



**REQUEST FOR PROPOSAL**  
**PUBLIC SAFETY COMMUNICATION TOWER**

**Dated 12/13/2017**

Village of Oswego  
Public Safety Communication Tower Bid Package  
December 2017

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## LEGAL NOTICE

### REQUEST FOR PROPOSAL

#### FOR A PUBLIC SAFETY COMMUNICATION TOWER

The Village of Oswego is accepting proposals for a new Public Safety communication tower. There is Pre-Proposal meeting at the Oswego Police Department located at 3525 US Rt 34, Oswego, IL 60543 on **Tuesday, November 28, 2017 at 10:00am**. All interested vendors are encouraged to meet at the Police Department as this will be the only time allowed to view current equipment that will be transferred to the new communication tower and to review the construction plans for the tower location at the New Oswego Police Department. Sealed bids for a Public Safety Communication Tower will be received at the address listed below until **Thursday, December 21, 2017 at 10:00 a.m.** Proposals will be publically opened and read aloud on **Thursday, December 21, 2017 at 10:01 a.m.** at Oswego Village Hall. Bids not physically received by the due date will be returned, unopened to the firm. Emailed or faxed bids will not be accepted. All bids should be addressed to:

Village of Oswego  
Re: (vendor name)  
Proposal for Public Safety Communication Tower  
Attention: Annie Callahan, Purchasing Manager  
100 Parkers Mill  
Oswego IL 60543

Proposal packets are available online at <http://www.oswegoil.org>. The link can be found under the Business & Development tab-Bids & RFPs. Additional packets may be picked up at Oswego Village Hall, 100 Parker's Mill, Oswego, Illinois, 60543.

Each proposal must be accompanied by a Bid Guarantee in the form of a Bid Bond from a company with an A-1 best rating, or a cashier's check in the amount of ten percent (10%) of the total amount of the proposal and made payable to the Village of Oswego, 100 Parker's Mill, Oswego IL. 60543. No bid shall be withdrawn for a period of forty-five (45) days after the bid opening date without the consent of the Village. Checks or drafts of unsuccessful bidders will be returned as soon as possible after opening and checking the bids.

Successful bidder must provide proper insurance acceptable to the Village. **Contractor must comply with Prevailing Wage Act. Each contractor is to submit their bid as indicated in the Specifications and include all signed supporting documents.**

Award of Contract: The Village reserves the right to reject any or all bids and to waive any informality in bidding. The Village of Oswego Board of Trustees will make the final award of the proposal. The successful bidder and the Village will execute a contract mutually agreeable to both parties within 14 days from the award of contract.

## **INTRODUCTION**

### Public Safety Communication Tower

#### **Purpose of Request:**

The Village of Oswego Police Department is requesting proposals for the design, manufacture, delivery and installation of a Public Safety Communication Tower located at their newly constructed location at 3355 Woolley Road, Oswego, IL 60543.

#### **Project Description:**

The primary goals of this project include:

- Perform a site survey to determine the proper height of tower needed for all and future communication equipment
- Perform any additional tests, if any, that would be required to install a communication tower complete.
- Design, Build and Install the concrete pad where the communication tower will be located.
- Design, Build and Install communication tower
- Transfer all “usable” equipment, located both on the tower and within the police department located at 3525 US Rt 34, Oswego, IL 60543 to the newly constructed police department located at 3355 Woolley Road, Oswego, IL 60543
- Complete and submit all associated licensing paperwork to the FCC transferring the current radio frequency/license to the new police headquarters

## **PROJECT SPECIFICATIONS**

#### **Detailed Specifications:**

**Scope of Work:** The installation of a communications tower to be installed at the new Oswego Police Department located at 3355 Woolley Road, Oswego, IL 60543 should include; site survey to determine tower height needed, perform any additional tests, if any, that would be required to install a communication tower as described below, and relocate all existing equipment as described below.

#### **New Communication Tower**

- Complete engineering of the tower to determine proper height and weight standards based on current equipment and future microwave system equipment.
- Provide data from your study why you are proposing the specific height of the tower in your proposal.
- Please use the Planning Boundary available in the Village’s 2015 comprehensive plan on page 13 available on the Village’s website  
<http://www.oswegoil.org/OSWEGO2015COMPREHENSIVEPLAN.pdf>
- Complete engineering for the concrete pad including mesh rebar assembly to support the communications tower
- Stamped Engineering Plans will be required per Village Code.

- Complete Installation and grounding of a communication tower.
- The communication tower must collapse vertically according to our current Village code.
- The communications tower must include climbing apparatus and safety clips
- Furnish and install all associated mounting hardware, wiring, piping, insulation, couplings, connectors or other associated items that apply to best practice installation requirements.
- Provide three (3) year minimum warranty on all equipment and installation.

### **Removal & Installation of Existing Communications Equipment**

- Removal of existing communications equipment that is in use. This equipment is currently located on the tower (Oswego Police Department 3525 Rt. 34) and in the computer/IT room.
- Install existing communications equipment, that was removed from its location, onto the newly constructed tower and into the new building located at 3355 Wooley Road, Oswego IL 60543
- Installation of all antennas', wiring, couplings, and all associated equipment on the new communications tower. This includes the tornado siren antenna.
- Installation of all associated underground wiring from communication tower into the building. The Village is providing two (2) - 4" conduits that run from the communications tower site to the building (specifically Room 1418). This distance is approximately 250 feet. Final communication tower site location and timing installation will be coordinated with the Gilbane construction superintendent or the Village's representative in writing. Underground installation must be completed prior to the completion of all curbing, driveway and parking lot structures approximately Mid-May 2018.
- Connection to equipment in the new police headquarters (3355 Woolley Road, Oswego, IL 60543).
- Furnish and install all associated mounting hardware, wiring, piping, insulation, couplings, connectors or other associated items that apply to best practice installation requirements.
- Provide one year minimum warranty on all installation.
- If current cabling, wiring, piping, insulation, couplings, connectors or other associated items are worn and unusable then new equipment will be provided by Contractor at no additional cost to the Village.
- Complete testing of all equipment to make sure that the equipment is fully operational and ready to use by staff.
- Existing equipment cannot be "off-line" or inoperative for longer than 24 hours, unless prior approval is given from the Department.
- Contractor to coordinate with the Department and the Village's IT Manager on the exact date and time that the existing system will be moved.

The Village's Building and Zoning Department must approve the design specifications of the complete communications tower, including the concrete pad. Contractor must design and install the concrete pad according to the approved design specifications. The Village can provide the contact information of the concrete contractor working on site but Contractor is under no

obligation to utilize the concrete contractor already doing work at the property. Any negotiations, contracts or payment arrangements between the communication tower contractor and the concrete contractor must be separate from this Agreement and will not involve any obligations from the Village.

Complete and submit all associated licensing paperwork to the FCC transferring the current radio frequency/license to the new police headquarters. This must be done at least three (3) months before base station equipment is moved.

Include all required inspections and approvals from the State of Illinois, FCC and Village of Oswego Building and Zoning Department.

All submitting companies must submit manufacture and basic model numbers, manufacturer specifications and cut sheets with the bid submittals.

**\*\*\*Future Intent:** In the future, the Village intends for the communication tower to be used for point to multi point microwave connectivity with the Oswego Police Department, Village Hall, Public Works and the Kendall County Public Safety Center in Yorkville. They are located at the following:

- Oswego Village Hall – 100 Parkers Mill, Oswego, IL 60543
- Oswego Public Works – 100 Theodore Drive, Oswego, IL 60543
- Kendall County Sheriff's Office – 1102 Cornell Lane, Yorkville, IL 60560
- Furthest edge of Village of Oswego planned growth as indicated in the Village of Oswego 2015 Comprehensive Plan located on the Village's website <http://www.oswegoil.org/OSWEGO2015COMPREHENSIVEPLAN.pdf>

**Base Bid:** Bids shall include Design, Build and Install of New Monopole Communications Tower complete according to the specifications described in the Scope of Work

**Optional Bid #1:** Bidder can supply a bid for a new lattice communication tower complete according to the specifications described in the Scope of Work.

Note: Approval will have to be obtained from the Village Planned Commission and the Village Board in order for the Contractor to install this type of communication tower.

The specifications contained herein describe the minimum requirements of the Village and any omission shall not relieve the Bidder of furnishing quality service in a timely manner.

**Billing/Invoicing:** Contractor will provide an invoice when the project is complete. All billing and invoicing will include detailed itemized billing. Billing will include the date, the work performed, and the total cost of the project. After receipt of a correct invoice, certified payroll and lien waivers, if applicable, 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 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.

## **Instructions to Bidders**

1. **Pre-Proposal Meeting:** **November 28, 2017 10:00A.M.** at the Oswego Police Department located at 3525 US Rt 34, Oswego, IL 60543
2. **Receipt of Bid:** **December 21, 2017; 10:00 A.M** at Oswego Village Hall, 100 Parkers Mill, Oswego IL 60543
3. **Basis of Bid:** Sealed bids will be received until the above noted time and date.
4. **Bid Description:** Public Safety Communication Tower
5. **Preparation and Submission of Bids:**
  - A. Each bid shall be submitted on the exact form furnished. All blank spaces for bid prices, unit costs and alternates must be filled in using both words and figures if indicated. In case of any discrepancy in the amount bid, the prices expressed in written words shall govern.
  - B. Each bidder must complete, execute and submit with its bid a certification that Bidder is not barred from public contracting due to bid-rigging or bid rotating convictions on the form included with the bidding documents.
  - C. **Each bidder must submit a complete bid package, including the following items:**
    - i. **Bid Certifications**
    - ii. **Bid Sheet**
    - iii. **Bid Sheet Signature**
    - iv. **Contractor's Bid Agreement**
    - v. **References**
    - vi. **Subcontractors List.**
    - vii. **Equipment List**
    - viii. **Bid Bond in the amount of 10% of the total of project.**
    - ix. **Three (3) sets of all contract pages that require an original signature**
    - x. **W-9 Form**
  - D. One (1) paper copy of the bid and one electronic version of the bid on a flash drive in a \*.pdf (Adobe's Portable Document Format) file shall be submitted in a sealed envelope on or before the time stated and shall bear the name of the individual, firm, or corporation submitting the Bid and the Bid Name - "Public Safety Communication Tower".
  - E. Bidders may attach separate sheets to the bid for the purpose of explanation, exception, alternate bid and to cover unit prices, if needed.
  - F. Bidders may withdraw their bid either personally or by written request at any time before the hour set for the bid opening, and may resubmit it. No bid may be withdrawn or modified after the bid opening except where the award of contract has been delayed for a period of more than ninety (90) days.
  - G. In submitting this bid, the bidder further declares that the only person or party interested in the proposal as principals are those named herein; and that the bid is made without collusion with any other person, firm or corporation.
  - H. The bidder further declares that he has carefully examined this entire Bid Package, and he has familiarized himself with all of the local conditions affecting the contract and the detailed requirements of this work and understands that in making the bid he waives all rights to plead a misunderstanding regarding same.

- I. The bidder further understands and agrees that if his bid is accepted, he is to furnish and provide all necessary machinery, tools, apparatus, and other means to do all of the work and to furnish all of the materials specified in the contract, except such materials as are to be furnished by the owner (Village), in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth.
  - J. The bidder further agrees that if the Village decides to extend or shorten the work, or otherwise alters it by extras or deductions, including elimination of one or more of the items, as provided in the specifications, he will perform the work as altered, increased or decreased.
  - K. The bidder further agrees that the Village representative may at any time during the progress of the work covered by this Contract, order other work or materials incidental thereto and that all such work and materials as do not appear in the bid or contract as a specific item covered by a lump sum price, and which are not included under the bid price for other items in the Contract, shall be performed as extra work.
  - L. The bidder further agrees to execute all documents within this Bid Package, for this work and present all of these documents to the Village.
  - M. The bidder further agrees to execute all documents within this Bid Package, obtain a Certificate of Insurance for this work and present all of these documents within fifteen (15) days after the receipt of the Notice of Award and the Contract.
  - N. The bidder further agrees to begin work not later than ten (10) days after receipt of the Notice to Proceed, unless otherwise provided, and to execute the work in such a manner and with sufficient materials, equipment and labor as will insure its completion within the time limit specified within the bid, it being understood and agreed that the completion within the time limit is an essential part of the contract.
  - O. 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.
  - P. No bid will be considered unless the party offering it shall furnish evidence satisfactory to the Village that he has necessary facilities, ability and pecuniary resources to fulfill the conditions of the Contract.
  - Q. No bid shall be considered unless the party offering it shall furnish evidence satisfactory to the Village that he has the necessary facilities, ability, and pecuniary resources to fulfill the conditions of the Contract.
6. **Additional Information Request:** There is Pre-Proposal meeting at the Oswego Police Department located at 3525 US Rt 34, Oswego, IL 60543 on **Tuesday, November 28, 2017 at 10:00am**. All interested vendors are encouraged to meet at the Police Department as this will be the only time allowed to view current equipment that will be transferred to the new communication tower and to review the construction plans for the tower location at the New Oswego Police Department. Any questions regarding this RFP can be emailed to Annie Callahan, Purchasing Manager at [ACallahan@oswegoil.org](mailto:ACallahan@oswegoil.org) no later than **Thursday, December 7, 2017 at 5pm**. Answers will be provided in writing to all potential Bidders by **December 13, 2017 at 5pm**; No oral comments will be made to any Bidder as to the meaning of the RFP and Specifications or other contract documents. Bidders 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 Bidder 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 Bidder 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 modification 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 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 Bidder shall be required to acknowledge receipt of the formal Addendum by signing the Addendum and including it with the proposal quotation. Failure of a Bidder 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.

7. **Conditions:**

- A. The Village is exempt from Federal excise tax and the Illinois Retailer's Occupation Tax. This bid cannot include any amounts of money for these taxes.
- B. To be valid, the bids shall be itemized so that selection for purchase may be made, there being 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 base bid and/or alternate bid any item at the prices indicated in itemization of the bid.
- D. All bids shall be good for ninety (90) days from the date of the bid opening.

8. **Award of Bid:** The Village of Oswego reserves the right to reject any or all bids and to waive any informality or technical error and to accept any bid deemed most favorable to the interests of the Village of Oswego.

- A. The items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidental 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 Bidder shall be responsible for identifying all costs to complete the project on time and in order to create a functional and operational system in accordance with the Plans and Specifications.
- B. All awards made in accordance with this Code are final determinations.
- C. 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 bid/proposal.
  - Record of payments for taxes, licenses or other monies due the Village

9. **Rejection of Bids:**

- A. The Village reserves the right to cancel invitations for bids 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 bids, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to make award to the response deemed to be the most advantageous to the Village. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color handicap, sex, national origin or religious creed.
- C. Any bid not conforming to the specifications or requirements set forth by the Village in the bid request may be rejected.
- D. Bids may also be rejected if they are made by a bidder 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.

10. **Equal Opportunity:** The Bidder 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.

11. **Non-Discrimination:** The Bidder, its employees and subcontractors, agrees 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.

12. **Copies of Documents:** The number of copies of Contract and Bond required to be executed is as follows:

Three (3) original counterparts of the Contract documents will be required to be executed.

13. **Execution of Documents:** The Bidder, in signing his Bid on the whole or on any portion of the work, shall conform to the following requirements:

Bids signed by an individual other than the individual represented in the Bid documents shall have attached thereto a power of attorney evidencing authority to sign the Bid in the name of the person for whom it is signed.

Bids which are signed for a partnership shall be signed by all of the partners or by an attorney-in-fact. If signed by an attorney-in-fact, there shall be attached to the Bid a power of attorney evidencing authority to sign the bid, executed by the partners.

Bids which 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.

If such Bid 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 Bid should be attached to it. Such Bid shall also bear the attesting signature of the Secretary of the corporation and the impression of the corporate seal.

The Contract shall be deemed as have been awarded when formal notice of award shall have been duly served upon the intended awardee.

14. **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.
  
15. **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 included on the Subcontractor's form in the Bid proposal and be acceptable to, and approved 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 of 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 into 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 fail 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 as a result of any such removal or replacement.
  
16. **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, which consent shall not be unreasonably withheld.
  
17. **Governing Law:** This Contract and the rights of Owner and Consultant under this Contract shall be interpreted according to the internal laws, but not the conflict of laws

rules, of the State of Illinois. Venue for any action related to this Contract will be in the Circuit Court of Kendall County, Illinois.

18. **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.
19. **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.

## CONTRACT

The entire bid package and following sections apply to all proposals requested and accepted by the Village and become a part of the contract unless otherwise specified. Persons submitting proposals 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 person submitting the proposal has familiarized himself with all conditions and intends to comply with them unless noted otherwise.

1. **Definitions:** The Term “Village” whenever used in the contract documents shall be construed to mean the Village of Oswego. The Village of Oswego, the Police Department, and the Deputy Chief of Police shall also be known herein, respectively, as the Village, the Department, and the Deputy Chief.
2. **Conditions:** The Bidder is responsible for being familiar with all conditions, instructions, and documents governing this project and bid. Failure to make such investigation and preparations shall not excuse the Contractor from performance of the duties and obligations imposed under the terms of this contract. The bidder acknowledges that local ordinance permits the Village to give preference to local businesses.
3. **Bid Bond:** If the bidder’s proposal for this project exceeds fifty thousand dollars (\$50,000.00), bids shall be secured by a certified check, bank draft, satisfactory bid bond or approved letter of credit in the amount of ten percent (10%) of the total project bid. Bid security shall be submitted with the bid.
4. **Performance Bond:** If the bidder’s proposal for the project is equal to or greater than \$5,000 then the following bonds shall be delivered to the Village and shall become binding with the acceptance of the bid:
  - A. Performance bond satisfactory to the Village, executed by Surety Company authorized to do business in the state or otherwise secured in a manner satisfactory to the Village, in an amount equal to 110% of the price specified for the complete bid package. The surety on the bond shall be a company that is licensed by the Department of Insurance authorizing it to execute surety bonds and the company shall have a financial strength rating of at least A- as rated by A.M. Best Company, Inc., Moody’s Investors Service, Standard & Poor’s Corporation, or a similar rating agency.
5. **Insurance Requirements:** The Contractor will provide satisfactory proof of insurance naming the Village of Oswego, together with its officers, agents, employees and engineers as additional primary, non-contributory named insureds prior to commencing work. All policies shall be written on a "per occurrence" basis. The Contractor shall procure and maintain insurance for protection from claims under worker's compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom, alleged to arise from the Contractor’s negligence in the performance of services under this Agreement. Contractor’s certificate of insurance shall

contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to the Village. Contractor shall promptly forward new certificate(s) of insurance evidencing the coverage(s) required herein upon annual renewal of the subject policies. Failure of the Engineer to supply a valid certificate of insurance, or if a previously valid certificate of insurance has expired and is not replaced, is grounds for issuance of a stop work order until such time as a valid certificate of insurance is provided. Failure of the Village to collect or demand a certificate of insurance shall not be deemed a waiver of the requirement to provide one. The limits of liability for the insurance required by this Subsection shall not be less than the following:

**Workmen’s Compensation Insurance:**

All Liability imposed by Workmen’s Compensation statute

Employer’s Liability Insurance	\$1,000,000
Contractual Liability Insurance	\$1,000,000
Completed Operations Insurance	\$ 500,000

**Owned, Hired, and Non-Ownership Vehicle, Bodily Injury and Property Damage to the following Limits:**

Commercial General Liability	\$2,000,000 (each occurrence)
Bodily Injury	\$2,000,000 (each person) \$2,000,000 (each accident)
Property Damage	\$2,000,000 (each accident)
Automobile Liability	\$1,000,000 combined single limit (each accident)
Umbrella Liability	\$3,000,000 (each occurrence) \$3,000,000 (aggregate)

6. **Force Majeure:** Whenever a period of time is provided for in this Agreement for the Contractor or the City 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 City 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 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.

7. **Liquidated Damages:** Time is of the essence to 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 pay to the Village the amount shown in the following schedule of deductions, not as a penalty but as liquidated damages, for each hour of overrun in the contract time or such extended time as may have been allowed. 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 schedule of deductions establishes the cost of delay to account for administration, engineering, inspection, and supervision 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 extended and delayed performance by the Contractor of the work. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract even though the work may be substantially complete. The Village will deduct these liquidated damages from any monies due or to become due to the Contractor from the Village.

Deduction for Each Day of Overrun in Contract Time: \$750.00 per day.

8. **Ineligible Contractors or Vendors:** The Contractor shall certify their review of the village debarment list found at [www.oswegoil.org](http://www.oswegoil.org) and to further comply with all provisions of Title 1-16-16 of the Village Code. Each proposal, bid or quotation must also include a listing of all intended subcontractors.

Bids received from any listed contractor in response to an invitation for bids shall be entered on the abstract of bids and rejected. Proposals, quotations, or offers received from any listed contractor shall not be evaluated for 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.

9. **Compliance with Laws and Regulations:** In connection with the performance of the work, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligation or duty upon the Contractor.
10. **Contract Term:** The complete installation of the communication tower and successful relocation of the existing equipment shall be completed no later than the official opening day of the new police station. Contract expires 90 days after complete accepted installation of the communication tower.
11. **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 must pass a background check performed by the Village Police Department prior to commencing work for the Village.

12. **Change Orders:** After a contract is awarded pursuant to the competitive bid procedures specified herein, additional purchases or modifications may be made under the contract, or the terms of the contract may be extended, without rebidding 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. 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 (\$15,000.00).
  - E. Change orders for contracts for public improvements shall be as provided by state law.
13. **Construction Contracts:** In addition to the bid and performance bonds set forth above, the bidder must furnish and pay for satisfactory any other security required by law or by the specifications for this particular project. Upon receipt of the performance bond, the Village will return the bid bond to the bidder.
- a. The bidder must comply with all applicable laws prerequisite to doing business in the state.
  - b. The bidder must have a valid Federal Employer Tax Identification Number or Tax Identification Number (for individuals).
  - c. The bidder must provide a Statement of Compliance with provisions of the State and Federal Equal Opportunity Employer requirements.
  - d. The bidder 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.
  - e. The bidder must provide the name and addresses of all known Subcontractors, the general type of work to be performed by these Subcontractors and the expected amount of money that each will receive under the contract. If at any time during the term of the contract a Contractor adds or changes any Subcontractors, he or she shall promptly notify, in writing, the Village Finance Director or their designee of the names and addresses of each new or replaced Subcontractor and the general type of work to be performed.
  - f. The bidder must provide an affidavit indicating all incomplete work under Contractor and all pending Contractors, along with a schedule of the expected completion of each such contract.
14. **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 cancelled by the Village, and the Contractor released before all items of work included in this

contract have 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.

**15. Additional Items:** The Village and Contractor further agree that

**a. If the Prevailing Wage Act Applies:**

Wage Rate Requirements:

- (1) The Contract shall be based upon payment by Contractor and his Subcontractor of wage rates not less than the prevailing hourly wage rate for each classification of worker engaged on the work as determined by the State of Illinois, Department of Labor.
- (2) A copy of the wage determination shall be posted by the Contractor in a conspicuous place at the site of the work where it can be easily seen by the workers.
- (3) The Contractor shall maintain certified time sheets and submit to the Village with final invoice.
- (4) The Contractor will be required to sign a Wage Rate Requirement Certification.

**b. Prevailing Wage**

Some or all of the work herein may be subject to the provisions of Prevailing Wage Act, 820 ILCS 130/0.01 et.seq., providing for the payment of prevailing rate wages to all laborers, workmen and mechanics engaged on work. The Contractor agrees that, prior to making any payments to its own laborers, workers, or mechanics or to any subcontractor it will determine whether it must legally pay wages in accordance with the Prevailing Wage Act, and if so legally required, pay the then-current prevailing rate of wage as determined by the Illinois Department of Labor and posted at: <http://www.state.il.us/agency/idol/>.

The Village may at any time inquire of the Contractor as to rates of wages being paid employees of the Contractor, and any subcontractor or material men, whereupon such information shall be promptly provided by the Contractor. The Contractor shall indemnify the Village for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

The Contractor shall insert into each subcontract and into the project specifications for each subcontract a written stipulation requiring all laborers, workers and mechanics performing work under the contract to comply with the Prevailing Wage Act and to require each subcontractor to insert into each lower-tiered contract and into the project specification for each lower tiered subcontract a similar stipulation.

- c. **Sexual Harassment:** During the entire term of the contract, Contractor shall have in full force and effect a written Sexual Harassment Policy, which complies with the Illinois Human Rights Act (775- ILCS 5/1-101 et.seq.) including at least the following: 1) a statement on the illegality of sexual harassment; 2) the definition of sexual harassment under Illinois Law; 3) a description of sexual

harassment, utilizing examples; 4) an internal complaint process, including penalties; 5) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights (“Department”) and the Illinois Human Rights Commission (“Commission”); 6) directions on how to contact the Department and the Commission; and 7) protection against retaliation as provided by Section 6-101 of the Act.

- d. **Drug Free Workplace:** In compliance with Illinois law, The Contractor certifies and agrees that it will provide a drug free workplace by:
1. Publishing a Statement:
  - 2) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor’s workplace.
  - 3) Specifying the actions that will be taken against employees for violations of such prohibition.
  - 4) Notifying the employee that, as a condition of employment on such Contract, the employee will:
  - 5) Abide by the terms of the statement; and
  - 6) 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.
  - 7) Establishing a drug free awareness program to inform employees about:
  - 8) The dangers of drug abuse in the workplace;
  - 9) The Contractor’s policy for maintaining a drug free workplace;
  - 10) Available counseling, rehabilitation, or assistance programs; and
  - 11) Penalties imposed for drug violations.
  - 12) Providing a copy of the Statement required by subsection (a) to each employee engaged in the performance of the Contract and to post the Statement in a prominent place in the workplace.
  - 13) Notifying the contracting agency within ten (10) days after receiving notice of any violations as listed above.
  - 14) 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.
  - 15) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
  - 16) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
  - 17) The Contractor will be required to sign a Drug Free Workplace Certification.
- e. **Substance Abuse Prevention on Public Works Projects:** Before a contractor or subcontractor commences work on a public works project as defined in 820 ILCS 130/2, the contractor or subcontractor shall have in place a written program which meets or exceeds the program requirements in the Substance Abuse Prevention on Public Works Projects Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of

the U.S. Department of Health and Human Services. At a minimum, the program shall include all of the following:

- 1) A minimum requirement of a 9 panel urine drug test plus a test for alcohol. Testing an employee's blood may only be used for post-accident testing, however, blood testing is not mandatory for the employer where a urine test is sufficient.
- 2) A prohibition against the actions or conditions specified in 820 ILCS 265/10.
- 3) A requirement that employees performing the work on a public works project submit to pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing. Testing of an employee before commencing work on a public works project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.
- 4) A procedure for notifying an employee who violates 820 ILCS 265/10, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the program that the employee may not perform work on a public works project until the employee meets the conditions specified in subdivisions (2)(A) and (2)(B) of 820 ILCS 265/20.

**f. Non-Collusion:** The Contractor represents that it is not barred from bidding for this contract as a result of a violation of 720 ILCS 5/33E concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts. The Contractor will be required to sign the Non-Collusion Certification.

**g. Ineligible Contractors or Vendors:** The Contractor shall certify their review of the village debarment list found at [www.oswegoil.org](http://www.oswegoil.org) and to further comply with all provisions of Title 1-16-16 of the Village Code. Each proposal, bid or quotation must also include a listing of all intended subcontractors.

Bids received from any listed contractor in response to an invitation for bids shall be entered on the abstract of bids and rejected. Proposals, quotations, or offers received from any listed contractor shall not be evaluated for 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.

The Contract shall comply with the Employment of Public Works Act (30 ILCS 570/0.01), if applicable.

**h. Compliance with Laws and Regulations:** In connection with the performance of the work, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligation or duty upon the Contractor.

16. **Indemnity and Hold Harmless Agreement:** To the fullest extent permitted by law, Contractor shall indemnify, defend, save and hold the Village, its trustees, officers, employees, agents, attorneys and lenders (collectively the "Indemnitees") harmless from

and against all loss and expense (including, but not limited to, reasonable attorney's fees and other costs and expenses) by reason of any liability or allegation of liability, against the Indemnitees, or any of them, for damages because of property damage or bodily injury, occupational sickness or disease, including death, resulting therefrom, while performing the work or while at the site where work under the Contract is being conducted or elsewhere, while engaged in the performance of Work under the Contract, however such injuries may be caused, whether attributable to a breach of statutory duty or administrative regulation or otherwise, and such injuries for which liability is imputed to the Indemnitees, or any of them, or damage or injury, directly or indirectly arising or alleged to arise out of the performance of or the failure to perform the work or the failure to protect the work or the site, or the condition of the work, the site, adjoining land or driveways, or streets or alleys used in connection with the performance of the work. Without limiting the generality of the foregoing, the defense and indemnity set forth in this section includes, subject only to the limitations contained in this section, all liabilities, damages, losses, claims, demands and actions on account of bodily injury, death or property loss to an Indemnitee or to any other person or entities, whether based upon, or claimed to be based upon, statutory, contractual, tort or other liability of any Indemnitee. In addition, such defense and indemnity shall include all liabilities, damages, losses, claims, demands and actions for defamation, false arrest, malicious prosecution or any other infringement or similar rights.

The provisions of the indemnity provided for herein shall not be construed to indemnify any Indemnitee for its own negligence. To the extent not permitted by law or to eliminate or reduce any other indemnification, right or remedy which the Village is otherwise entitled to assert. This provision shall survive completion, expiration, or termination of this Agreement.

If any claim indemnified hereunder has not been settled or discharged when the work is completed, final payment of the Contract Sum shall not be due, unless and until Contractor provides a bond or other security equal to 150% of the amount of such claim in a form and substance satisfactory to the Village. In any and all claims against any Indemnitee or any of its agents or employees by any employee of Contractor, anyone directly or indirectly employed by him or anyone for whose acts he may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under Worker's Compensation acts or other employees benefit acts.

17. **Conditions:** The Contractor is responsible for being familiar with all conditions and jobsite rules for this project. Contractor is aware that this is an active construction site. Failure to make such investigation and preparations shall not excuse the Contractor from performance of the duties and obligations imposed under the terms of this contract. Contractor must furnish their own electrical power to operate tools required for installation unless other arrangements have been made in writing with Gilbane or the Village representative on site. Contractor must furnish their own unloading equipment for the deliverables unless other arrangements have been made in writing with Gilbane or the Village representative onsite. Contractor must remove all garbage and packaging material from the jobsite unless other arrangements have been made in writing with

Gilbane or the Village representative on site. All spoils from pad installation must be taken away from the site by the communications tower contractor.

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 Administrator Date

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

\_\_\_\_\_  
(Printed Name of Contractor)

\_\_\_\_\_  
Address Date

\_\_\_\_\_  
City State Zip Code

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

\_\_\_\_\_  
Title Date



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 Administrator Date

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

\_\_\_\_\_  
(Printed Name of Contractor)

\_\_\_\_\_  
Address Date

\_\_\_\_\_  
City State Zip Code

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

\_\_\_\_\_  
Title Date

## WAGE RATE REQUIREMENTS CERTIFICATION

### GENERAL

1. The Contract shall be based upon payment by Contractor and his Subcontractor of wage rates not less than the prevailing hourly wage rate for each classification of worker engaged on the work as determined by the State of Illinois, Department of Labor.
2. The Prevailing Wage Law does not prohibit payment of more than the prevailing rate of wages nor does it limit the hours of work which may be performed by any worker in any particular period of time.
3. A copy of the wage determination shall be posted by the Contractor in a conspicuous place at the site of the work where it can be easily seen by the workers.
4. The Contractor shall maintain certified time sheets and submit to the Village with final invoice.

---

(Printed Name of Contractor)

---

Signature of Authorized Representative

---

Address

---

**DRUG FREE WORKPLACE CERTIFICATION**

In compliance with State of Illinois Compiled Statutes, Chapter 30-580, The Contractor certifies and agrees that it will provide a drug free workplace by:

Publishing a Statement:

- A. Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor’s workplace.
- B. Specifying the actions that will be taken against employees for violations of such prohibition.
- C. Notifying the employee that, as a condition of employment on such Contract, the employee will:
  - 1. Abide by the terms of the statement; and
  - 2. 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.
- D. Establishing a Drug Free Awareness Program to inform employees about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. The Contractor’s policy for maintaining a drug free workplace;
  - 3. Available counseling, rehabilitation, or assistance programs; and
  - 4. Penalties imposed for drug violations.
- E. Providing a copy of the Statement required by subsection (a) to each employee engaged in the performance of the Contract and to post the Statement in a prominent place in the workplace.
- F. Notifying the contracting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- G. 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.
- H. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- I. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

The undersigned affirms, under penalties of perjury, that he/she is authorized to execute this certification on behalf of the designated organization.

\_\_\_\_\_  
(Printed name of Contractor)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

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

\_\_\_\_\_  
Title Date

**NON-COLLUSION CERTIFICATE**

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

---

(Printed Name of Contractor)

---

Address

---

City

State

Zip Code

---

Signature of Authorized Representative

---

Title

Date

**ELIGIBLE CONTRACTOR AND SUBCONTRACTOR CERTIFICATE**

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 1-19-16 of The Village Code regarding ineligible contractors.

---

(Printed Name of Contractor)

---

Address

---

City

State

Zip Code

---

Signature of Authorized Representative

---

Title

Date

**STATE AND FEDERAL EQUAL OPPORTUNITY EMPLOYER CERTIFICATE**

The Undersigned Bidder agrees to comply with all State and Federal Equal Opportunity Employer laws.

---

(Printed Name of Contractor)

---

Address

---

City

State

Zip Code

---

Signature of Authorized Representative

---

Title

Date

# BID SHEET

**Base Bid** Bids shall include Design, Build and Install of New Monopole Communications Tower complete according to the specifications described in the Scope of Work

\_\$ \_\_\_\_\_

**Optional Bid #1:** Bidder can supply a bid for a new lattice communication tower complete according to the specifications described in the Scope of Work.

\_\$ \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

# BID SHEET SIGNATURE

PRINTED NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

**CONTRACTOR BID AGREEMENT**

TO: Village of Oswego  
100 Parker’s Mill  
Oswego, IL. 60543

The undersigned bidder, in compliance with your advertisement for bids 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, does 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.

Bidder certifies this bid to be for the project described in the Instruction to Bidders document and to be in accordance with plans, specifications and Contract documents, including the invitation for bids.

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.

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

Print Name: \_\_\_\_\_

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

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

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

**REFERENCES**

**VILLAGE OF OSWEGO**

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Business: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Business: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Business: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

If additional sheets are needed, please make copies.

**SUBCONTRACTORS**

**VILLAGE OF OSWEGO**

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

**Subcontractor No. 1:** \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Value of Work Subcontracted: \_\_\_\_\_

Nature of Work Subcontracted: \_\_\_\_\_

**Subcontractor No. 2:** \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Value of Work Subcontracted: \_\_\_\_\_

Nature of Work Subcontracted: \_\_\_\_\_

**Subcontractor No. 3:** \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Value of Work Subcontracted: \_\_\_\_\_

Nature of Work Subcontracted: \_\_\_\_\_

If additional sheets are needed, please make copies.



## Important Dates

<b>Date/Time</b>	<b>Action</b>
Thursday, November 16, 2017	Legal notice published in the local paper and on the Village's website
Tuesday, November 28, 2017 10am	Pre-Proposal Meeting at Oswego Police Department 3525 Rt. 34, Oswego IL
Thursday, December 7, 2017, 5pm	Email any questions regarding the RFP to <a href="mailto:ACallahan@oswegoil.org">ACallahan@oswegoil.org</a>
Wednesday, December 13, 2017, 5pm	Answers to all questions asked will be posted on the Village website <a href="http://www.oswegoil.org">www.oswegoil.org</a>
Wednesday, December 13, 2017, 5pm	Addendum will be posted on Village's website, if necessary
Thursday, December 21, 2017, 10am	All sealed bids due at Oswego Village Hall, 100 Parkers Mill, Oswego, IL
Thursday, December 21, 2017, 10:01am	Formal Bid opening at Village Hall