



## REQUEST FOR PROPOSALS

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**Requesting:** Proposals(s) For Snow Removal Services

**Issue Date:** January 29, 2024

**Last Date for Questions:** February 27, 2024, 9:00 AM

**Addendum Posted:** March 1, 2024, 12:00 PM

**Proposals Due:** March 5, 2024, 10:00 AM

**Submission link:** [www.demandstar.com](http://www.demandstar.com)

**Note:** Illinois Prevailing Wage Act (820 ILCS 130/1-12) does not apply.  
A Certificate of Insurance will be required after notice of award.

All questions concerning this solicitation shall be submitted via e-mail to the Management Analyst before the date stated above. A written response in the form of a public addendum will be published on the Village of Oswego and DemandStar websites by the said date above.

Contact with anyone other than the Management Analyst for matters relative to this solicitation during the solicitation process is prohibited.

**Contact for this proposal:**

Madeleine Trinco, Management Analyst.

[mtrinco@oswegoil.org](mailto:mtrinco@oswegoil.org)

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**LEGAL NOTICE**  
**REQUEST FOR PROPOSAL FOR SNOW REMOVAL SERVICES**

The Village of Oswego will be accepting proposals from vendors to perform snow removal services throughout the Village until March 5, 2024, at 10:00 AM local time.

Project Title: Request for Proposals for Snow Removal Services  
Proposal No.: 24-6030-01

Proposals must be submitted electronically. All necessary documents are available through the Village's bid portal [www.demandstar.com](http://www.demandstar.com). Downloading documents and submitting proposals requires registration with "DemandStar." If you are not already a member, you can obtain a FREE AGENCY SUBSCRIPTION to the Village of Oswego account by going to [www.demandstar.com/register.rsp](http://www.demandstar.com/register.rsp). Instructions for DemandStar can be found on the Village's website [www.oswegoil.org](http://www.oswegoil.org). Hard copy emailed or faxed proposals will not be accepted.

Infrequent or first-time users of electronic bidding are recommended to load their proposals 24 hrs. prior to due date. All technical questions regarding the use of DemandStar, must be emailed at least 48 hours before the due date to [mtrinco@oswegoil.org](mailto:mtrinco@oswegoil.org). All answers will be provided within 24 hours regarding technical issues within DemandStar.

Questions regarding this legal notice or the proposal package must be in writing and emailed directly to [mtrinco@oswegoil.org](mailto:mtrinco@oswegoil.org) until February 27, 2024, at 9:00 AM local time. Responses will be posted in DemandStar by March 1, 2024, at 12:00 PM local time.

Madeleine Trinco  
Management Analyst

## PROJECT SPECIFICATIONS

### I. INFORMATION

The Village of Oswego is seeking contractor(s) to perform snow removal services of parking lots, cul-de-sacs, and sidewalks throughout the Village.

### II. WORK LOCATION

Four (4) options are available to be bid together or individually. Bid award will be determined based on each Option and bid requirements.

**Package 1:** Village Cul-De-Sacs (241)

**Package 2:** Village-Owned Property and Downtown Parking Lots, and Sidewalks

**Package 3:** Oswego Police Headquarters Parking Lots and Sidewalks

**PLEASE NOTE:** Oswego Police Headquarters is operational 24 hours a day, 365 days a year. Public services cannot be interrupted during the removal of snow and ice.

### III. SCOPE OF WORK

A. PERFORMANCE – Contractor shall perform the maintenance, furnish all labor, equipment, and supplies for the removal of snow and ice based on the awarded option listed above.

1. All work shall be completed, whereby the snow will be removed from all designated sites as indicated on the map per event.
2. Work shall commence upon notification by Village or Police personnel contacts the contractor per event.

B. BEGIN WORK TIME – The Contractor shall begin snowplowing operations within 1 hour after notification by Village or Police Department personnel. Should the Contractor fail to comply with this response time, liquidated damages or termination of this contract may apply at the sole discretion of the Village.

C. COMPLETION TIME - All work shall be completed, whereby the snow will be removed from all designated locations as indicated on the map, per event. All cul-de-sac pushes shall be completed within 8 hours of start of the first push. For sidewalks and the Village Hall & Harrison Street parking lots, if an evening snowstorm occurs, snow removal services must be completed prior to 6 A.M. the next day. If a daytime snowstorm occurs, snow removal services shall be completed within 4 hours of the start of the first push.

1. Should operations require additional time, the Contractor shall contact the Village to request an extension. The Village may grant an extension in its sole discretion.

2. Should the Contractor fail to comply with this response and completion time, this contract may be subject to liquidated damages or termination at the sole discretion of the Village.
- D. POINT OF CONTACT AND SAFETY OFFICER – The Contractor shall submit the name and phone number of the person that the Village is to contact when snowplowing is to be done. The awarded Contractor is to give the Village 24-hour notice if the contractor’s contact changes. The Contractor shall also provide a Safety Officer contact for the Village. This may be the same individual identified as the point of contact. The Safety Officer shall address all concerns, and communicate resolution to the Village, within a one (1) hour window.
  - E. PRE-SEASON EVALUATION – Prior to the first snowfall each year, the Contractor and their drivers shall visit each site to observe locations of curbs, shrubs, manholes, fencing, fire hydrants, guard rails, electrical junction boxes and any other areas that are susceptible to damage as they are easily concealed by snowfall.
  - F. SALT – Sodium Chloride Road salt is to be applied the entire width (curb to curb) at a minimum rate of 200lbs. per lane mile (courts = approx.12.5 lane miles) (parking lots = 1 lane miles) or otherwise determined by Village personnel. Application rates may vary pending weather conditions.
  - G. SIDEWALK AND BRICK PAVER SNOW REMOVAL – All sidewalks and brick paver areas are to be cleared of snow and treated with specified ice melting products (FreezGard 100% Magnesium Chloride Ice Melt, or approved equivalent) the entire width of the sidewalk (edge to edge and continue throughout the storm) to maintain safe passageways during the storm. Snow piles are not to exceed more than 4 feet high. Snow will be relocated off the sidewalk and brick paver areas but not placed on the street or parking lots unless coordinated with Public Works and Police Department personnel prior to removal. Snow shall not be placed on any plant material. No skid loaders or heavy equipment will be allowed on sidewalks or brick pavers. Any other mechanical or motorized piece of equipment will need to be approved by Director or designee, prior to use.
  - H. HANDICAP RAMPS AND STEPS – Handicap ramps and steps are to be shoveled and treated with specified ice melting products (FreezGard 100% Magnesium Chloride Ice Melt, or approved equivalent) the entire width (edge to edge of the ramp and steps) and continue throughout the entire storm to maintain safe passageways during the storm. The contractor is responsible to push back or remove enough snow from both sides of the ramps and steps to make room for the next storm. Snow piles are not to exceed more than 4 feet high. Snow will be relocated off the sidewalk and brick paver areas but not placed on the street, parking lots and plant material.
  - I. PARKING LOTS - All parking lot surface areas are to be plowed and treated with Sodium Chloride Road salt, the entire width (curb to curb) and continuous throughout the entire storm as directed by the Village. The Contractor is responsible to push back or remove snow to make room for the next storm. Snow will be relocated as not to be placed on streets,

sidewalks, brick paver areas and plant materials. Snow shall not be placed on corners creating site distance issues.

- J. PERFORMANCE – Snowplow blades are to be flush with the pavement, removing as much snow as possible. The Contractor agrees to perform snowplowing service work to the acceptance of the Village personnel. Work not completed in a satisfactory manner will be redone by the Contractor at no additional cost.
- K. NON-AUTHORIZED WORK – At no time while working for the Village shall the Contractor perform any work other than as directed by the Village. Contractors shall not drive on driveways or leave the public Right-of-Way without authorization by the Director of Public Works or designee. Non-authorized work may result in termination of the contract at the sole discretion of the Village.
- L. RESTORATION – All lawn areas damaged by snow removal shall be re-graded to form a smooth transition from the existing lawn to the disturbed area. The disturbed area will be treated with an application of pulverized topsoil with a 50/50 blend of bluegrass/ryegrass seed at a minimum rate of 5 pounds per 1,000 square feet and then a Penn mulch (or equivalent) added on top of restored area. The Contractor shall provide replanting, if necessary, until a healthy stand of grass is established by July 1 as determined by Oswego Public Works personnel. All initial restoration must be completed no later than April 30 to the satisfaction of the Village. Failure to do so will result in the Village fixing the damage and holding money from the retainage.
- M. DAMAGES – In the event of an accident or incident of any kind, the Contractor shall immediately contact the Village to secure a police report for insurance purposes, take photos and shall provide a full accounting of all details of the accident. The Contractor shall furnish the Village and all interested parties' copies of all reports and photos. The Contractor shall cooperate fully with any investigation of an accident which occurs on Village property.
- The Contractor will be responsible for damages including but not limited to mailboxes, parked vehicles, sod, trees, pavement or roadway appurtenances, and persons or items damaged by the Contractor. Any damage must be restored in a timely manner to the satisfaction of the Village.
- N. MAILBOXES – The Village will inspect mailboxes. If Village staff determines damage was caused by snow coming off the blade there will be no responsibility on the part of the contractor to pay for the damages. However, if it is determined that the snowplow hit the mailbox the Contractor shall pay up to \$100.00 for repairs for each mailbox damaged. In the event of multiple boxes on a post, the Contractor may be required to pay up to \$100.00 for each mailbox attached to the post. Anytime a mailbox is damaged, the contractor shall contact the Village and Oswego Police department to file a report. Photos must also be submitted with any necessary paperwork.
- O. RETAINAGE – The Village requires a \$2,500 retainage fee to be submitted by November 1<sup>st</sup> of each year to ensure completion of all work in accordance with the contract per option

awarded. The Village will deduct from retainage any funds paid to property owners for damaged mailboxes or restoration work completed by the Village. A late fee of \$250.00 will be assessed to the contractor if the yearly retainer fee is not submitted on or before November 1<sup>st</sup>. If funds remain after the season which is considered April 1<sup>st</sup>, the Village shall reimburse the contractor the remaining balance of the retainer fee.

- P. EQUIPMENT – All equipment and vehicles used by the Contractor shall be maintained and in good working mechanical condition and where applicable, said equipment shall have valid insurance, State of Illinois registration, and State of Illinois vehicle safety sticker if applicable. The Village reserves the right to accept any or all equipment submitted by the Contractor. At a minimum the Contractor shall have equipment at its disposal which will include the following snow and ice removal equipment:

Package 1: Cul-de-sacs:

1. A minimum one 5-yard truck with 10-foot blade and salt spreader.
2. Tractor with bucket
3. Multiple trucks with blades
4. Multiple Skid Steer loaders with blades and/or buckets

Package 2: Village-Owned Property and Downtown Parking Lots & Sidewalks:

1. A minimum one 5-yard truck with 10-foot blade and salt spreader.
2. Tractor with bucket
3. Multiple trucks with blades
4. Multiple Skid Steer loaders with blades and/or buckets
5. Snow blowers, shovels, walk-behind salt spreaders and sidewalk de-icing material.

Package 3: Police Headquarters– Parking Lots & Sidewalks:

1. A minimum one 5-yard truck with 10-foot blade and salt spreader.
2. Tractor with bucket
3. Multiple trucks with blades
4. Multiple Skid Steer loaders with blades and/or buckets
5. Snow blowers, shovels, walk-behind salt spreaders and sidewalk de-icing material.

- Q. SAFETY REQUIREMENTS – All equipment to be used for snowplowing operations shall be equipped with an amber warning light mounted on the top of the cab or at a location clearly visible from all sides of the unit. All vehicles and equipment must be clearly marked to properly identify the snow removal company, including phone number and must be kept clear of snow at all times.
- R. CLEAN-UP OPERATIONS – Snow must be removed from all public pavement areas per the map from curb line to curb line. Snow must be deposited in open areas of the parkways or at the end of the cul-de-sac so as to not block sidewalks and ramps, driveways, fire hydrants, or mailboxes. Any pile impeding sight vision shall be relocated at no additional cost. At no time will snow be deposited in the center of the cul-de-sac, placed on plant material other than grass or pushed across a roadway from the area being maintained.

- S. POST STORM CLEAN UP – If necessary, post storm clean-up, which includes removal of excess snow from blocked sidewalks, ramps, curb lines, around mailboxes, corners, site distance issues and fire hydrants. Village will determine if post storm clean-up is necessary and will notify the contractor. Post storm clean-up will be based on an additional hourly rate. Any additional post storm clean-up due to driver negligence will not be paid.
  
- T. DRIVER’S LICENSE/ BACKGROUND CHECK - Before commencing work, the Contractor shall provide a copy of valid driver’s license for each employee operating equipment in the Village. Drivers shall possess of Commercial Driver’s License with appropriate endorsements if operating equipment that requires such a license. All workers providing services under this Contract must pass a background check performed by the Village Police Department prior to commencing work for the Village.
  
- U. BASIS OF PAYMENT – Snow removal will be paid for at the contract unit price noted in APPENDIX A: Detailed cost sheet. This includes price per push for parking lots and per application for salt of all identified areas. Post-storm clean-up will be paid at the contract unit price per hour.



**DETAILED EXCEPTION SHEET**

Any exception must be clearly noted on this sheet. Failure to do so may be the reason for rejection of the proposal. It is not our intention to prohibit any potential Contractor from bidding by virtue of the specifications, but to describe the material(s) and service(s) required.

The Village reserves the right to accept or reject any or all exceptions.

Contractor's exceptions are:

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**EQUIPMENT LIST**

<b>Name</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Use</b>

**SUBCONTRACTOR LISTING**

Provide the name, contact information, and value of work for each and every subcontractor which will be employed on this project.

**Subcontractor No. 1**

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*Business Name*

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*Address* *Village, State, Zip Code*

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*Contact Person* *Telephone Number*

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*Value of Work* *Nature of Work*

**Subcontractor No. 2**

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*Business Name*

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*Address* *Village, State, Zip Code*

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*Contact Person* *Telephone Number*

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*Value of Work* *Nature of Work*

**Subcontractor No. 3**

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*Business Name*

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*Address* *Village, State, Zip Code*

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*Contact Person* *Telephone Number*

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*Value of Work* *Nature of Work*

**REFERENCES**

Enter below current business references for whom you have performed work similar to that required by this proposal.

**Reference No. 1**

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*Business Name*

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*Address* *Village, State, Zip Code*

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*Contact Person* *Telephone Number*

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*Dates of Service* *Nature of Work*

**Reference No. 2**

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*Business Name*

---

*Address* *Village, State, Zip Code*

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*Contact Person* *Telephone Number*

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*Dates of Service* *Nature of Work*

**Reference No. 3**

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*Business Name*

---

*Address* *Village, State, Zip Code*

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*Contact Person* *Telephone Number*

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*Dates of Service* *Nature of Work*

**CONTRACTOR PROPOSAL AGREEMENT**

TO: Village of Oswego  
100 Parkers Mill  
Oswego, IL 60543

Project: Snow Removal Services

The undersigned Contractor, in compliance with your advertisement for Proposals for work as specified, and related documents prepared by or at the direction of the Village of Oswego, Owner, and being familiar with all conditions surrounding the work, including availability of labor and material, do hereby propose to furnish materials, labor, equipment, and services and pay for same and shall perform all work required for the completion of the project, in accordance with the Contract documents and at the price provided.

Contractor certifies this Proposal to be for the project described above to be in accordance with plans, specifications, and contract documents, included in the Request for Proposal packet.

In no event shall any delays or extensions of time be construed as cause or justification for payment of extra compensation to the Contractor. Any claims for an increase of the Contract time shall be made in writing to the Village within seven (7) days of the cause.

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*Company Name*

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*Address* *Village, State, Zip Code*

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*Phone Number* *Email Address*

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*Printed Name of Authorized Representative* *Title*

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*Signature of Authorized Representative* *Date*

## GENERAL CONDITIONS

These General Conditions apply to all proposals requested and accepted by the Village and become a part of the contract unless otherwise specified. Contractors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. The Village assumes that submission of a proposal means that the Contractor has familiarized himself with all conditions and intends to comply with them unless noted otherwise.

### 1. Submittal of Proposal

All proposals must be submitted on the forms provided, complete with all blank spaces filled in and properly signed in ink in the proper spaces and submitted electronically. Downloading the required documents and submitting proposals requires registration with “DemandStar,” the Village’s service provider. If you are not already a member, the Contractor can obtain a free agency subscription to the Village of Oswego account by going to [www.demandstar.com/register.rsp](http://www.demandstar.com/register.rsp). Hard copy emailed or faxed proposals will not be accepted.

Infrequent or first-time users of electronic bidding are requested to load their proposals 24 hrs. prior to due date. All technical questions regarding the use of DemandStar, must be emailed at least 48 hours before the due date to [mtrinco@oswegoil.org](mailto:mtrinco@oswegoil.org). All answers will be provided within 24 hours regarding technical issues within DemandStar.

All proposals must include the following documents:

- A) Detailed Cost Sheet
- B) Signed Contractor Proposal Agreement
- C) Detailed Exception Sheet
- D) Equipment List
- E) Subcontractor Listing
- F) References
- G) Signed Contract

### 2. Examination of Forms, Specifications, and Site

The contractor shall carefully examine the proposal forms which may include the invitation to proposal, instruction to contractors, general conditions, special conditions, plans, specifications, proposal form, bond, contract, and any addenda to them, and sites of the proposed work (when known) before submitting the proposal. The contractor shall verify all measurements relative to the work, shall be responsible for the correctness of the same. The contractor will examine the site and the premises and satisfy themselves as to the existing conditions under which the contractor will be obligated to operate. Failure of the contractor to notify the Village, in writing, of any condition(s) or measurement(s) making it impossible to carry out the work as shown and specified, will be construed as meaning no such conditions exist and no additional sums of money will be added to the contract.

The submission of the proposal shall be considered conclusive evidence that the contractor has investigated and is satisfied as to all conditions to be encountered in performing the work, and is fully informed as to character, quality, quantities, and costs of work to be performed and materials to be furnished, and as to the requirements of the proposal forms. If the proposal is accepted, the contractor will be responsible for all errors in his proposal resulting from his failure or neglect to comply with these instructions, and the Village shall not be responsible for any charge for extra work or change in anticipated profits resulting from such failure or neglect.

### **3. Work Schedule**

The Contractor shall complete the work required as soon as practicable. The only exception to this requirement will be extenuating circumstances as may be accepted by the Village. Requests for exceptions due to extenuating circumstances must be made in writing to the Village within 48 hours of the occurrence. The Village's decision on extenuating circumstances will be final.

### **4. Equipment**

All Equipment required to perform the contract is the sole responsibility of the contractor and should be included in the proposal. Multiple mobilizations may be expected and will not be treated like extras.

### **5. Delivery of Materials**

It shall be the Contractor's responsibility to see that merchandise is delivered within or adjacent to the area of installation repair as specified by the Village.

The work described in this specification shall be done with the least inconvenience. The amount of time that normal operations are interrupted must be kept to an absolute minimum and shall be coordinated with the Village.

The Contractor is responsible to protect all existing and newly installed work, materials, equipment, improvements, utilities, structures, and vegetation always during this contract. Any property or incidentals damaged during this contract shall be repaired or replaced to the satisfaction of the Village.

### **6. Injury to Property**

In case any direct or indirect damage is done to public or private property by or because of the work, or in consequence of any act or omission on the part of the Contractor, his employees or agents, the Contractor shall, at his own cost, restore such property to a condition similar or equal to that existing before such damage was done, by repairing, rebuilding, or otherwise restoring, as may be required by the Village, or shall make good such damage in a satisfactory manner; and in case of failure on the part of the Contractor to promptly so restore or make good such damage, the Village may, upon 48 hours written notice, proceed to repair, rebuild, or otherwise restore such property as may be necessary, and the cost thereof will be deducted from any monies due to

become due to the Contractor under the Contract; or the Director of Public Works may deduct from any monies due to the Contractor a sum sufficient, in the judgment of the Village, to reimburse the owners of the property so damaged.

## **7. Decisions and Explanations by Village**

The Village shall decide any and all questions which may arise as to the quality and acceptability of materials furnished and work performed and as to the manner of performance and rate of progress of the work and shall decide all questions which may arise as to the interpretations of any or all plans relating to the work and of the specifications, and all questions, as to the acceptable fulfillment of the Contract on the part of the Contractor; and the Village shall determine the amount and quantity of the several kinds of work performed and materials which are to be paid for under the Contract, and such decision and estimate shall be final and conclusive, and such estimate, in case any questions shall arise, shall be a condition precedent to the right of the Contractor to receive any money due under the Contract. Any doubt as to the meaning of any of the provisions of the specifications, Contracts, or plans will be interpreted by the Village. The decision of the Village will be final.

## **8. Maintenance of Traffic**

The purpose of this contract is to provide for the safe and continuous maintenance of traffic through the locations where services are being performed and to minimize accidents and accident severity while at the same time minimizing inconvenience to the traveling public and the Contractor.

The Contractor shall be solely responsible for all accidents and/or damage to persons and/or property that may result from the Contractor's operations.

## **9. Additional Information Request**

Questions regarding this Proposal and specific questions regarding the specifications in this Proposal can be emailed to Madeleine Trinco, Management Analyst, at [mtrinco@oswegoil.org](mailto:mtrinco@oswegoil.org). Answers will be provided in writing to all potential Contractors; No oral comments will be made to any Contractor as to the meaning of the Proposal and Specifications or other contract documents. Contractors will not be relieved of obligations due to failure to examine or receive documents, visit the site or become familiar with conditions or facts of which the Contractor should have been aware of, and the Village will reject all claims related thereto.

Information (other than in the form of a written Addendum issued by the Village) from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the Contractor or relieve him from fulfilling any of the conditions and obligations set forth in the Proposal and other contract documents. Before the proposals are opened, all modifications or additions to the Proposal documents will be made in the form of a written Addendum issued by the Village. Any Addendum issued will be posted on the Village's website. In the event of a conflict with the original contract documents, addenda shall govern all



other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

The Contractor shall be required to acknowledge receipt of the formal Addendum by signing the Addendum and including it with the Proposal quotation. Failure of a Contractor to include a signed formal Addendum in its Proposal quotation shall deem its quotation non-responsive; provided, however, that the Village may waive this requirement if it in its best interest.

## **10. Conditions**

The Contractor is responsible for being familiar with all conditions, instructions, and documents governing this project and Proposal. Failure to make such investigation and preparations shall not excuse the Contractor from the performance of the duties and obligations imposed under the terms of this contract. The Contractor acknowledges that local ordinance permits the Village to give preference to local businesses.

- A. The Village is exempt from Federal excise tax and the Illinois Retailer's Occupation Tax. This Proposal cannot include any amounts of money for these taxes.
- B. To be valid, the Proposals shall be itemized so that selection for purchase may be made, there is included in the price of each unit the cost of delivery (FOB Destination).
- C. The Village shall reserve the right to add or to deduct from the Alternate Proposal any item at the prices indicated in the itemization of the Proposal.
- D. All Proposals shall be good for thirty (30) days from the date of the Proposal opening.
- E. Contractors shall be required to comply with all applicable federal, state, and local laws, including those relating to the employment of labor without discrimination on the basis of age, race, color handicap, sex, national origin or religious creed and prevailing wages.

## **11. Award of Proposal**

The Village reserves the right to reject any or all Proposals or packages and to waive any informality or technical error and to accept any Proposal deemed most favorable to the interests of the organization.

- A. The items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidentally to and as part of the items of work for which a unit price is given. No additional payment will be made for such incidental work. The Contractor shall be responsible for identifying all costs to complete the project on time and to create a functional and operational system in accordance with the Plans and Specifications.
- B. The Village has the sole discretion to award the alternate Proposal based upon the best interest of the Village.
- C. All awards made in accordance with this Code are final determinations.
- D. The Contract shall be deemed as have been awarded when formal notice of award shall have been duly served upon the intended awardee.
- E. In addition to price, the Village will consider:
  - Ability, capacity, and skill to fulfill the contract as specified.

- Ability to supply the commodities, provide the services or complete the construction promptly, or within the time specified, without delay or interference.
- Character, integrity, reputation, judgment, experience, and efficiency.
- Quality of performance on previous contracts.
- Previous and existing compliance with laws and ordinances relating to the contract.
- Sufficiency of financial resources.
- Quality, availability, and adaptability of the commodities, services or construction, in relation to the Village's requirements.
- Ability to provide future maintenance and service under the contract.
- Number and scope of conditions attached to the Proposal /proposal.
- Record of payments for taxes, licenses or other monies due to the Village.

## **12. Rejection of Proposals**

- A. The Village reserves the right to cancel invitations for Proposals or requests for proposals without penalty when it is in the best interest of the Village. Notice of cancellation shall be sent to all individuals or entities solicited.
- B. The Village reserves the right to reject any or all Proposals, to waive any minor informality or irregularity in any Proposal, to negotiate changes and/or modifications with the lowest responsible Contractor and to make an award to the response deemed to be the most advantageous to the Village.
- C. Any Proposal not conforming to the specifications or requirements set forth by the Village in the Proposal request may be rejected.
- D. Proposals may also be rejected if they are made by a Contractor that is deemed un-responsible due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment, or labor.

## **13. Equal Opportunity**

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, ancestry, national origin, place of birth, age, or handicap unrelated to bona fide occupational qualifications.

## **14. Non-Discrimination**

The Contractor, its employees, and subcontractors agree not to commit unlawful discrimination and agrees to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

## **15. Execution of Documents**

The Contractor, in signing the Proposal on the whole or any portion of the work, shall conform to the following requirements:

- A. Proposals signed by an individual other than the individual represented in the Proposal documents shall have attached thereto a power of attorney evidencing authority to sign the Proposal in the name of the person for whom it is signed.
- B. Proposals that are signed for a partnership shall be signed by all the partners or by an attorney-in-fact. If signed by an attorney-in-fact, there shall be attached to the Proposal a power of attorney evidencing authority to sign the Proposal, executed by the partners.
- C. Proposals that are signed for a corporation shall have the correct corporate name thereof and the signature of the President or other authorized officer of the corporation manually written below the corporate name.
- D. If such Proposal is manually signed by an official other than the President of the Corporation, a certified copy of a resolution of the board of directors evidencing the authority of such official to sign the Proposal should be attached to it. Such Proposal shall also bear the attesting signature of the Secretary of the corporation and the impression of the corporate seal. If the Proposal is signed for a limited liability company, it should have the correct legal name and be signed by the managing member or another person with authority.
- E. Proposals received from any listed contractor in response to an invitation for proposals shall be entered on the abstract of Proposals and rejected. Proposals, quotations, or offers received from any listed contractor shall not be evaluated for an award or included in the competitive range, nor shall discussions be conducted with a listed offer or during a period of ineligibility. If the period of ineligibility expires or is terminated prior to award, the Village may, but is not required to, consider such proposals, quotations, or offers.

## CONTRACT

This contract is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by and between the Village of Oswego (Village) and \_\_\_\_\_ (Contractor).

The entire Proposal package together with all Exhibits and attachments and the following sections apply to all proposals requested and accepted by the Village and become a part of the contract unless otherwise specified. The Village assumes that submission of a Proposal means that the person submitting the Proposal has familiarized himself with all conditions and intends to comply with them unless noted otherwise.

1. **Definitions:** The definitions set forth in the Proposal Packet are incorporated herein.
2. **Conditions:** The Contractor is responsible for being familiar with all conditions, instructions, warranties, and documents governing this project and Proposal. Failure to make such investigation and preparations shall not excuse the Contractor from the performance of the duties and obligations imposed under the terms of this contract.
3. **Retainage During Guarantee Period:** Out of the amount representing the total amount due upon completion of work in any month, the Village shall deduct \$2,500 and shall hold such sum for a guarantee period which shall expire not less than ninety (90) days after the completion of the last work done in the Contract Work Period of each year.
4. **Billing/Invoicing:** All billing and invoicing will be at the completion of the job with detailed itemized billing. Billing will include the date, the work performed, and the total cost. After receipt of a correct invoice, payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, Illinois Compiled Statutes, Ch. 50, Sec. 505, et. seq.

If in the opinion of the Village, the Contractor has not or is not satisfactorily performing the work covered by this specification, and within forty-eight (48) hours of receipt of a written demand from the Village, for performance, has not cured any defect in performance specifically itemized in such demand, the Village may, at its option:

- A. Withhold payment.
- B. Consider all or any part of this contract breached and terminate the contractor, or
- C. May hire another contractor to cure any defects in performance or complete all work covered by this specification for the remaining term of this contract.
- D. Any demand for performance shall be specifically delivered to the contractor by personal delivery, certified or registered mail.

The Village will make periodic inspections and follow up as needed with the contractor to discuss any issues, etc.

5. **Insurance and Bond Requirements:** Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons, damages to property,

and/or other applicable damages that may arise in connection with the performance of work and/or services under this Agreement as follows:

A. Minimum Scope of Insurance – The insurance coverage to be procured and maintained by Contractors shall be at least as broad as the following:

- i. Commercial General Liability Insurance. Commercial general liability insurance with minimum coverage amounts of \$2,000,000 general aggregate; \$2,000,000 products-completed operations aggregate; and \$1,000,000 each occurrence for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following endorsements, coverages, and/or conditions:
  1. Shall name the Village as an additional insured in accordance with the obligations and conditions set forth below.
  2. Blanket contractual liability coverage, to the extent permitted under Illinois law, including, but not limited to, Contractor’s contractual indemnity obligations under the Agreement.
  3. Premises-Operations and Independent Contractors.
  4. Broad form property damage coverage.
  5. Personal injury coverage.
  6. Must be endorsed as Primary and Non-Contributory as to any other insurance of the Additional Insureds.
  7. If the Additional Insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis to any Subcontractor’s policy.
- ii. Comprehensive Automobile Liability Insurance. Comprehensive automobile liability insurance with minimum coverage amounts of \$1,000,000 any one accident for bodily injuries, death, and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.
- iii. Workers’ Compensation and Employers Liability Insurance. Statutory Workers’ Compensation coverage complying with the law of the State of Illinois and Employers’ Liability Insurance with minimum limits at \$1,000,000 each accident, including occupational disease coverage with a limit of \$1,000,000 per employee, subject to policy minimum limit of \$1,000,000 per annum.
- iv. Umbrella / Excess Liability Insurance Umbrella / Excess Liability Insurance. Umbrella or excess liability insurance is written over the underlying employer’s liability, commercial general liability, and automobile liability insurance described above with minimum coverage amounts of \$2,000,000 per occurrence and \$2,000,000 general aggregate, with coverage at least as broad as the underlying policies.
- v. Professional Liability Insurance. Contractor shall procure and maintain professional liability insurance coverage: Each Occurrence: \$1,000,000.00. Such professional liability coverage shall be maintained for at least two years after completion of work and/or services under the Agreement. Evidence of such insurance shall be provided upon request from the Village during this two-year period.

- B. Deductibles and Self-Insured Retentions - Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officials, employees, agents, and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.
- C. Contractor's Obligations - The Contractor shall have the following obligations regarding required insurance under the Agreement:
- i. The insurance policies required under this Agreement shall be endorsed to contain the following provisions: the Village and its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on each of the policies with respect to liability arising out of ongoing and completed operations performed by or on behalf of the Contractor, including materials, parts, or equipment furnished in connection with such work or operations and automobiles, owned, leased, hired or borrowed by or on behalf of the Contractor. General liability coverage shall be provided in the form of an endorsement to Contractor's insurance at least as broad as ISO Form CG 20 10 11 85, or if not available, through both ISO Form CG 20 10, or CG 20 26, or CG 20 33; and CG 2037; 10 01 Edition date. All additional insured coverage shall be for both ongoing and completed operations.
  - ii. The Contractor shall provide evidence of the required insurance coverages under this Agreement by providing a copy of the actual policy/policies, endorsement(s) and certificates of insurance evidencing such coverages. All certificates of insurance required to be obtained by the Contractor shall provide that coverages under the policies named shall not be canceled, modified, reduced, or allowed to expire without at least thirty (30) days prior written notice given to the Village. All certificates evidencing coverage extended beyond the date of final payment shall be provided at the time of the final Pay Request.
  - iii. The Contractor shall provide immediate notice to the Village upon the cancellation of any insurance policy or policies required hereunder.
  - iv. All insurance required of the Contractor shall state that it is Primary and Non-Contributory Insurance as to all additional insureds with respect to all claims arising out of operations by or on their behalf. If the Village has other applicable insurance coverages, those coverages shall be regarded as excess over the additional insured coverage. Contractor shall, with respect to all insurance required under this Agreement, endorse, or require each policy to waive any and all rights of subrogation for losses and or damages arising from the work and/or services provided by the Contractor against the Village or other Additional Insured except where not permissible by law.
  - v. The Contractor shall require that every Subcontractor of any tier working on the Project associated with this Agreement to obtain insurance of the same types and amounts as that required of Contractor, naming the same as additional insureds subject to the same restrictions and obligations as set forth in the Contractor's

- insurance required under the Agreement, including waivers of subrogation in favor of the Village.
- vi. Under no circumstances shall the Village be deemed to have waived any of the insurance requirements of this agreement by any act or omission, including, but not limited to:
    1. Allowing work by the Contractor or any Subcontractor of any tier to start before receipt of the required insurance policy, endorsement, and/or certificates of insurance; or
    2. Failure to examine, or to demand the correction of any deficiency, of any insurance policy, endorsement, and/or certificate of insurance received.
  - vii. The Contractor agrees that the obligation to provide insurance is solely the responsibility of the Contractor and the Subcontractors of any tier and cannot be waived by any act or omission of the Village.
  - viii. The purchase of insurance by the Contractor under this Agreement shall not be deemed to limit the liability of the Contractor in any way, for damages suffered by the Village more than policy limits or not covered by the policies purchased by the Contractor.
  - ix. The Contractor shall notify the Village, in writing, of any possible or potential claim for personal injury or property damage arising out of the work and/or services of this Agreement promptly whenever the occurrence giving rise to such a potential claim becomes known to the Contractor.
  - x. The Contractor further agrees to cause contractual liability endorsements to be issued by the insurance companies and attached to the above-mentioned policies to include under the coverage therein an extended obligation on the part of the insurers to insure against Contractor's contractual liability hereunder and to indemnify the Village and its agents against loss, liability, costs, expenses, attorneys' fees, and court costs, and further agrees that said coverage shall be afforded therein against all claims arising out of the operation of any structural work law or law imposing liability arising out of the use of scaffolds, hoists, cranes, stays, ladders, supports or other mechanical contrivances.
  - xi. All insurance and performance and payment bonds required hereunder shall be placed with an insurer or insurers authorized to conduct business in the State of Illinois with a current A.M. Best's rating of no less than A, unless otherwise acceptable to the Village.
6. **Indemnification:** To the fullest extent permitted by Illinois law, Contractor shall indemnify, defend, save and hold the Village, their trustees, officers, employees, agents, attorneys and lenders harmless from and against all claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work and/or services under the Agreement, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, anyone directly or indirectly employed by Contractor, or anyone for whose acts Contractor may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation

shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section.

7. **Force Majeure:** Whenever a period of time is provided for in this Agreement for the Contractor or the Village to do or perform any act or obligation, neither party shall be liable for any delays or inability to perform if such delay is due to a cause beyond its control and without its fault or negligence including, without limitation: a) Acts of nature; b) Acts or failure to act on the part of any governmental authority other than the Village or Contractor, including, but not limited to, enactment of laws, rules, regulations, codes or ordinances subsequent to the date of this Agreement; c) Acts of war; d) Acts of civil or military authority; e) Embargoes; f) Work stoppages, strikes, lockouts, or labor disputes; g) Public disorders, civil violence, or disobedience; h) Riots, blockades, sabotage, insurrection, or rebellion; i) Epidemics or pandemics; j) Terrorist acts; k) Fires or explosions; l) Nuclear accidents; m) Earthquakes, floods, hurricanes, tornadoes, or other similar calamities; n) Major environmental disturbances; or o) Vandalism. If a delay is caused by any of the force majeure circumstances set forth above, the time period shall be extended for only the actual amount of time said the party is so delayed. Further, either party claiming a delay due to an event of force majeure shall give the other party written notice of such event within three (3) business days of its occurrence, or it shall be deemed to be waived.
8. **Liquidated Damages:** Time is of the essence of the contract. Should the Contractor fail to complete the work within the specified time stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall forfeit the remaining balance of the yearly retainage fee to the Village not as a penalty but as liquidated damages.. The liquidated damages for failure to complete the contract on time are approximate, due to the impracticality of calculating and proving actual delay costs. This deduction is for the cost of delay to account for administration, engineering, inspection, supervision, and other costs and expenses during periods of extended and delayed performance. The costs of delay represented by this schedule are understood to be a fair and reasonable estimate of the costs that will be borne by the Village during an extended and delayed performance by the Contractor of the work.
9. **Contract Term:** The contract shall commence upon Village Board approval for a three-year period. The contract may be extended on an annual basis at the option of the Village of Oswego in its sole and absolute discretion, for up to two additional one-year periods not to exceed May 11, 2028. For any additional extension period, the contractor must submit the total estimated costs to the Village for review and acceptance.
10. **Change Orders:** After the contract is awarded, additional purchases or modifications may be made under the contract, or the terms of the contract may be extended, without bidding the materials, supplies, services, or equipment involved, provided that the change order:
  - A. Is not of such a size or nature as to undermine the integrity of the original bidding process; and
  - B. Is germane to the original contract; and
  - C. Does not exceed twenty percent (20%) of the contracted amount; and



D. It is approved by the Board of Trustees or by the Village Administrator, or his/her designee for change orders that are not greater than fifteen thousand dollars (\$25,000.00).

11. **Compliance with Laws and Regulations:** In addition to the Proposal and performance bonds set forth above, the contractor must furnish and pay for satisfactory any other security required by law or by the specifications for this project. Upon receipt of the performance bond, the Village will return the Proposal bond to the contractor.
- A. The Contractor must comply with all applicable laws prerequisite to doing business in the state.
  - B. The Contractor must have a valid Federal Employer Tax Identification Number or Tax Identification Number (for individuals).
  - C. The Contractor must provide a Statement of Compliance with provisions of the State and Federal Equal Opportunity Employer requirements.
  - D. The Contractor must provide evidence of any professional or trade license required by law or local ordinance for any trade or specialty area in which the Contractor is seeking a contract award. Additionally, the Contractor must disclose any suspension or revocation of such license held by the company, or of any director, officer, or manager of the company. Any material changes to the Contractor's status, at any time, must be reported in writing to the Village within 14 days of its occurrence. Failure to comply with this requirement is grounds for the Contractor to be deemed non-responsible.
12. **Independent Contractor:** There is no employee/employer relationship between the Contractor and the Village. Contractor is an independent contractor and not the Village's employee for all purposes, including, but not limited to, the application of the Fair Labors Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Worker's Compensation Act (820 ILCS 305/1, et seq.). The Village will not (i) provide any form of insurance coverage, including but not limited to health, worker's compensation, professional liability insurance, or other employee benefits, or (ii) deduct any taxes or related items from the monies paid to Contractor. The performance of the services described herein shall not be construed as creating any joint employment relationship between the Contractor and the Village, and the Village is not and will not be liable for any obligations incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums, nor does there exist an agency relationship or partnership between the Village and the Contractor.
13. **Approval and Use of Subcontractors:** The Contractor shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by the Village in writing. All subcontractors and subcontracts used by the Contractor shall be at the discretion of the Village and in advance by the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Contractor of full responsibility and liability for the provision, performance, and completion of the Work in full compliance with, and as required by or pursuant to, this Contract. If the Contractor chooses to use subcontractors to perform any of the Work, the Work performed under any subcontract shall be subject to all the provisions of this Contract in the same manner as if performed by employees of the Contractor. Every reference in this Contract to "Contractor" shall be

deemed to also apply to all subcontractors of the Contractor. Every subcontract entered by the Contractor to provide the Work, or any part thereof shall include a provision binding the subcontractor to all provisions of this Contract.

If any personnel or subcontractor fails to perform the part of the Work undertaken by it in a manner satisfactory to the Village, the Contractor shall immediately upon notice from the Village remove and replace such personnel or subcontractor. The Village shall have no claim for damages, for compensation in excess of the contract price, or for a delay or extension of the contract time because of any such removal or replacement.

14. **Assignment:** Neither the Village nor the Contractor shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.
15. **Governing Law:** This Contract and the rights of Owner and Contractor under this Contract shall be interpreted according to the internal laws of the State of Illinois. The venue for any action related to this Contract will be in the Circuit Court of Kendall County, Illinois.
16. **Changes in Law:** Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.
17. **Time:** The Contract Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.
18. **Contractor Evaluation Procedures**
  - A. Upon first record of undelivered contracted services, the Village will contact the Contractor to document the deficiencies and offer a remedy the shortcoming.
  - B. Upon second record of undelivered contracted services, the Village will issue a contractor evaluation form noting the dates and frequency of missed services.
  - C. Upon third record of undelivered contracted services, the Village reserves the right to terminate the contract.
19. **Termination:** The Village shall have the right at any time and for any reason (without any penalty) to terminate, in whole or in part, this Contract, provided that the Village shall provide Contractor at least thirty (30) days' prior written notice of such termination whereupon this Agreement shall automatically terminate immediately after the 31st day.
  - A. When this contract, or any portion hereof, is terminated or canceled by the Village, and the Contractor released before all items of work included in this contract has been completed, payment may be made be prorated as a percentage of completion of the actual work at contract unit prices, and no claims for loss of anticipated profits or other damages will be made and are hereby waived.
  - B. Termination of a contract, as stated above, will not relieve the Contractor or his/her surety of the responsibility of replacing defective work or materials.
20. **Notices:** Any notice shall be in writing and shall be deemed sufficient when personally served or sent pre-paid first-class United States mail as follows:

To the Village:  
Village Administrator  
Village of Oswego  
100 Parkers Mill  
Oswego, Illinois 60560

To the Contractor:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. **Piggybacking Clause:** This contract may be used to purchase supplies, equipment or perform any work on facilities or properties under the jurisdiction of the Village of Oswego including, but not limited to, interior and exterior building renovations and repairs, site work, electrical, plumbing, HVAC, concrete, masonry, maintenance of bridges, roofing replacement and/or repairs, streetscape repairs and improvements to Village sites. This Contract may also be used as a joint purchase agreement between the Village, Oswego Community School District 308, Oswegoland Park District, Oswego Library District, Oswego Township, Oswego Fire Protection District, as well as any other agencies at the discretion of the Village.

22. **Certifications:** Contractor hereby:

- A. Certifies that it is not barred from bidding or contracting with the Village because of a violation of either Paragraph 33E-3 (Proposal rigging) or 33E-4 (Proposal rotating) of Act 5, Chapter 720 of the Illinois Compiled Statutes regarding criminal interference with public contracting, and
- B. Swears under oath that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue as required by Chapter 65, Act 5, paragraph 11-42.1 of the Illinois Compiled Statutes, and
- C. States that have a written sexual harassment policy as required by the Illinois Human Rights Act (775 ILCS 5/2-105(A) (4) a copy of which shall be provided to the Village upon request, and
- D. Agrees to comply with the requirements of the Illinois Human Rights Act regarding Equal Employment Opportunities as required by Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) and agrees to comply with the Equal Employment Opportunity Clause in Appendix A, Section 750, Part 750, Chapter X, Subtitle B of Title 44 of the Illinois Administrative Code incorporated herein by reference, and
- E. Agrees to comply with the civil rights standards set forth in Title VII of the Civil Rights Act as mandated in Executive Order No. 11246, U.S.C.A. Section 2000e n.114 (September 24, 1965), and
- F. Agrees to provide a drug-free workplace pursuant to the Drug-Free Workplace Act (30 ILCS 580/1 et seq.) (25 or more employees under a contract of more than \$5,000 or for individuals only when greater than \$5,000).

**CONTRACT SIGNATURES**

IN WITNESS WHEREOF the parties hereto have executed or caused to be executed by their duly authorized agents, this contract in DUPLICATE, each of which shall be deemed original, on the day and year first written.

**VILLAGE OF OSWEGO**

**CONTRACTOR:**

By: \_\_\_\_\_  
*President*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name and Title*

Attest: \_\_\_\_\_  
*Village Clerk*

Attest: \_\_\_\_\_  
*Witness*