



REQUESTS FOR BIDS

TO PROVIDE PARKWAY TREE REPLACEMENTS

**LEGAL NOTICE**  
**INVITATION TO BID**  
**PARKWAY TREE REPLACEMENTS**

Sealed bids for indefinite quantity and indefinite delivery of parkway tree replacements of various locations must be mailed or hand-delivered to the address listed below by Tuesday, August 26, 2014 10:00 a.m. Bids will be publically opened and read aloud at the above stated time and place. Proposals not physically received by the Village by 10:00 a.m. on Tuesday, August 26, 2014 will be returned, unopened to the firm. All proposals should be addressed to:

Village of Oswego  
Re: (vendor name)  
Proposal for the Village of Oswego, "Parkway Tree Replacement"  
Attention: Tina Touchette  
Village Clerk  
100 Parkers Mill  
Oswego IL 60543

Proposal packets are available online at <http://www.oswegoil.org> or at the Oswego Village Hall, 100 Parker's Mill, Oswego, Illinois.

Successful bidder must provide proper insurance, a Performance Bond and a Labor and Material Payment Bond in the full amount of the Contract, acceptable to the Village. This project is not subject to the Prevailing Wage Act.

Each bid 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 bid and made payable to the client address Village of Oswego, Public Works Department, 100 Parker's Mill, Oswego IL. 60543. No bid shall be withdrawn for a period of thirty (30) days after the bid opening date without the consent of the Village.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.

Each contractor is to submit their bid as indicated in the Specifications.

The Village reserves the right to reject any or all bids and to waive any informality in bidding.

Emailed or faxed bids will not be accepted.

Award of Contract: The Village of Oswego Board of Trustees will make the final award of the proposal or contract.

# SPECIFICATIONS

## PARKWAY TREE REPLACEMENTS

### DEFINITIONS:

The Term "Village" whenever used in the contract documents shall be construed to mean the Village of Oswego.

### 1. Conditions:

The Contractor is responsible for being familiar with all conditions, instructions, and documents governing this contract. Failure to make such preparations shall not excuse the CONTRACTOR from performance of the duties and obligations imposed under the terms of this contract.

### 2. Bids:

Questions regarding this request for proposal should be in writing and directed to:

Grounds Operations Supervisor Russ Garcia  
Village of Oswego  
100 Parkers Mill  
Oswego, IL 60543  
Email: rgarcia@oswegoil.org  
FAX: 630-551-4854

by the end of business on August 29, 2014. No oral comments will be made to any Bidder as to the meaning of the RFP and Specifications or other contract documents. Answers will be provided in writing to all potential Bidders. 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/her 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. The Village will send copies of any such Addendum to those persons who have received proposal packages and provided sufficient contact information. 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.

### 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 bid price.

### 4. 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 with 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.

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.

**5. 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.

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.

**6. Insurance Requirements:**

The Contractor will be required to meet the Village of Oswego insurance requirements. Unless otherwise specified the Contractor shall, before commencing satisfactory to the Village of Oswego an additionally named insured in the following minimum amounts with specific coverage which includes underground, explosion, and collapse.

Property Damage	\$1,000,000 (each accident)
Bodily Injury	\$500,000 (each person)
	\$1,000,000 (each accident)
Workmen’s Compensation Insurance:	All Liability imposed Workmen’s Compensation stature
Employer’s Liability Insurance	\$100,000
Contractual Liability Insurance	\$500,000
Completed Operations Insurance	\$500,000
Owned, Hired, and Non-Ownership Vehicle Bodily Injury and Property Damaged to the following Limits	

## **7. Scope of Work:**

This project is for the indefinite quantity, indefinite delivery and installation of trees of the type specified. The Village will supply a planting list for the trees will contain street name and address of the parkway tree to be planted. The following species of 2.5” balled and burlap (B & B) trees will be required for planting: Triumph Elm, Swamp White Oak, Burr Oak, English Oak, Kentucky Coffee Tree, Hackberry, Redpointe Maple, Norway Maple, State Street Maple & Sugar Maple. No species will exceed 20% of the total amount of trees quoted.

## **8. Tree Planting:**

The Contractor shall plant trees on a list that are designated for planting by the Village, as specified by the Director of Public Works or her designee during the project. The total number will be determined by the Village after bid opening review and Board approval.

Tree Planting Requirements shall be as follows:

- A. Contractor shall contact the Public Works Office at 630-554-3242 one week prior to planting.
- B. The Contractor shall have all tree locations surveyed for underground utilities (JULIE) prior to tree planting.
- C. The trees shall be planted per designated parkway location and have a minimum of 3” mulch material around each tree. Each tree hole prior to planting will have a “water holding material” added, as approved by the Village. After planting, each tree will be watered accordingly.
- D. All trees will be inspected by the Village representative prior to planting and all trees will be planted according to national standards, with a minimum, the top 1/3 – 1/2 burlap and/or wire baskets being removed.
- E. Fall planting must be completed before the ground freezes. Spring planting should be completed by June 15<sup>th</sup> if at all possible, with June 30<sup>th</sup> being the absolute latest acceptable planting date.

## **9. Site Restoration (After Planting)**

Contractor will be responsible for the repair or other damage that might be caused during the execution of this contract.

The Contractor shall ensure that topsoil shall be placed and compacted as best possible until original ground level is reached, the disturbed areas shall be seeded and pellet mulched (EZ Mulch or equal). Site cleanup shall be completed after planting. More specifically, materials generated during the job shall be removed from the work area before completion. The work area includes the street & curb, parkway, sidewalk, private lawns, driveways and any area affected by the work. If site cleanup is to be delayed for any particular reason, barricades, cones and/or caution tape must be used until the site is clean as determined by the Village’s representative. Upon completion of the entire planting operation the site should be returned to the same condition that existed in prior to work being done.

## **10. Warranties**

All bid prices are to include planting and a minimum of 1 year warranty. All trees which die or fail to grow adequately in the opinion of the Director of Public Works or her designee within one year after planting must be replaced the same or the following planting season.

All proposers will guarantee that the new plantings will remain upright for 45 days after planting or they will have to return and straighten and stake if necessary. All guywires must have appropriate warning flags.

**11. Safety Requirements:**

A. Contractor will be responsible for high visibility vests for employees when working within 25 feet of roadways. Safety cones shall be used around equipment and roadway.

B. The contractor shall take all due precautions to avoid damaging the sprinkler heads, quick couplers and drip irrigation hoses. Any damage to the infrastructure by the Contractor during the terms of this Contract shall be repaired at the sole expense of the Contractor within ten (10) days of notification of the damage.

**12. Method of Measurement.** This work will be measured for payment as follows:

Measured Quantities. Trees will be measured for payment by the unit in place.

**13. Basis of Pavement**

When the contract includes Trees, this work will be paid for at the contract unit price per unit for type indicated complete in place.

Incidental work such as cleanup and traffic control will not be paid for separately but shall be included in the cost of other items

**14. Billing/invoicing:**

For contracts valued at greater than \$10,000 with duration of more than 30 calendar days, the contractor may submit a request for partial payment no more than once per month. The Village may process partial payments based upon the value of work completed.

**15. Award of Bid:**

A. Formal bid submission shall be tabulated and a recommendation shall be prepared by the Department Head making a purchase subject to the formal bid requirements and sent to the Finance Director for review. If an award is to be made to other than the lowest bidder or if the purchase was not included in the fiscal year budget, justification must be made in writing.

B. The Finance Director shall send a recommendation and tabulation of all formal bids received for purchases meeting the requirements to the Village President and the Board of Trustees for consideration of awarding a formal contract.

C. All awards made in accordance with this Code are final determinations.

**16. Change Orders:**

A. 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:

1. Is not of such a size or nature as to undermine the integrity of the original bidding process; and
2. Is germane to the original contract; and

3. Does not exceed twenty percent (20%) of the contractor amount; and
4. Is approved by the Board of Trustees. However, the Village Administrator, or his/her designee can approve change orders for amounts that are not greater than fifteen thousand dollars (\$15,000.00). The Village Board shall be informed of any such Village Administrator approved change order at the next Village Board meeting.

B. Change orders for contracts for public improvements shall be as provided by state law.

## **17. Construction Contracts:**

- A. The bidder must furnish and pay for satisfactory performance, labor and material payment bonds in the amount of one hundred ten percent (110%) of the contract amount and 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.
- B. The bidder must comply with all applicable laws prerequisite to doing business in the state.
- C. The bidder must have a valid Federal Employer Tax Identification Number or Tax Identification Number (for individuals).
- D. The bidder must provide a Statement of Compliance with provisions of the State and Federal Equal Opportunity Employer requirements.
- E. 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 and 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.
- F. 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.
- G. 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.

## **18. Additional Items**

### **a) Contract Requirements**

The successful bidder will be required to enter into a contract with the Village of Oswego consistent with the terms of this Request for Proposal which should contain the following terms:

#### **i) Wage Rate Requirements**

- A. This project is not subject to payment of the prevailing hourly wage rate for each classification of worker engaged on the work as determined by the State of Illinois, Department of Labor. This project is for the replacement of trees that are planted as a replacement due to the removal of diseased or irreparably damaged trees, or trees that constitute a hazard.

## **ii) Indemnification**

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 the liability imposed by law upon the Indemnitees, or any of them, for damages because of bodily injury, occupational sickness or disease, including death, resulting therefrom, sustained by any employees of Contractor or subcontractors, 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 Contractor, or sustained by any person or persons other than employees of Contractor, 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 claims for property damage because of injury to or destruction of tangible property, 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. If any, 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.

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.

## **iii) 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.

#### **iv) Drug Free Workplace**

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:

- (1) 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.
- (2) Notifying the employee that, as a condition of employment on such Contract, the employee will:
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (3) Establishing a drug free awareness program to inform employees about:
  - (a) The dangers of drug abuse in the workplace;
  - (b) The Contractor's policy for maintaining a drug free workplace;
  - (c) Available counseling, rehabilitation, or assistance programs; and
  - (d) Penalties imposed for drug violations.
- (4) 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.
- (5) Notifying the contracting agency within ten (10) days after receiving notice of any violations as listed above.
- (6) 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.
- (7) 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.
- (8) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
- (9) The Contractor will be required to sign a Drug Free Workplace Certification.

#### **v) Substance Abuse Prevention on Public Works Projects**

Before an employer commences work on a public works project as defined in 820 ILCS 130/2, the employer 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.

**i) Non-Collusion**

The Contractor is 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. The Contractor will be required to sign the Non-Collusion Certification.

**b) 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.

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.

\_\_\_\_\_  
 Steve Jones, Village of Oswego Administrator Date

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

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

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

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

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

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

**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

**SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS**

In compliance with State of Illinois Compiled Statutes, Chapter 820-265, The Contractor certifies and agrees that it will provide for substance abuse prevention program for public works projects by:

- 1) Having in place a written program for the prevention of substance abuse among its employees. which meets or exceeds the program requirements in the Substance Abuse Prevention on Public Works Projects Act. At a minimum, the program shall include all of the following:
  - a) 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.
  - b) A prohibition against the actions or conditions specified in 820 ILCS 265/10.
  - c) 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.
  - d) 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.
- 2) Filing a copy of the plan with the Village prior to the start of construction of any public works. This plan may be made available to the general public.
- 3) Implementing a testing program 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.

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

**REFERENCES**

**VILLAGE OF OSWEGO**

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

Facility: \_\_\_\_\_

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

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

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

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

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

Facility: \_\_\_\_\_

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

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

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

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

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

Facility: \_\_\_\_\_

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

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

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

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

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

If additional sheets are needed, please make copies.

# BID SHEET

Pay Item	Description	Quantity	Unit	Unit Cost
1	Tree, Triumph Elm	TBD	Each	\$
2	Tree, Swamp White Oak	TBD	Each	\$
3	Tree, Burr Oak	TBD	Each	\$
4	Tree, English Oak	TBD	Each	\$
5	Tree, Kentucky Coffee Tree	TBD	Each	\$
6	Tree, Hackberry	TBD	Each	\$
7	Tree, Redpointe Maple	TBD	Each	\$
8	Tree, State Street Maple	TBD	Each	\$
9	Tree, Norway Maple	TBD	Each	\$
10	Tree, Sugar Maple	TBD	Each	\$
	<b>Total</b>			\$

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: \_\_\_\_\_