AVL for the purpose of monitoring street sweeping activities as described in the Detailed Specifications. However, if the contractor cannot provide such a system, the contractor shall before the start of any work under this contract, procure and maintain such equipment and services necessary for Village staff to monitor the contractor's street sweeping operations via the Village's in-house AVL for the duration of this contract. The Village utilizes CompassTrac provided by CompassCom Software Corporation. The contractor shall contact Britney Clark, Project Manager, CompassCom Software Corporation, 12353 E. Easter Avenue, Centennial, Colorado 80112, phone number 303-999-3023 to procure such equipment and services.

FIRE DEPARTMENT

ADMINISTRATION

5420 Main Street

Downers Grove

Illinois 60515-4834

630.434.5980

FAX 630.434.5998

Page 27 COMPRESSED NATURAL GAS (CNG) FUELING

Current Price of CNG Fuel - \$2.25 per gallon

Sincerely,

Theresa H. Tarka
Village of Downers Grove
Purchasing

POLICE DEPARTMENT

825 Burlington Avenue

Downers Grove

Illinois 60515-4783

630.434.5600

FAX 630.434.5690

Please Sign and return this addendum with your original bid documents due on March 7, 2013, at 10:00 a.m.

03-04-2013
Date

Signature

PUBLIC WORKS

DEPARTMENT

5101 Walnut Avenue

Downers Grove

Illinois 60515-4046

630.434.5460

FAX 630.434.5495

March 4, 2013

**ADDENDUM -02
CFB-0-6-2013/TT
STREET SWEEPING**

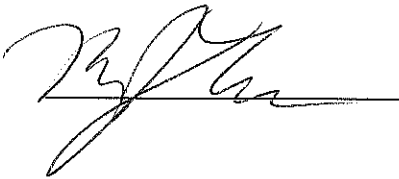
Additional Question from Pre-bid Meeting.

The Village will handle all disposal costs associated with the fall sweeping cycles. The Village does provide dump trucks for the contractor to empty into during the fall sweeping cycles. This is a prevailing wage contract.

Sincerely,

Theresa H. Tarka
Village of Downers Grove
Purchasing

Please sign, and return this with original bid documents.



03-04-2013

C O R K I L L
I N S U R A N C E

Corkill Insurance Agency, Inc.
25 Northwest Point Blvd., Suite 625
Elk Grove Village, Illinois 60007

Amount: \$1,000,000
Single Job: \$500,000

Phone 847 · 758 · 1000
Fax 847 · 758 · 1200

These bonds are subject to the terms and conditions of the contract and to the following limits:
March 1, 2013

Village of Downers Grove
5101 Walnut Ave
Downers Grove, IL 60515

RE: Letter of Capability of Acquiring Performance Bond
Hoving Clean Sweep
2351 Powis Road
West Chicago, IL 60185

To Whom It May Concern:

Hoving Clean Sweep is a valuable and long time client of our Agency. In support of potential bids and payment/performance bonds, and if the principal enters into a formal contract and requests such bonds, then we, as their Agents, will issue these bonds in the full amount of the contract up to the following limits:

Single Job: \$500,000
Aggregate: \$1,000,000

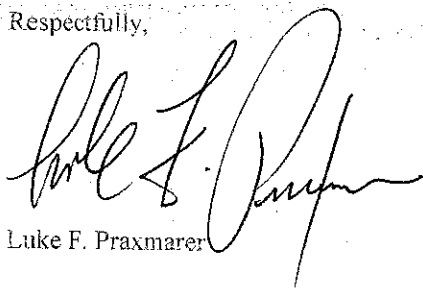
We are willing to review and support bonds in excess of these limits when necessary. These bonds are subject to review of the contract documents, specifications, and normal underwriting procedures at the time.

Our experience with Hoving Clean Sweep has proven that they are an outstanding company with the highest integrity. Their commitment to developing lasting relationships built upon consistency and mutual respect speaks for itself.

We continue to be confident in their ability to perform work and recommend them for your favorable consideration.

Should you have any questions or concerns, please do not hesitate to contact us.

Respectfully,


Luke F. Praxmarer

Lfp/rh

10/10/20

10/10/20

10/10/20

10/10/20

10/10/20

10/10/20



Hoving Clean Sweep, LLC.

2351 Powis Road
West Chicago, IL. 60185

Phone: 630-377-7000 Fax: 630-377-7462

References

Village of Hoffman Estates

Attn: Joseph D. Volpe
2305 Pembroke Avenue
Hoffman Estates, IL. 60169-2009
Phone: (847) 490-6800
Fax: (847) 490-6868

City of Highland Park

Attn: Chris Townsend
1150 Half Day Road
Highland Park, IL. 60035
Phone: (847) 774-8896
Fax: (847) 432-9907

Village of Bloomingdale

Attn: Ed Lewen
201 S. Bloomingdale Rd.
Bloomingdale, IL. 60108
Phone: (630) 893-7000
Fax: (630) 893-5136

Village of Itasca

Attn: Dave Sloan
411 N. Prospect Ave.
Itasca, IL. 60143-1795
Phone: (630) 773-2455
Fax: (630) 773-9856

Village of Woodridge

Attn: Scott Sramek
One Plaza Drive
Woodridge, IL. 60517-4199
Phone: (630) 719-4757
Fax: (630) 719-0130

Village of Roselle

Attn: Robert Burns
474 Congress Circle
Roselle, IL. 60172
Phone: (630) 980-2020 ext. 105
Fax: (630) 897-8258

Village of Cary

Attn: Cris Papierniak
454 Cary Woods Circle
Cary, IL. 60013
Phone: (847) 639-0003 ext 185
Fax: (847) 639-4963

Village of Glenview

Attn: Kevin Sutherland
1370 Shermer Ct.
Glenview, IL. 60025
Phone: (815) 459-1260
Fax: (815) 455-0450



Hoving Clean Sweep, LLC.

2351 Powis Road
West Chicago, IL. 60185

Phone: 630-377-7000 Fax: 630-377-7462

References

Village of Round Lake Heights

Attn: Bud
619 W Pontiac
Round Lake Heights
Phone: (847) 456-5990

Addison Township

Attn: Richard Kaske
411 W. Potter St.
Wood Dale, IL. 60191
Phone: (630) 766-2228

Blackberry Township

Attn: Rob Feece
43 W 390 Main St
Elburn, IL. 60119
Phone: (630) 365-9106

Village of Kenilworth

Attn: Brad burke
419 Richmond Rd.
Kenilworth, IL. 60043
Phone: (847) 251-1666
Fax: (847) 251-3908

Village of Lake Villa

Attn: Ryan Horton
65 Cedar Ave
Lake Villa, IL. 60046
Phone: (847) 356-6100

Village of North Aurora

Attn: Michael Glock
25 E. State Street
North Aurora, IL. 60542
Phone: (630) 896-1457
Fax: (630) 897-8258

Village of Port Barrington

Attn: Rusty
69 South Circle Ave.
Port Barrington, IL. 60010
Phone: (847) 875-4193

Village of Montgomery

Attn: Gary Beyer
891 Knell Road
Montgomery, IL. 60538
Phone: (630) 896-9241ext.4445
Fax: (630) 896-5203



Hoving Clean Sweep, LLC.

2351 Powis Road
West Chicago, IL. 60185
Phone: 630-377-7000 Fax: 630-377-7462

References

Village of South Elgin

Attn: Kevin Summers
735 Martin Drive
South Elgin, IL. 60177
Phone: (847) 695-2742
Fax: (847) 695-3497

Village of Carol Stream

Attn: Philip Modaff
124 Gerzevske Lane
Carol Stream, IL. 60188
Phone: (630) 871-6260
Fax: (630) 462-3650

City of St. Charles

Attn: Peter Suhr
Two East Main Street
St. Charles, IL. 60174
Phone: (630)-377-4916
Fax: (630)-377-4440

Village of Lisle

Attn: Carl
925 Burlington Ave.
Lisle, IL. 60532
Phone: (630)-219-8712
Fax: (630)-271-4195

