

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**3/1/2022**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Award of Three-Year Contract – Street Sweeping Services	Andy Sikich Public Works Director

### **SYNOPSIS**

A motion is requested to award a three-year contract for Street Sweeping Services to Advance Sweeping Services Inc. of Lake Forest, Illinois in the amount of \$728,991.20.

### **STRATEGIC PLAN ALIGNMENT**

The goals for 2021-2023 identified *Top Quality Infrastructure*.

### **FISCAL IMPACT**

The FY22 budget includes a total of \$240,950. It is anticipated that the FY23 and FY24 budgets will include sufficient funds for the remainder of this contract.

### **RECOMMENDATION**

Approval on the March 1, 2022 consent agenda.

### **BACKGROUND**

The street sweeping contract has three primary goals:

#### To Improve Water Quality by Reducing Pollutants in Stormwater Runoff

Street sweeping is a key activity of the operation and maintenance of the Village's stormwater system. This activity is recognized as a Best Management Practice (BMP) as part of the National Pollutant Discharge Elimination System (NPDES) requirements that applies to the Village with respect to stormwater. Streets and parking lots within the Village accumulate significant amounts of pollutants that contribute to stormwater pollutant runoff to surface waters. Pollutants, including sediment, debris, trash, road salt, and trace metals are minimized by street sweeping. Street sweeping also improves the aesthetics of municipal roadways, controls dust and decreases the accumulation of pollutants in catch basins.

#### To Remove Leaves and Tree Debris from the Public Right-of-Way

The fall sweeping occurs from mid-October through early December on Village streets. Street sweeping performed under this contract will be performed with regenerative air sweepers that are capable of removing particles leaving the pavement clean and minimizing dust. The sweepers have a large carrying capacity that allow for the efficient transfer of leaves to the transfer site.

#### Improve the Appearance of Village 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.

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.

The contract for street sweeping services was competitively bid, with two bids received as summarized below.

#### Three Year Contract Summary

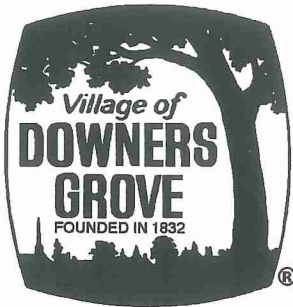
Service Provider	Bid Price 2022	Bid Price 2023	Bid Price 2024	Request Sweeps	3-Year Contract Total
Advance Sweeping Services Inc., Lake Forest, Illinois	\$236,014.40	\$236,014.40	\$236,014.40	\$20,948	\$728,991.20
Lakeshore Recycling Systems, West Chicago, Illinois	\$236,582.40	\$246,032.80	\$255,879.20	\$21,000	\$759,494.40

This will be the Village's first contract with Advance Sweeping Services, Inc. Positive references were provided by the Village of Roselle, City of Noblesville and The Chicago Park District. Staff is confident that their work will meet the specifications required by the Village.

#### ATTACHMENTS

Contract Documents

## Village of Downers Grove

**CALL FOR BIDS**

- I Name of Company Bidding: Advance Sweeping Services, Inc.
- II. Instructions and Specifications:
- A. Bid No.: CFB-68-0-2022/DM
  - B. For: Street Sweeping Services
  - C. Bid Opening Date/Time: February 7, 2022 @ 10:00 A.M.
  - D. Pre-Bid Conference Date/Time: N/A
- III. Required of All Bidders:
- A. Bid Deposit: N/A
  - 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: January 24, 2022

This document comprises 39 pages

**Return original and two duplicate copies of Bid in a sealed envelope marked with the Bid**

Number as noted above to :

JOHN TUCKER  
STREET SUPERINTENDENT  
VILLAGE OF DOWNERS GROVE PUBLIC WORKS  
5101 WALNUT AVE  
DOWNERS GROVE, IL 60515  
PHONE: 630/434-5466  
FAX: 630/434-5495

[www.downers.us](http://www.downers.us)

## Village of Downers Grove

**CALL FOR BIDS****Bid No.: CFB-68-0-2022/DM**

The VILLAGE OF DOWNERS GROVE will receive bids Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Public Works Department, 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 THE TIME AND DATE SET FORTH ON THE COVER PAGE OF THIS CALL FOR BIDS.
- 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: John Tucker, 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.

## Village of Downers Grove

- 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 The Bid shall be executed properly, and Bids shall be made for all items indicated in the Bid Form. The Bidder shall indicate, in figures, a unit price or lump sum price for each of the separate items called for in the Bid Form. The Bidder shall show the products of the respective quantities and unit prices in the column provided for that purpose. The gross sum shown in the place indicated in the Bid Form shall be the summation of said products. All writing shall be with ink or typewriter, except the signature of the Bidder, which shall be written with ink.
  - 2.4 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.
  - 2.5 All costs incurred in the preparation, submission, and/or presentation of any Bid including any Bidder's travel or personal expenses shall be the sole responsibility of the Bidder and will not be reimbursed by the Village.
  - 2.6 The Bidder hereby affirms and states that the prices quoted herein constitute the total cost to

## Village of Downers Grove

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 "Mandatory" 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.
- 3.3 No Contract Documents will be issued after a mandatory pre-bid conference except to attendees.

**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 Agent.
- 4.2 A bid deposit may be required, the amount of which shall be fixed by the Purchasing Agent 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 the 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 indicated above.

**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 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 set for the Bid opening, by a letter bearing the signature of the person authorized for submitting Bids. Bids may not be withdrawn after the Bid opening and shall remain valid for

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a period of ninety (90) calendar days from the date set for the Bid opening, unless otherwise specified.

**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 Village of ability and possession of necessary facilities, and financial resources to comply with the terms of the Contract Documents. 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.

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

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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.*, if applicable.

**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.

**10. AWARD OF CONTRACT**

10.1 The Contract will be awarded to that responsible Bidder 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 ten (10) calendar days after acceptance of his Bid by the Village, shall furnish security for performance acceptable to the Village when required under 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 Agent. 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 that guarantees 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**

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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,

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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.

- 24.2 If the Contractor encounters any waste material governed by the above Act, it shall immediately notify the Village and stop working in the area until the above requirements can be met.

**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

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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.

**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**

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- 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, 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. Bidder shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 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. Sec. 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:

- 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

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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 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.

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- 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 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

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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](http://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 five (5) years from the date of the last payment on the public work.
- 36.3 In the event this is a contract for a public works project, as defined in 820 ILCS 130/2, Bidder 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.
- 36.4 In the event 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 (10<sup>th</sup>) 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

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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 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

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	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$1,000,000	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	\$2,000,000	Each Claim
(pursuant to section .9 below)	\$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 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*.

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- 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.

**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.

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**40. TERM OF CONTRACT**

- 40.1 This Contract may be extended no more than twice for subsequent annual periods (two annual extensions) by mutual agreement of both parties, providing such agreement complies with Village purchasing policies and the availability of funds. However, if this Contract is not one that is subject to extension, such information will be available in the detailed specifications or special conditions sections.

**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.
- 41.2 The Village further reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this Contract or failure to make sufficient progress so as to endanger performance of this Contract in accordance with its terms. In the event that the Contractor fails to cure the default upon notice, and the Village declares default and 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 unless acceptable evidence is submitted to the Purchasing Manager that failure to perform the Contract was due to causes beyond the control and without the fault or negligence of the Contractor. 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 If this Contract is for work defined as a "fixed public work" project under the Illinois

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Prevailing Wage Act, 820 ILCS 130/2, any contractor or subcontractor is required to submit certified payroll records along with the invoice. No invoice shall be paid without said records.

- 42.4 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 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.

**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.

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**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.

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 AND VENUE**

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 does 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.*

**53. COPYRIGHT or PATENT INFRINGEMENT**

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- 53.1 The Contractor 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 Contractor that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

### **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 120 centerline miles, calculated to be approximately 240 curb miles of gutter line. Approximately 49 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 Business District. These include cul-de-sacs and dead ends. These streets total approximately 112 centerline miles, calculated to be approximately 224 curb miles of gutter line. These areas are cleaned twice monthly April through September for a total of twelve (12) sweeping cycles in 2022, twelve (12) sweeping cycles in 2023 and twelve (12) sweeping cycles in 2024

*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 240-curb miles of gutter line of all naturally fallen leaves and other debris in the streets per cycle including the Business District. This sweeping will require three (3) sweeping cycles to complete the leaf pick up.

**BUSINESS DISTRICT (BD)** – The BD is the downtown area consisting of approximately sixteen (16) curb line miles including alleyways and Mochel Drive. The BD area is cleaned once a week on Thursday during the entire sweeping season for a total of twenty-two (22) sweepings per year.

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 BD 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.

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**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:

HOURS OF OPERATION

VILLAGE WIDE AND FALL SWEEPING CYCLES

The Contractor shall preform sweeping operations anytime between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday only.

BUSINESS DISTRICT

The Contractor shall preform sweeping operations anytime between the hours of 2:00 a.m. and 7:00 a.m. Monday through Friday only.

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.

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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. During the fall sweeping leaf clean up a minimum of two vacuum sweepers will be required, approximately October – December.

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.

**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.

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**WATER SUPPLY** – The Contractor can fill up water from the Public Works Facility at 5101 Walnut Avenue. If the contractor elects to fill up water at the designated hydrant locations within the Village they will need to contact the Village Water Operator at 630-434-5462 for permit, fees, meter and location of hydrants that can be used.

**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 one (1) mechanical and three (3) vacuum type sweepers. The vacuum sweepers will be the primary unit or units used during Routine and BD sweeping of 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.

**PROGRESS REPORTING/INSPECTION** – The Village will provide a schedule and detailed maps of all locations under this contract to the Contractor.

The Village will require the Contractor to complete a Street Sweeping Progress Form 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 Superintendent. 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 and 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.

**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 John Tucker, (630) 434-5466 or [jtucker@downers.us](mailto:jtucker@downers.us). A written response in the form of an addendum may be issued.

#### IV. BID/CONTRACT FORM

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

---

**BIDDER:**

  
Signature of Corporation Secretary

Date \_\_\_\_\_

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## 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:

**Street Sweeping Services 2022**

<b>Item</b>	<b>Estimated Quantity (Curb Miles)</b>	<b>Per Mile Unit Cost</b>	<b>Total (Miles x Per Mile Unit Cost)</b>
Arterial, Collector and Residential Streets (mid-April through October)	12 sweepings at 224 curb line miles – 2,688 miles	\$ 53.45	\$ 143,673.60
Business District	22 sweepings at 16 curb line miles – 352 miles	\$ 53.45	\$ 18,814.40
Fall Sweeping (mid-October through early December)	3 sweepings at 240 curb line miles – 720 miles	\$ 102.12	\$ 73,526.40
<b>2022 Total</b>			<b>\$ 236,014.40</b>

**Street Sweeping Services 2023**

<b>Item</b>	<b>Estimated Quantity (Curb Miles)</b>	<b>Per Mile Unit Cost</b>	<b>Total (Miles x Per Mile Unit Cost)</b>
Arterial, Collector and Residential Streets (mid-April through October)	12 sweepings at 224 curb line miles – 2,688 miles	\$ 53.45	\$ 143,673.60
Business District	22 sweepings at 16 curb line miles – 352 miles	\$ 53.45	\$ 18,814.40
Fall Sweeping (mid-October through early December)	3 sweepings at 240 curb line miles – 720 miles	\$ 102.12	\$ 73,526.40
<b>2023 Total</b>			<b>\$ 236,014.40</b>

## Village of Downers Grove

**Street Sweeping Services 2024**

<b>Item</b>	<b>Estimated Quantity (Curb Miles)</b>	<b>Per Mile Unit Cost</b>	<b>Total (Miles x Per Mile Unit Cost)</b>
Arterial, Collector and Residential Streets (mid-April through October)	12 sweepings at 224 curb line miles – 2,688 miles	\$ 53.45	\$ 143,673.60
Business District	22 sweepings at 16 curb line miles – 352 miles	\$ 53.45	\$ 18,814.40
Fall Sweeping (mid-October through early December)	3 sweepings at 240 curb line miles – 720 miles	\$ 102.12	\$ 73,526.40
<b>2024 Total</b>			<b>\$ 236,014.40</b>

<b>Item</b>	<b>Estimated Quantity (Hours)</b>	<b>Per Hour Unit Cost</b>	<b>Total (Hours x Per Hour Unit Cost)</b>
Emergency Response	Overtime – 24 hours	\$ 149.63	\$ 3,591.12
Special Request Sweeping	Straight Time – 120 hours	\$ 124.69	\$ 14,962.80
Special Request Sweeping	Overtime – 16 hours	\$ 149.63	\$ 2,394.08
<b>2022 - 2024 TOTAL NET BID</b>			<b>\$ 20,948.00</b>

Contract Expiration Date: December 31, 2024

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
2019	Schwarze	A7 Regen Air
2019	Schwarze	A7 Regen Air
2018	Schawze	A7 Regen Air
2018	Elgin	Eagle Mechanical
** Additional vehicles if needed.		

Village of Downers Grove

*MUNICIPAL REFERENCE LIST*

Municipality: Chicago Park District  
 Address: 541 N. Fairbanks, Chicago, IL 60611  
 Telephone # 312-735-2228  
 Contact Name Ernest Alvarado

Municipality MWRD of Greater Chicago  
 Address: 100 East Erie St., Chicago, IL 60611  
 Telephone # 708-588-4302  
 Contact Name Raphael Frost

Municipality: Village of Roselle  
 Address: 474 Congress Circle North, Roselle IL 60172  
 Telephone # 630-671-2360  
 Contact Name Jeffrey O'Dell

Municipality: City of Indianapolis (Citizens Energy Group)  
 Address: 2150 Dr. Martin Luther King Jr. St., Indianapolis IN 46202  
 Telephone # 317-927-4563  
 Contact Name Max Hetrick

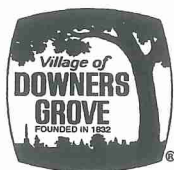
Municipality: Arcelor Mittal Steel  
 Address: 250 US HWY 12, Burns Harbor IN 46304  
 Telephone # 219-787-2312  
 Contact Name Rob Rogers

Municipality: Horsehead Resources/AZR  
 Address: 2701 E. 114th St., Chicago IL 60617  
 Telephone # 773-933-9260  
 Contact Name John Marta

Municipality City of Noblesville (Street Department)  
 Address: 1575 Pleasant St, Noblesville, IN 46060  
 Telephone # (317) 776-6348  
 Contact Name Mark Thorton

Municipality \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 Contact Name \_\_\_\_\_

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: Advance Sweeping Services, Inc.  
 ADDRESS: 557 N. King Muir Rd  
 CITY: Lake Forest  
 STATE: Illinois  
 ZIP: 60045  
 PHONE: 219-398-7520 FAX: \_\_\_\_\_  
 TAX ID #(TIN): 35-1662150

(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	Limited Liability Company –Individual/Sole Proprietor
Sole Proprietor	Limited Liability Company-Partnership
Partnership	Limited Liability Company-Corporation
Medical	<b>Corporation</b>
Charitable/Nonprofit	Government Agency


SIGNATURE: [Signature] DATE: February 2, 2022

## BIDDER'S CERTIFICATION (page 1 of 3)

5. 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.

Village of Downers Grove

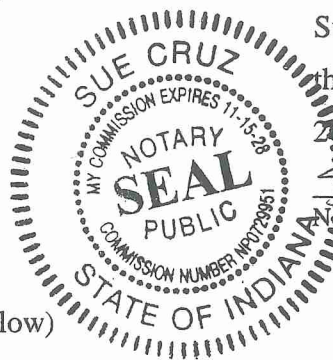
**BIDDER'S CERTIFICATION (page 2 of 3)**

BY:  Scott Bloom, President  
 Bidder's Authorized Agent

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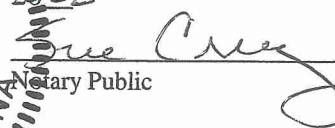
**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

or \_\_\_\_\_  
 Social Security Number



Subscribed and sworn to before me

this 1 day of February, 2022

  
 Notary Public

(Fill Out Applicable Paragraph Below)

**(a) Corporation**

The Bidder is a corporation organized and existing under the laws of the State of Indiana, which operates under the Legal name of ADVANCE SWEEPING SERVICES, Inc., and the full names of its Officers are as follows:

President: Scott Bloom

Secretary: Scott Bloom

Treasurer: Robert Bloom

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:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 Advance Sweeping Services, Inc.

Title President

Date February 2, 2022

***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 \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_

**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.**

# **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: Advance Sweeping Services, Inc.

Address: 557 N. King Muir Rd.

City: Lake Forest, IL Zip Code: 60045

Telephone: ( 219 ) 398-7520 Fax Number: ( )

E-mail Address: scott@advancegroupllc.net

Authorized Company Signature: 

Print Signature Name: Scott Bloom Title of Official: President

Date: February 2, 2022

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.

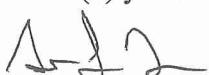
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

Scott Bloom  
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

File Number

7208-380-6



***To all to whom these Presents Shall Come, Greeting:***

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that*

ADVANCE SWEEPING SERVICES, INC., INCORPORATED IN INDIANA AND LICENSED TO TRANSACT BUSINESS IN THIS STATE ON DECEMBER 23, 2019, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS A FOREIGN CORPORATION IN GOOD STANDING AND AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF ILLINOIS.



***In Testimony Whereof, I hereto set  
my hand and cause to be affixed the Great Seal of  
the State of Illinois, this 27TH  
day of FEBRUARY A.D. 2020 .***

*Jesse White*

SECRETARY OF STATE

Authentication #: 2005802244 verifiable until 02/27/2021

Authenticate at: <http://www.cyberdriveillinois.com>

Insurance / Risk Advisory / Employee Benefits

# HORTON

Februaury 1, 2022

Re:: Advanced Sweeping Services, Inc.

To Whom It May Concern:

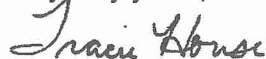
Advanced Sweeping Services, Inc. is a valuable client of The Horton Group and the Ohio Casualty Insurance Company (a Liberty Mutual Company). Ohio Casualty Insurance Company is rated A XV by A.M. Best with a Stable Outlook and is listed on Department of the Treasury's Listing of Certified Sureties.

We have supported them on single projects up to \$2,000,000 and an aggregate bonded program up to \$6,000,000. Amounts in excess of this will be favorably considered on a case by case basis. Accordingly, I anticipate no difficulty providing Performance and Payment Bonds on their behalf, should they be required in connection with any contract they're awarded. Based on current review we show the current available bonding capacity as \$5,000,000.

This indication is subject to Advanced Sweeping Services, Inc. and Ohio Casualty Insurance Company's review of the contract documents and bond forms, as well as normal underwriting requirements, at the time of a specific request. If I can provide any further assurances, please don't hesitate to call me.

Thank you.

Very truly yours,



Tracie House, CRIS

Asst. Client Manager-Surety

Direct Dial Number: (574) 334-5533