



City of Wheaton, Illinois

City of Wheaton  
303 W. Wesley Street  
Wheaton, IL 60187-0727  
630-260-2000

[www.wheaton.il.us](http://www.wheaton.il.us)

## HVAC Preventive Maintenance and Service

**Requesting:** Bids (2 originals compiled as described within)

**Issue Date:** March 2016

**Mandatory Pre-Bid Meeting:** Wednesday, April 13, 2016 9:00am City Hall Basement Elevator Lobby  
**Last Date for Questions:** Friday, April 18, 2016 end of business

**Response Required:** Thursday, April 21, 2016 prior to 10:00am local time

**Public Bid Opening:** Friday, April 22, 2016 10:00am local time

**Location:** City Hall Council Chambers; 303 West Wesley St.; Wheaton, IL

**Service:** May 1, 2016 – April 30, 2018 (2 years)

**Enclosures:** General Instructions Regarding the Solicitation of Contracted Services

General Terms and Conditions for Contracted Services

Special Terms and Conditions for Contracted Services

Specifications

Listing of Equipment

*Forms Provided for Submitting this formal Offer\**

Proposal Page

Contractor Submittal Requirements

Certification of Compliance

Customized Mailing Label for Sealed Submittal

*Agreement Document (if you are awarded the work/order)*

Standard Contracted Services Agreement

**Note:** Illinois Prevailing Wage Act 820 ILCS DOES apply

*All questions concerning this solicitation shall be via e-mail to the Procurement Officer and received no later than time stated above. A written response in the form of a public addendum will be published and forwarded to qualified proposers.*

*Contact with anyone other than the Procurement Officer for matters relative to this solicitation during the solicitation process is prohibitive.*

*Contacts for this proposal:*

Procurement Officer: Joan M. Schouten MBA CPIM CPPB; [JSchouten@wheaton.il.us](mailto:JSchouten@wheaton.il.us)

# GENERAL INSTRUCTIONS REGARDING THE SOLICITATION OF CONTRACTED SERVICES

**Solicitations are open to all business firms actively engaged in providing the materials, equipment, and services specified and inferred. Active engagement will be verified via references.**

## **Solicitation Process**

### **Documents:**

1. The City of Wheaton's website, [www.wheaton.il.us/bids/](http://www.wheaton.il.us/bids/) is the official source for all documents related to this solicitation. The City is not responsible for documents distributed by any other source.
2. It is the responsibility of the Bidder to seek clarification of any requirement that may not be clear. This includes a review of all solicitation documents.
3. All questions concerning this solicitation shall be submitted via e-mail to the attention of the Procurement Officer by the last date for questions as reflected on the cover page of this document. A written response in the form of a public addendum will be published on the City's website, [www.wheaton.il.us/bids/](http://www.wheaton.il.us/bids/).
4. Any interpretation, correction or change of the solicitation documents will be made by published Addendum. Interpretations, corrections and changes to the solicitation documents made in any other manner will not be binding. All addenda will be published on the City's website at <http://www.wheaton.il.us/bids/>. It is up to the Bidder to check this site for the most current addendum.
5. Bidders shall acknowledge the receipt of any addendum.

### **The Cone of Silence:**

6. The Cone of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences.
7. During the period beginning with the issuance of the solicitation document through the execution of the award document, bidders are prohibited from all communications regarding this solicitation with City staff, City consultants, City legal counsel, City agents, or elected officials.
8. Any attempt by a bidder to influence a member or members of the aforementioned may be grounds to disqualify the bidder from participation in this solicitation.

### **Exceptions to the Cone of Silence:**

9. Written communications directed to the Procurement Officer
10. All communications occurring at pre-bid meetings
11. Oral presentations during finalist interviews, negotiation proceedings, or site visits
12. Oral presentations before publicly noticed committee meetings
13. Contractors already on contract with the City to perform services for the City are allowed discussions necessary for the completion of an existing contract.
14. Procurement of goods or services for Emergency situations

### **Investigation:**

15. It shall be the responsibility of the Bidder to make any and all investigations necessary to become thoroughly informed of what is required and specified in the solicitation.
  - a. If the site of the work is an area restricted from the general public, a pre-bid meeting will be provided for all potential bidders to perform this inspection.
  - b. If the site of the work is an area open to the general public, the potential bidder may perform their inspection at a time of their choosing.

16. Bidder shall inspect in detail the site of the proposed work and familiarize himself with all the local conditions affecting the work and the detailed requirements of delivery, installation, or construction.
17. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist, as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the bidder.

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#### Offers:

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18. Exceptions to specifications, requirements, Terms and Conditions must be clearly identified.
19. Offers including goods or equipment must include: Manufacturer's warranties and/or guarantees
20. Offers including service during the warranty/guarantee period must include, in writing, any restrictions and/or associated costs.
21. **QUOTES** are to be submitted via fax or e-mail. Verbal offers will not be accepted.
22. **FORMAL OFFERS** must be on the forms provided and compiled in the order stated Do not use binders, folders, tabs or papers larger than 8.5 x 11.
23. Delivery of an offer is acceptance of the City's requirements. Offers containing terms and conditions contrary to those specified, or taking exception to any of the Special Terms and Conditions, General Terms and Conditions, Specifications, or Addenda as stated by the City may be considered non-responsive.
24. The City shall not accept an offer which is based upon any other offer, contract, or reference to any other document or numbers not included in the solicitation documents.

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#### Order of Precedence:

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25. Wherever requirements are in conflict, the order of precedence shall be as follows: City Contract, City Specifications, City Special Terms and Conditions; City General Terms and Conditions,....
26. City requirements take precedence over Bidder's offer.

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#### Signatures as Offer:

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27. Under the conditions of the Uniform Commercial Code, the signing of the submittal by the bidder constitutes an offer. If accepted by the City, the offer becomes part of the contract.
28. Offers by
  - a. Individuals or sole proprietorships shall be signed by a person with the authority to enter into legal binding contracts. Said individual shall use his usual signature.
  - b. Partnerships shall be signed with partnership name by one of the members of the partnership, or an authorized representative, followed by the signature and title of the person signing.
  - c. By corporations shall be signed with the name of the corporation, followed by the signature and title of person authorized to bind it in the matter.

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#### Withdrawal of Offers:

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29. Offers may be withdrawn at any time prior to the scheduled opening or due date. Requests to withdraw an offer shall be in writing, properly signed, and received by the Procurement Officer prior to the due date.
30. Offers may not be withdrawn after the due date without the approval of the Procurement Officer.
31. Negligence in preparing an offer confers no right of withdrawal after opening / due date.

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#### Timeframe and Consequences:

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32. Offers must be received before the designated time.
33. Offers received after the designated time will be returned to the sender without review. Offers received late that may be attributed to delays by overnight delivery services, or by delivery services trying to deliver when offices are closed, will be considered late and returned to the sender.
34. Unless otherwise specified in the solicitation, offers shall be binding for ninety (90) calendar days following due date.

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#### Public Openings:

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35. Formal offers by sealed envelope will be publicly opened at the time and location stated. The Procurement Officer shall read the name of the bidder, offered price, and note if deviations are stated. At the conclusion of the opening an apparent low bid will be announced. Award will be based on analysis of costs, deviations, city budget, and approval by City Council.
36. Results of Openings will be published on the City's website [www.wheaton.il.us/bids/](http://www.wheaton.il.us/bids/) within three business days.
37. Bidders are encouraged to attend all openings and to offer constructive suggestions for improvements to the solicitation process, to increase competition, and ways in which the City may achieve greater savings and increased transparency.
38. Despite the reading of offers at a public opening, if the offers are thence rejected and thus subject to rebid, the read results will not be published and will be exempt from FOIA requests.

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## Requirements

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### Brand Names or Equal:

39. Specifications are prepared to describe the goods and services which the City deems to be in its best interests to meet its performance requirements. These specifications shall be considered the minimum standards expected of the contractor.
40. If an offer does not indicate deviations or alternatives to the specifications, the City shall assume the offer is fully compliant with all specifications.
41. Specifications are not intended to exclude potential contractors. Any reference in the City's specifications to a brand name, manufacturer, trade name, catalog number or the like is descriptive, not restrictive, indicating materials that are satisfactory.
42. Consideration of other makes and models will be considered, provided the bidder submits a request for pre-approval by the Last Date for Questions stated on the cover page. Bidder should state exactly what he proposes and attach a cut sheet, illustration or other descriptive matter which will clearly indicate the character of the item. A written response in the form of a public addendum will be published on the City's website, [www.wheaton.il.us/bids/](http://www.wheaton.il.us/bids/).

### Quantities:

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43. All quantities represent an estimate of the quantity of the work to be done and/or materials to be ordered. It is given as a basis for comparison of offers and to determine the awarding of the contract.
44. The City does not expressly or by implication agree that the actual quantities involved will correspond to the published estimate. The bidder accepts that the quantities stated are estimates only and will not hold the City bound to said number.
45. The City reserves the right to modify the estimates, or remove them in their entirety, whichever is in the best interests of the City.

### Bid Bonds:

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46. The City may require a Bid Bond / Bid Deposit if so stated.
47. Bid Bonds / Bid Deposits are typically ten percent (10%) of the full contract price unless depicted otherwise.
48. If a Bid Deposit (preferred), it shall be submitted with the formal offer and be in the form of a certified check or a bank cashier's check made payable to the City of Wheaton. Checks will be retained by the City until an award is fully executed, at which time the checks will be promptly returned to the unsuccessful Bidders.
  - a. The Bid Deposit check of the successful Bidder will be retained until the contract has been executed and all required documents, including a Performance Bond if requested, is received.
  - b. The Bid Deposit check of the successful Bidder shall be forfeited to the City in the event that the Bidder withdraws its offer, or neglects, refuses or is unable to enter into a contract.
49. If Bidder chooses to use a Bid Bond, the Bid Bond must be in compliance with all bond requirements mandated by the State of Illinois.

#### Deviations to Requirements and Alternate Offers:

50. If the Bidder is unable to meet most of the specifications, but believes their product/work will meet the needs of the city, the Bidder should submit an Alternate Bid and include material specification sheets, performance data, or other documentation justifying consideration.
51. If a Bidder plans to submit multiple offers, each offer must be packaged separately and identified on the outer envelope and on the cover page of the offer in a way that can be differentiated from the other offer(s).
52. The Procurement Officer reserves the right to make the final determination of compliance or whether any deviation or alternate is of an equivalent or better quality and which offer can best meet the needs of the City. Such determination shall be incorporated within Purchasings' recommendation to the City Council.

#### Environmental Requirements:

53. The City is committed to becoming a sustainable city that conserves its use of resources to optimize efficiency and minimize waste. The City is committed to provide services in an equitable manner for present and future generations.
54. Recycled Content Products: It is in the City's interest to purchase products with the highest recycled material content feasible. The City requests that Bidders suggest recycled content products as alternatives.
55. Recycled Packing Material: The City desires that all shipping containers/packing material for equipment, materials and supplies delivered to the City contain no less than the specified minimum EPA percentage requirements of post consumer recycled content. Containers and packing material should show the recycled product logo and recycled content percentage information.
56. To help "Turn Wheaton Green", the bidders sustainability policy, as well as green initiatives for this specific solicitation, will be considered in the evaluation of the offer.

#### Price:

57. The price offered shall remain firm throughout the duration of the agreement.
58. Failure to record all requested breakdown of prices may result in disqualification. Unit price shall be shown for each unit specified. In case of mistake in extended price, unit price shall govern.
59. Price shall represent the entire cost of all requirements stated within the solicitation and contract. No subsequent claim will be recognized for any surcharges, add on costs, increase in material prices, cost indexes, wage scales, fuel surcharges, freight costs, packaging or any other rates affecting the industry or this project.

#### For Projects Bid as Time and Material:

60. Time, inclusive of but not limited to salaries, benefits, overtime, set-up, break-down, includes all costs associated with labor for this service.
61. Material, inclusive of but not limited to goods, components, equipment, includes all costs associated with all items necessary to complete this service.
  - a. Complete illustrative and technical data, drawings, and/or printed literature for the materials or equipment quoted should be included with the offer.
62. Overhead and Profit shall include all costs not covered under material or labor, such as fixed costs and taxes.

#### Discounts:

63. Discounts of less than thirty (30) days will not be considered in the evaluation.
64. Discounts for thirty (30) days or more may be considered in the evaluation.
65. Where the net offer is equal to an offer with a discount deducted, the award shall be made to the net offer.
66. Discounts will be figured from the date of receipt of a proper invoice or the approval of the quality of the product received or service completed – whichever is later.

#### Taxes:

67. Unit prices shall not include any local, state or federal taxes.

68. The City is exempt by law from paying sales tax on goods, equipment, and products permanently incorporated to the project, from State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax.
69. The City's Sales Tax Exemption Number is E9997-4312-07.
70. The Contractor shall pay sales, consumer, use and other similar taxes.

## Evaluation of Offers

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### Receipt of One (or too few) offers

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71. If the City receives one or too few bids, as defined by the City, from a publicly broadcasted solicitation, the City may reschedule the opening to a later date. The offers received will either be:
  - a. returned unopened to the Bidder for re-submittal at the new due date and time, or
  - b. if there are no changes in requirements, and pending agreement with the Bidder, held until the new due date and time
72. If the City does not receive any bids, from a publicly broadcasted solicitation, the City may negotiate with any interested parties.

### Determining Responsiveness of the Offer:

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73. Responsive bids are inclusive of, but not restricted to: received prior to the due date and time, completed as stated in the solicitation documents, inclusive of all required documents, compliant to all product requirements and specifications, able to meet delivery requirements, accepting of all contract terms and conditions.

### Waivers and Rejections of Offers:

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74. The City reserves the right to waive any informality, technical requirement, deficiency, or irregularity in the offer. The City may conduct discussion with Bidders to further clarify the offer as may be necessary. Correction of the offer shall be effected by submission within 4 hours (e-mail or fax) of a corrected page with changes documented and signed.
75. The City reserves the right to reject any or all offers for any reason including but not limited to: budgetary constraints, unclear solicitation documents, change in needs, suspicion of collusion, pricing aberrations, front end loading; mathematically unbalanced proposals in which prices for some items are substantially out of proportion to comparable prices, materially unbalanced proposals in which material requirements for some items are substantially higher to comparable proposals; poor quality or poor performance in past City contracts, and other reasons deemed important to the City.
76. The City reserves the right to accept or reject any offer in which the Bidder names a total price for all the work without breaking down requested material costs, labor costs, and/or overhead and profit.
77. Multiple offers from an individual, firm, partnership, corporation or association under the same or different names are subject to rejection unless specifically permitted in the solicitation. Reasonable grounds for believing that a bidder is interested in more than one offer may result in rejection of all offers in which the bidder is interested. Any or all offers will be rejected if there is any reason for believing that collusion exists.
78. Nothing in this section will preclude a firm acting as a subcontractor to be included as a subcontractor for two or more prime contractors submitting a proposal for work. However a subcontractor may not submit a proposal as a prime contractor, and a prime contractor may not submit a proposal as a subcontractor.
79. **FOIA:** If the City rejects all offers and concurrently provides notice of its intent to reissue the solicitation, the rejected offers remain exempt from FOIA requirements until such time as the City awards or rejects the reissued solicitation.

### Determining Responsibleness of the Bidder:

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80. The City reserves the right to determine the competence, the financial stability and the operational capacity, of any Bidder.

81. Upon request by the City, Bidders shall furnish evidence for the City to evaluate their resources and ability to provide the goods and services required. Such evidence may include; but not be limited to: tour of facilities, staffing levels, listing of equipment and vehicles, listing of personnel's qualifications, certificates, licenses; listing of committed but not yet completed orders; financial statements; ...
82. Bidder may be required to submit samples of items within a specified timeframe and at no expense to the City. If not destroyed in testing, samples will be returned at the Supplier's request and expense. Samples which are not requested for return within thirty (30) days will become the property of the City.
83. Bidders may be required to effect a demonstration of the item or service being proposed. Such demonstration must be at a site convenient and agreeable to the affected City personnel and at no cost to the City.
84. Bidders may be required to provide references. The City reserves the right to contact said references or other references that may be familiar with the Bidder. The City reserves the right to eliminate a bidder who has not demonstrated the required years of service within the required specialty.
85. Bidders may be required to provide their internal policy on sustainability.
86. The City reserves the right to determine if such information might hinder, influence the quality of the work specified, or prevent the prompt completion of additional work such as future maintenance and service.

#### Confidential Information

87. Bidders may be required to provide evidence of financial viability. This may be a Dunn and Bradstreet Report, a financial statement prepared by a licensed Certified Public Accountant showing the Bidder's financial condition at the end of the past fiscal year, an annual report.
88. Bidders may be required to provide other information which they consider proprietary and confidential, and if made known to the public, may affect their ability to compete in the marketplace. Said information will be subject to Illinois State FOIA requirements including the following exemptions:
  - a. (5 ILCS 140/7) (From Ch. 116, par. 207) Sec. 7.
  - b. Exemptions. (1) The following shall be exempt from inspection and copying: (g) Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business and only insofar as the claim directly applies to the records requested.
89. Bidders considering requests to be proprietary and confidential should submit an additional redacted offer. Failure to do so may result in information becoming available to the public.

#### Selection Process:

90. The City endeavors to select the offer meeting the best interests of the City as stated by its City Council based on the totality of lawful considerations.
91. The City's determination of best overall value may include consideration of the City's internal cost structure for meeting requirements, such as the city's inventory carrying costs, ordering lead times, equipment maintenance costs, standardization, available project management resources, and items typically identified with and relating to a "Life Cycle Cost Analysis".
92. The City will consider the following non-exclusive list in determining award: soft costs of contract management; total cost of ownership factors such as transition costs, training costs, additional requirements such as spare parts and special tooling.
93. The City will contact references to verify bidder's ability and skill to perform the work required based on: past work of similar nature, quality of work, proactive nature of work crew, adherence to the project's production schedule and proposed price constraints, and references' experience if the contractor has character, integrity, and a reputation for good judgment.
94. If the city's evaluation yields a concern with the potentially recommended bidder's ability, the City reserves the right to require a Performance Bond at no additional cost to the city.

95. Should identical low, responsive and responsible bids be received from two or more Bidders, the City shall exercise one of the following tie breaking methods:

- a. Tie Bid (two suppliers): The Procurement Officer, with a witness present, may flip a coin with heads representing the Offeror whose name appears first in alphabetical order. If the toss is heads, said Offeror will receive the recommendation to award.
- b. Tie Bid (three or more suppliers): The Procurement Officer, with a witness and each vendor present, shall shuffle a new deck of playing cards and have each Offeror cut the cards. The Offeror who cuts the highest card (with Ace high) shall be recommended for award.

#### **Award:**

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96. Except as otherwise stated, bidders will be awarded within ninety (90) days from the opening date.

97. Award is based on the lowest responsive responsible offer; offering the lowest life-cycle cost; providing the best overall value to the City; and deemed most advantageous to the City, price and other factors considered.

98. When there is a Base Bid and Alternates, the low bidder shall be the lowest responsible and responsive bid submitted for the Base Bid and Alternate A. If all Bids and Alternate A exceed the project budget, the city reserves the right to award to the bidder presenting the best alternatives for the city.

99. When there is a Base Bid and Options, the low bidder shall be the lowest responsible and responsive bid submitted for the best combinations for the city.

100. The City reserves the right to award by item, part or portion of an item, group of items, in the aggregate, or to reject any and all offers in whole or in part according to the best interests of the City.

- a. Bidder may restrict their offer to consideration in the aggregate by so stating on the proposal form, but must name a unit price on each item.

101. The successful Bidder may be required to enter into a contract with the City of Wheaton covering all matters set forth in the solicitation document, and addenda.

#### **Requirements if Awarded the Work:**

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##### **Registration**

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102. The successful supplier, prior to the execution of the order, or no later than 10 days after receipt of the award document, must be registered to do business in the City of Wheaton and the State of Illinois.

##### **Insurance:**

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103. The successful Bidder, if awarded by contract, will be required to carry insurance acceptable to the City. *(reference Contract Addendum 1)*.

104. Certificates of Insurance, Endorsements, and a Waiver of Subjugation must be submitted with the execution of the contract.

105. The Bidders obligation to purchase stated insurance cannot be waived by the city's action or inaction.

##### **Bonds:**

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106. The successful bidder, if awarded by contract, may be required to provide a bond/bonds. Said bonds must be through a bonding company listed on the Department of the Treasury's Listing of Certified Companies [http://www.fms.treas.gov/c570/c570\\_a-z.html](http://www.fms.treas.gov/c570/c570_a-z.html).

107. Surety must be in compliance with any bond requirements mandated by the State of Illinois.

##### **Security Clearance:**

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108. Background checks inclusive of finger printing may be required for contractors servicing secured areas. Contractors will submit a list of employees' names, birth dates, and social security numbers to the Project Manager who will coordinate the background checks with the police department. Said list should include staff to cover absences or reassignment.

109. Anyone with a background history showing a conviction for a felony; theft history of any kind, sex offense history, or any crime involving moral turpitude, illegal drug or narcotics use, sale or possession, or anyone showing a felony charge pending, or who has any outstanding warrants of any type, including misdemeanor traffic or felony warrants, may be subject to arrest, and will not be allowed to work under this contract.

110. The contractor shall be responsible for all personnel engaged in the work. Contractor must ensure that: said personnel have been completely and satisfactorily cleared by the City of Wheaton for work within secure areas; a sufficient amount of backup or relief personnel to cover absenteeism or replacement have been completely and satisfactorily cleared or work; equipment and personnel do not enter facilities except as required during the progress of the work.

111. The City reserves the right to request removal of any contractor's employee upon submitting proper justification should such action be considered necessary to the best interests of the City. Contractor is permitted to add/replace personnel with approved backup personnel, or reassign personnel already cleared by the City for work within secure areas. The City must be provided written notice prior to time of replacement.

**Audit:**

112. The successful Bidder may be audited by the City or an agent of the City. Audits may be at the request of federal or state regulatory agencies, other governmental agencies, courts of law, consultants hired by the City or other parties which in the City's opinion requires information. Data, information and documentation will include, but not be limited to, original estimate files, change order estimate files, detailed worksheets, subcontractor proposals, supplier quotes and rebates, and all project related correspondence, and subcontractor and supplier change order files.

**Protests:**

113. Any Bidder who claims to be aggrieved in connection with a solicitation, the selection process, a pending award, or other reasonable issue may initiate a protest.

- Protests involving the solicitation process or stated requirements must be presented in writing via e-mail to the Procurement Officer no later than the last date for questions as reflected on the cover page of this document.
- Protests involving the evaluation of offers, staff recommendations, or the award process must be submitted in writing to the Procurement Officer no later than three business days after bid results are publicly posted.

114. Protests must include: the name and address of the protestor; appropriate identification of the solicitation; if an award has been initiated, the award document number (if available); identification of the procedure that is alleged to have been violated; precise statement(s) of the relevant facts; identification of the issue to be resolved; protestor's argument and supporting documentation (Exhibits, evidence, or documents to substantiate any claims).

115. A person filing a notice of protest will be required, at the time the notice of protest is filed, to post a bond in the form of a cashier's check in an amount equal to twenty-five percent of the City's estimate of the total volume of the award, or \$1,000, whichever is less.

- If the decision of the Protest does not uphold the action taken by the City, then the City shall return the amount, without deduction, to the Bidder filing the protest.
- If the decision of the Protest upholds the action taken by the City, then the City shall retain the amount of the cashier's check in payment for a portion of the cost and expense for time spent by City staff in responding to the protest and in conducting the evaluation of the protest.

116. Upon receipt of the notice of protest, the Procurement Officer shall stop the award process.

- The Procurement Officer will rule on the protest in writing within two business days from receipt of protest.
- Appeals of the Procurement Officer's decision must be made in writing within two business days after receipt thereof and submitted to the City Manager for final resolution. Appellant shall have the opportunity to be heard and an opportunity to present evidence in support of the appeal.
- The City Manager's decision is final.

**Other Entity Use:**

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117. Although this solicitation is specific to the City of Wheaton, Offerors have the option of allowing this offer, if awarded by the City to the Offeror, to be available to other local entities and agencies within the DuPage-Kane-Cook-Will and Kendall Counties. If the successful Offeror and the interested entity/agency mutually agree on the Terms and Conditions, inclusive of pricing, both parties may perform business under the authority of this solicitation and contract.

118. It is understood that at no time will any city or municipality or other agency be obligated for placing an order for any other city, municipality or agency; nor will any city or municipality or agency be obligated for any bills incurred by any other city or municipality or agency. Further, it is understood that each agency will issue its own purchase order to the awarded Supplier.

***END OF GENERAL INSTRUCTIONS REGARDING THE SOLICITATION OF CONTRACTED SERVICES***

## GENERAL TERMS AND CONDITIONS FOR CONTRACTORS

### Contract Administration:

1. A "Work May Proceed" order will be issued by Procurement upon confirmation of a properly executed contract.
2. Once the "Work May Proceed" order is issued, the contractor's primary contact with the city will become the Project Manager.
3. The Project Manager's primary responsibility is to assure the city receives the contracted services in accordance to the terms and conditions and specifications of the contract. The Project Manager will, but is not limited to: oversee the entire project from kick-off activities through close out and payment of final invoice; monitor equipment, materials and project progress; address any quality issues and change orders; verify schedule of Values, output, schedule status; conduct random inspections.
4. The contractor will provide name and contact information of key contact to the Project Manager for use during time of emergency or at any hour city staff sees fit to do so.
  - a. If security clearance is required for this work, it will be pursued at this time.

### Communications Plan

5. The contractor is required to provide the City's project manager with written/e-mailed bulletins addressing the status of the project throughout the life of the contract.
6. The bulletins shall cover all work performed and completed and shall confirm the schedule of the work yet to be performed. It shall also state any assumptions and/or exclusions.
7. The bulletin shall identify problems encountered, or still outstanding, with an explanation of the cause and resolution of the problem or how the problem will be resolved.
8. The contractor will be responsible for conducting status meetings with the project manager as scheduled. The meetings can be in person or over the phone, at the discretion of the city.

### Documents:

9. Contractor is to maintain at the job site a complete and current set of drawings, plans and contract documents; bulletins, supplemental instructions, proposals, change orders, subcontractor's proposals, suppliers invoices, all written requests and responses to each required change...
10. All documents must accurately reflect the current status of all pertinent data including changes in the line item quantities and contract sum attributed to change orders.
11. All documents are to be available to the Project Manager.
12. All documents are to be available for auditing purposes, FOIA, and other reasons necessitated by the city.

### Material and Equipment:

13. If the offer identifies an item by manufacturer's name, trade name, catalog number, or reference, the contractor shall furnish the item so identified and shall not propose to furnish an "equal".
14. If the identified item is no longer available, the City must approve any proposed "equal" prior to order placement. The City will not incur any additional costs for the "equal".
15. All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
16. Contractor must provide documentation that any and all Hazardous Material created during the performance of the project work has been disposed of or recycled in compliance with all Illinois Administrative Code Title 35, Part 733 "Standards for Universal Waste Management", and other applicable State, Federal and local regulations.

17. All material or equipment furnished shall meet the minimum requirements of Occupational Safety & Health Standard (OSHA) published in the Federal Register, U L or other nationally recognized certifying body.

**Substitutions:**

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18. No substitutions will be considered after Notice of Award except under one or more of the following conditions:

- a. Substitution required for compliance with final interpretations of code requirement or insurance regulations
- b. Unavailability of specified products, through no fault of the contractor.
- c. Subsequent information discloses inability of specified product to perform properly or to fit in designated space.
- d. Manufacturer /fabricator refusal to certify or guarantee performance of specified product as specified.
- e. When a substitution would be substantially to owner's best interest.

19. Substitutions will not be considered when items are indicated or implied on shop drawings or product data submittals without formal request.

**Requests for Substitution:**

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20. Submit request for substitution to the attention of the Project Manager. Include documentation confirming compliance of proposed substitution with contract documents

- a. For products include: Product description and identification, manufacturer's name and address, manufacturer's literature, performance and test data, reference standards, samples, name and address of similar projects on which product was used and dates of installation
- b. For construction methods include: detailed description of proposed method, drawings illustrating methods, itemized comparison of proposed substitution with product or method specified, statement regarding the affect of the substitution to the construction schedule

21. Identify: changes or coordination required, other contracts affected, accurate cost data on proposed substitution in comparison with product or method specified.

22. Contractor attests that he has personally investigated proposed product or method and determined that it is equal or superior in all respects to that specified; that he will provide the same guarantee for substitution as for product or method specified; that he will coordinate installation of accepted substitutions into the work, making all changes for work to be complete in all respects.

23. Cost data must include all related costs under contract but excludes owner's redesign, administrative costs of owner, costs under separate contracts.

24. Contractor will pay all additional costs and expenses for owner and other contractors.

- a. Acceptance of substitution will require substantial revision of plans, drawings and contract documents for all related projects.

**Delivery and Storage:**

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25. Deliveries of documents, materials, equipment etc. are between the hours of 8:30 A.M. and 3:00 P.M. Monday through Friday, excluding holidays, unless otherwise stipulated.

26. Failure to deliver within a reasonable lead-time as determined by the city, shall constitute authority for the Procurement Officer to purchase in the open market items of comparable grade to replace the items not delivered.

27. Contractor is to accept material and equipment delivered to the job site and is responsible to store all items in accordance with the manufacturer's written instructions, handling, and protection from weather, damage and theft for the duration of the contract. Contractor shall be responsible for losses.

28. Material delivered shall remain the property of the Contractor until:

- a. A physical inspection and actual usage of the material is made and found to be acceptable to the City; and
- b. Material is determined to be in full compliance with the solicitation documents and executed contract.
- c. Where circumstances or conditions exist preventing effective inspection of the goods at the time of delivery, the City of Wheaton reserves the right to inspect the goods within a reasonable time subsequent to delivery.

29. Contractor assumes full responsibility for protection and safekeeping of the contractor's own materials and equipment stored on premises, and move, if necessary, all stored products which interfere with operations of the city.
30. Unless otherwise specified, packaged material shall remain in original containers with labels intact and seals unbroken.
31. The contractor shall submit a *Material Safety Data Sheet (MSDS)* prior to or at the time of delivery for any/all toxic substances per Public Act 83-240, OSHA standards or any other applicable law.

#### Nonconforming Materials:

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32. In the event the delivered material is not in compliance to the specification documents and executed contract, the City will reject the material.
33. Contractor shall remove rejected materials at his expense promptly after notification of rejection.
34. Contractor shall provide replacement of rejected articles immediately. If replacement is not timely, as determined by the city, the Procurement Officer will purchase in the open market items of comparable grade to replace the items not replaced and the Contractor shall reimburse the City for any expense incurred in excess of contract prices. Such purchases shall be deducted from contract quantities.
35. The city reserves the right to either: cancel the order; request contractor to issue credit to the city; or deduct such amount from monies owed.
36. Should public necessity demand it, the City reserves the right to use or consume items delivered which are substandard in quality, subject to an adjustment in price to be determined by the Procurement Officer.

#### Warranty / Guarantee Period:

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37. The Contractor warrants that all goods furnished hereunder will conform in all respects to the terms of this order, including any drawings, specifications, or standards incorporated herein, and/or defects in goods are free from defects in design. Contractor also warrants the goods are suitable for and will perform in accordance with the purposes for which they were intended.
38. The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the City by any other clause of this contract or by law.
39. Unless otherwise specified, the contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him for a period of one year (Guarantee Period) from date of installation close out.
40. If within the Guarantee Period any defects or signs of deterioration are noted which, in the opinion of the City, are due to faulty design and installation, workmanship, or materials, the City shall notify the contractor. At the contractor's expense, the Contractor shall repair or adjust the equipment or parts to correct the condition, or replace the part or equipment to the complete satisfaction of the city.
  - a. Replacement parts of defective components shall be supplied at no cost to the City. Shipping costs for defective parts required to be returned to the contractor shall be paid by the contractor.

#### Manufacturer's Requirements:

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41. All work must be performed according to manufacturer's stated recommendations.
42. If manufacturer's stated recommendations conflict with specifications, issues should be addressed in writing to the Project Manager prior to proceeding with any work.
43. If manufacturer's stated recommendations include required services not listed within the specifications, said services must be considered as inherent to the city's specifications and offers should include said services.
44. All work is to be performed consistent to industrial performance standards.

#### Permits and Licenses:

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45. The successful contractor shall be responsible for obtaining, at their own expense, all permits and licenses which may be required to complete the contract.

## **Contractor Use of Premises**

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46. Confine operations at site to areas permitted by all laws, ordinances, and permits, as well as the contract documents.
47. The contractor shall control operations to avoid interference with normal traffic flow on and around the site; when necessary provide barriers, warning lights, and signs as required to protect workmen and the public.
48. Limit use of premises for work, storage of material and equipment, and parking of worker's automobiles.
49. Conduct operations in a manner that avoids interference with use of the building and building operations and which protects persons and property.
50. If utility shut-down is required, provide Project Manager two (2) days advanced warning and estimation of duration of required utility shutdown.

## **Utility Location**

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51. The contractor must exercise extreme caution while working around existing utilities. The contractor shall notify J.U.L.I.E., utility companies, and the Project Manager before commencing construction work around utility locations within the scope o the project.

## **Contractor Identification**

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52. For security purposes, all contracted service providers must be clearly identified with company photo id and company apparel.
53. Upon Project Manager's approval, contractors requiring unrestricted mobility within designated facilities will require a City of Wheaton Contractor photo id.
54. Contractor's advertising decals, stickers or other signs shall not be affixed to equipment or visible to the public.

## **Manuals and Documents**

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55. The contractor shall submit to the owner such operating and maintenance manual and repair part lists as required by the nature of the work.

## **Cleaning:**

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56. Contractor shall maintain premises and public properties free from accumulation of waste, debris, and rubbish caused by construction operations. Cleaning and disposal operations must comply with Federal, State and local ordinances and anti-pollution laws.
57. Provide on-site metal containers for collection of waste materials, debris and rubbish.
58. At completion of work: sweep paved areas broom clean; remove waste materials, rubbish, tools, equipment, machinery and surplus materials; clean all sight-exposed surfaces and leave project area clean and ready for use; clean the project site, yard, grounds and landscaped areas; remove petro- chemical spills, stains and other foreign deposits; clean plumbing fixtures to a sanitary condition, free of stains
59. Touch-up and otherwise repair and restore marred exposed finishes and surfaces.

## **Safety and Health**

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60. All Occupational Safety and Health Administration (OSHA) standards apply.
61. Store volatile wastes in covered metal containers and remove from premises daily.
62. Provide adequate ventilation during use of volatile or noxious substances.

## Change Order Procedure

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63. The city reserves the right to make changes in the plans and specifications by altering, adding to, or deducting from the work, without invalidating the contract. All such changes shall be executed under the conditions of the original contract, except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change.

## Bulletins

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64. From time to time during progress of the work, the city may issue a bulletin which interprets the contract documents or order minor changes in the work without change in contract sum or contract time.

a. Issuance of a bulletin is not to be considered a change order authorizing additional work or affecting project time table. Such changes require a proposal, review, and if approved, a change order.

65. Should the contractor consider that a change in the specified work, the contract sum or contract time is required; he shall initiate a change order and submit to the Project Manager for documented approval before proceeding with the work.

## Change Orders

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66. Issuance of a statement, or verbal approval, is not to be considered a Change Order and is not authorization to proceed.

67. Change orders will be numbered in sequence and dated.

68. Approved Change Orders are required with any/all changes in, the specified work, the contract sum, the time for completion, or any combination thereof.

69. Change orders will describe the change or changes, will refer to the bulletin(s) and proposal(s) involved, and will be signed by the city and the contractor prior to implementing the change.

70. All Change Orders shall clearly identify the impact of cost and the affect on time required to perform the work associated with the proposal.

a. If the proposal is found to be satisfactory and in proper order, and both parties agree upon cost or credit for the change, the city will authorize the documented Change Order which will be confirmed via contract amendment.

b. Additional requests for additional costs and/or extensions of time for previously proposed and accepted items will NOT be granted after initial acceptance.

71. The contractor will take measures to ensure contractors and sub-contractor's staff is familiar with the procedures for processing change orders.

## Payment:

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72. Authorization of payment requires receipt of contractors invoice, acceptance of product/services and receipt of other required paperwork such as: certificate of origin, MSDS, Waivers and Liens, Certified Payroll (if applicable).

73. Retainage in the amount of ten percent (10%) of a payment request will be deducted from the amount determined for the first fifty percent (50%) of the project for major projects. Retainage will be held until

a. All defective work has been remedied.  
b. All work is 100% final and the City's project manager has formally accepted the work.  
c. All waivers, liens, certified payrolls, warranty documents and other required documentation are provided.  
d. Or, if the work is fifty percent (50%) completed, satisfactory and on schedule, upon the discretion of the Project Manager. In such a case, the city will continue to retain no less than five percent (5%) of the total adjusted contract price.  
e. Retainage will not apply to payments for Bonds and Mobilization.

74. Payment will be:

a. made to the company awarded this order. Under no circumstances will a third party be reimbursed.  
b. Via the City's Purchasing Card Program, MasterCard, in which payment will occur at time of product or service delivery (preferred); or  
c. Via supplier generated invoice.

75. The City complies with the Illinois Local Government Prompt Payment Act which states that any bill approved for payment shall be paid within 30 days after date of approval.

- Invoices must be submitted to the city within six months of order completion. Any invoices submitted in excess of six months from order completion will not be paid.

#### **Contractor Service Issues:**

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76. Recourse for non-compliant construction services shall be managed, in any order, via (a) Punch List, (b) Retainage and/or (c) Performance Bonds.

#### **Liquidated Damages:**

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77. Delivery delays beyond the contract delivery date will result in added expense to the city. The city shall be paid damages for such delay. Inasmuch as the amount of damage is extremely difficult to ascertain, the contractor agrees to compensate the city in the amount specified in the document entitled Special Terms and Conditions for Contracted Services in the section entitled Liquidated Damages.

78. This amount shall be fixed as liquidated damages that the City will suffer by reason of such delay, and not as a penalty.

79. The City shall have the right to deduct and retain the amount of such liquidated damages from any monies due the contractor.

80. The contractor shall be entitled to a reasonable extension of time for unavoidable delay in delivery due to causes not reasonably foreseeable by the parties at the time of the contract execution, and that are entirely beyond the control and without the fault or negligence of the contractor, including, but not limited to, acts of god or the public enemy, war or other national emergency making delivery temporarily impossible or illegal, acts or omissions of other suppliers, strikes and labor disputes not brought on by any act or omission of the supplier, fire, flood, epidemics, quarantines, or freight embargoes.

#### **Process to Terminate**

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##### ***Step 1: Educate***

- The Project Manager, upon identification of noncompliance, shall inform and educate the contractor.
- City expectations are clarified by referencing language from requirements, specifications, provisions, terms and conditions, and the contract to describe the expected outcome.
- A firm timeframe is identified for contractor to achieve expected outcome.
- Conversations and agreed upon remedies to performance issues, follow-up inspections, monitoring actions, findings and subsequent conversations and actions are documented.

##### ***Step 2: Decisions to Withhold Payment***

- If services remain non-compliant after clarified via *Step 1: Educate*, the contractor shall not be reimbursed until services are rectified.
- The Project Manager may decide not to certify payment and may withhold payment in whole or in part, to the extent reasonably necessary to protect the City if the quality of the work is not in accordance with the contract documents.
- If the city is unable to certify payment in the amount of the invoice, the city will promptly issue payment for the amount of the work completed in accordance with the contract documents. The city may decide not to certify payment because:
  - Defective work not remedied
  - Third party claims filed or reasonable evidence indicating probable filing of such claims
  - Failure of contractor to make payments properly to subcontractors for labor, materials, or equipment
  - Reasonable evidence that the work will not be completed within the contract period and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay
  - Persistent failure to carry out work in accordance with contract documents

f. If the city deems it in-expedient to correct work damaged or not done in accordance with the contract, the difference in value, together with a fair allowance for damage shall be deducted from the contract amount due. The value of such deduction shall be determined by the city.

*Step 3: Warning Letter - Failure to Comply*

88. If services continue to remain non-compliant, Procurement will prepare a formal Letter of Warning addressing the contractor's Failure to Comply. Contract language states "The City may terminate this Agreement upon seven (7) days written notice to the Contractor."

89. Said letter will address Liquidated Damages (if applicable).

*Step 4: Terminate Contract*

90. If contractor fails to achieve required results within stated timeframe, Procurement will terminate contract.

***END OF GENERAL TERMS AND CONDITIONS FOR CONTRACTORS***

## **SPECIAL TERMS AND CONDITIONS FOR CONTRACTED SERVICE**

### **HVAC Preventive Maintenance and Service**

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#### **Introduction:**

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1. The City of Wheaton seeks an experienced contractor to provide preventative, routine and as-needed maintenance to HVAC systems for City facilities.
2. The experienced contractor should also be capable of providing emergency maintenance and repairs on an as needed basis.
3. The city reserves the right to award one contractor all facilities, or to award services to multiple contractors to meet the best needs of the city.

#### **Objectives:**

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4. Furnish all labor, equipment and materials to perform routine maintenance of all HVAC systems as required by code and manufacturers suggestions.
5. Provide non-routine service and maintenance on a time and materials basis.

#### **Locations:**

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6. City Hall 303 West Wesley St
7. City Hall Annex 303 West Wesley St
8. Police Department 900 West Liberty Dr
9. Fire Department #1/38 1 Fapp Circle
10. Fire Department #2/39 1590 South President St
11. Fire Department #3/37 1700 North Main St
12. Public Works 821 West Liberty Dr
13. Water Department 210 South Reber St
14. College Ave Train Station 303 North President St
15. Downtown Train Station 402 West Front St
16. Library 225 North Cross St
17. Water Station / Countryside: 615 Countryside Drive
18. Water Station / President: 1590 South President Street

#### **Scope of Work**

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19. Routine preventative maintenance and service.
20. Nonscheduled Maintenance and Repair
  - a. Non-routine services are included as time and materials in this contract.
  - b. Replacement refers to work that is necessary above and beyond the scheduled maintenance.
  - c. These repairs may or may not be an emergency.
  - d. **Minor repairs** are repairs that will cost less than \$1000.
    - i. The contractor may make any NECESSARY minor repairs, adjustments, and calibrations at the stated hourly rates without prior approval of the Project Manager.
  - e. **Major repairs** are repairs that will cost in excess of \$1000 or be identified as such by the Project Manager.
    - i. If this repair is an emergency, the verbal approval of the Project Manager is required.
    - ii. If this repair is not an emergency:
      1. The contractor should schedule the work for straight time at a time agreeable with the Project Manager.
      2. The Project Manager may decide to solicit quotations.

- iii. All major repairs require the contractor to submit written quotations and drawings depicting any changes or alterations made to the system

21. Emergency Maintenance and repairs must be identified by, and approved by the Project Manager.

- i. Whether the emergency work is of a minor or major nature, the contractor is required to be on site to begin remedial work within two (2) hours after the initial service call request.
- ii. Whenever possible, city staff will investigate a complaint in an attempt to avoid nuisance calls to the contractor.

22. The City reserves the right to go out for quote or bid on any or all major repairs and or replacements.

23. The City may request maintenance and repair service on items not specifically stated in the equipment inventories but considered to be related to the heating and air conditioning systems.

- a. In such cases, the hourly rates and material mark ups shall apply.
- b. If preferred by the Project Manager, quotes for said work may be submitted by the contractor or publicly solicited.

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Close Out for non-routine maintenance:

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24. Verification of quality and completion of service

25. Completion of Punch List and all areas of non-compliance or incomplete tasks

26. Final Payment: Prior to authorization of Final Payment, the following documents must be submitted:

- a. Completed Waivers and Liens
- b. All Certified Payrolls
- c. Documented completion of the Punch List
- d. Statements of Warranty
- e. Receipt of Operation and Maintenance manuals
- f. Certificate of Origin
- g. Submittal of Maintenance Bond
- h. As Built Drawings

27. Written approval of the City's Project Manager

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Success Factors:

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28. Routine preventative maintenance is expected to occur in standard intervals and scheduled forty-eight (48) hours in advance.

29. Non-routine maintenance is expected to be scheduled forty-eight (48) hours in advance and completed within one visit.

- a. If this should not be possible, the Project Manager must be advised prior to leaving the worksite.

30. Invoices are expected to be timely, accurate and accompanied with a work order.

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Conditions for Contracting Elsewhere

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31. If the successful contractor fails to appropriately respond as required by the contract, or is unable to make a repair; the city reserves the right to seek another contractor's services as may be necessary to secure the best interests of the City.

32. Dispatch Service: The contractor shall have a dispatcher available at one (1) telephone number and provide prompt response to service calls 24 hours per day, seven (7) days per week including holidays.

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Assumptions:

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33. All existing equipment is fully functional and in proper working order.

34. The City affirms that to the best of its knowledge, the attached list of equipment is a true and representative list; however; there may be inadvertent omissions or inaccuracies.

- a. The contractor is not to consider inadvertent omissions or inaccuracies to be additions to the contract.
- b. An omission that can be material to the contract may be negotiated for price adjustment to the contract.

**Work Hours:**

35. Work Hours: Monday - Friday 7:00-3:30 or with the approval of the Project Manager.
36. The contractor shall notify the Project Manager at least 48 hours prior to initial start of operations, and also prior to any temporary cessation and resumption of operations.
37. All work, preventative maintenance and unscheduled maintenance and repair, is to be done during normal business hours unless approved by the Project Manager.
38. All work shall be scheduled to minimize disruptions to staff and residents.

### Term of Service:

### Options to Renew:

40. According to the city's contract "The City, at its option, may extend this Agreement for an additional term if the Contractor holds firm to the original proposal prices, conditions, and specifications."
41. Renewal options are only available if services have been deemed acceptable by the Procurement Officer and the Project Manager.

### Cost Structure:

42. Preventative Service and Inspections: Fixed price per facility per quarter.  
a. Preventive Maintenance Charge includes all labor, materials, lubricants, and other required supplies  
43. Non-routine Repairs: Labor Cost/hr plus Materials w/mark-up not to exceed 15%.

### Prevailing Wage:

- 44. Illinois Prevailing Wage Act 820 ILCS does apply
- 45. Reference Contract Addendum 2
- 46. Certified Payroll is required with each invoice.
- 47. Waivers of Lien

- a. The first Application for Payment shall be accompanied by the General Contractor's partial waiver of lien, called Waiver of Lien to Date, for the full amount of payment due.
- b. Each subsequent Application for Payment shall be accompanied by the General Contractor's Waiver of Lien to Date, plus the partial waivers of lien of Labor, Subcontractors and Material Suppliers who were included in the immediately preceding Application for Payment to the extent of that payment.
- c. The final Application for Payment must be accompanied by the Final Waiver of Lien for the full amount of the Contract from the General Contractor, Labor, Subcontractors, and Material Suppliers, including those who have not previously furnished such final waivers.

### Bonds:

48. A *Bid Bond / Bid Deposit* of ten percent (10%) of the full contract price is required with the offer.
49. A *Performance Bond* of one hundred ten percent (110%) of the full contract price is required for the faithful fulfillment of the contract and for the protection of the City from all liens and damages arising out of the work.
50. *Bond Certificates* must be submitted with the signed contract, i.e. no later than 10 days after receipt of the award document.

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**Insurance Requirements:**

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51. Reference Contract Addendum 1

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**Invoices:**

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52. A schedule of dates when pay requests must be submitted will be determined at the kick-off meeting.  
53. All invoices must reflect the following applicable information: the Contract Number, the name of the Project, the Name of the Contractor, and the services/deliverables with the price depicted in the same format as the offer.

54. *For work quoted as Time and Material:*

- a. Time: The contractor shall break down by hour and each subsequent quarter hour. All labor by general contractor and subcontractor must be documented on work order in terms of trade, subtotal and total.
- b. All material costs listed within the invoice and/or specifically called out for within the specification must be itemized on the invoice and accompanied by contractor's supplier's invoice. Material mark-up may not exceed fifteen percent (15%).
- c. Overhead and Profit and all other costs shall be incorporated into the price stated on the successful bidder's offer.
- d. Additional charges will not be honored.

55. *For unit cost:* Payment will be based on the actual quantity of product delivered at the unit price specified on the successful bidder's offer.

56. *For Service Calls:* All invoices reflective of non-routine service calls must be accompanied by the applicable work order.

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**For Internal Purposes:**

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57. **All invoices are mailed to the attention of Al Schefske; City of Wheaton; PO Box 727; Wheaton, IL 60187.**

58. Charges must be broken down by facility.

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**Constraints:**

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59. Some city facilities are restricted from the general public. Contractors requiring access to restricted areas must be cleared for access. This may include screening for security purposes.

***END OF SPECIAL TERMS AND CONDITIONS FOR CONTRACTED SERVICES***

## **SPECIFICATIONS**

### **HVAC Preventive Maintenance and Service**

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**Perform inspections, testing, maintenance and service of the City's HVAC systems pursuant to guidelines set forth by the manufacturer and all state and city statutes.**

#### **General Requirements**

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1. All labor, equipment, tools, materials, and incidentals to repair and maintain all HVAC equipment in first class working order is included within the scope of this Request.
2. This includes, but is not limited to: all motors, pumps, pulleys, belts, gauges, instruments, humidifiers, furnaces, boilers, piping, valves and specific rated electric safety controls or other appurtenances used to control the temperature and air flow at the stated locations.
3. If the system depends on components not listed herein to function as it was designed, these components shall be considered an integral part of this Contract and shall be serviced at no additional cost to the City.
4. If any equipment requires exclusive parts or labor, it is the contractor's responsibility to secure said parts and labor via a sub-contractor or other arrangement.
  
5. The Contractor shall troubleshoot, and perform repair and replacement services to keep HVAC equipment running twenty-four (24) hours a day, seven (7) days a week, including holidays.

#### **Labor Requirements**

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6. The contractor must be able to perform all maintenance and service work on all specified equipment.
7. All routine scheduled maintenance required under the terms of this proposal must be performed by a minimum Class B Journeyman Technician with a minimum of three (3) years experience in the heating and air conditioning field.
8. Any/All repairs to the systems, other than the routine scheduled maintenance, must be performed by a Class A Journeyman Technician with a minimum of five (5) years experience in the heating and air conditioning field.
9. A minimum of two (2) technicians shall be available to respond to emergency service calls, which may be received at any time, and to promptly affect temporary and/or permanent repairs.
10. All work is to be performed in a professional, workman-like, expeditious manner, causing only the least required inconvenience to city employees and residents.
11. Upon award of contract, all technicians associated to this account shall be trained and certified to service *any and all* commercial units that are a part of this contract.
  - a. Copies of new and upgraded certifications shall be forwarded to the Project Manager
  - b. Copies of certifications of new hires, shall be forwarded to the Project Manager prior to individual's servicing this account.

#### **Subcontracting**

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12. The (prime) Contractor must provide to the City, prior to any work being performed by the subcontractor, the subcontractor's name, address, specific type of work he will be performing in relation to the contract, and a certificate stating that the subcontractor conforms to all the terms and conditions of the contract.
  - a. Third party machinery insurance coverage to replace contractor's responsibility for complete maintenance service will not be acceptable to the city.
13. The city reserves the right to approve or reject the subcontractor.
  - a. Subcontractors cannot be changed without prior written approval of the city.

- b. Said sub-contracted parts and labor are to be invoiced at no more than the rates reflected on the proposal page unless written approval is provided by the Project Manager.
- 14. The (prime) contractor shall be held fully responsible for all service provided by the subcontractor.

#### Documentation of Work

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- 15. All technicians are required to contact the Project Manager or his designate upon arrival at the job site.
  - a. Technicians shall ensure that the authorized Project Manager or his designate logs the start and completion times on the work order.
- 16. The City reserves the right to have the Project Manager or his designate in attendance during any maintenance procedures.
- 17. All work must be documented:
  - a. On the equipment tag
  - b. On the contractor's work order (which will be attached to the invoice).
    - i. All work orders must be signed by the Project Manager or his designate.
    - ii. All work order must contain at least the following information:
      - 1. Building Name and location,
      - 2. Equipment id and location,
      - 3. Name of technician(s) performing the work
      - 4. Record of time worked
      - 5. Description of the work performed
      - 6. Listing of Parts Replaced
      - 7. Additional relative details

#### Safety and Protection:

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- 18. The contractor shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
- 19. The contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to, all employees on the work site and other persons including, but not limited to, the general public.

#### Adherence to Codes, Statutes and Policies:

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- 20. All work shall conform to all NFPA, BOCA, EPA, City of Wheaton, State Fire Marshall and all other applicable codes.
- 21. The contractor agrees to adhere to those procedures mandated by the Clean Air Act and Environmental Protection Agency involving venting refrigerants into the atmosphere.
- 22. The contractor must maintain an on-site refrigerant log for each facility as mandated by Federal EPA law. Said log must be kept in an area agreeable to the Project Manager.

#### Guarantee

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- 23. All repair work must be guaranteed for ninety (90) days from date of repair.

#### Records, Reports and Recommendation

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- 24. A file of records must be provided to the Project Manager including copies of all certifications and licenses held by the contractor and each technician servicing this account.
  - a. It is the contractor's responsibility to provide the Project Manager with updates to said file.
  - b. Reference Contractor Submittal Requirements
- 25. A separate history work card shall be kept with each piece of equipment and maintained by the contractor, listing the make, model, serial number, service(s) performed, and date of service
  - a. These records shall be kept in clear plastic folders.

- b. These records shall be open for inspection by City personnel.
- c. At the end of the contract, these records, or an exact duplicate, shall remain with the equipment and become property of the City.

26. The contractor shall recommend to the city

- a. when a unit and/or parts replacement is necessary, and
- b. when, in his opinion, the repair cost would exceed the value of the unit and it would be more beneficial to the City to replace the entire unit.

27. A formal written report addressing all equipment in each building shall be submitted **each September 1<sup>st</sup>.**

- a. Said report shall include at least the following information:
  - iii. Description of equipment including Tag# or Unit ID
  - iv. Location of equipment
  - v. Manufacturer
  - vi. Model Number
  - vii. Serial Number
  - viii. Area of building the unit serves
  - ix. Life expectancy
  - x. Recommendations for future action
  - xi. Approximate costs associated with recommended actions
  - xii. Comments
- b. The contractor shall provide occasional technical advice and support, at no additional cost, to the City.

#### Replacement Parts

28. Replacement parts or components furnished shall be the same manufacturer's original specified part or an equal product approved by the Project Manager.

#### Contractor Decals

29. The contractor shall not apply, by any means whatsoever, their company's identification stickers, etc to any piece of equipment owned by the City.

#### Routine Preventive Maintenance (scheduled)

- 30. The contractor shall perform preventive maintenance, including the cleaning, repair, lubrication, overhaul and other maintenance on specified equipment at regular intervals to keep equipment and their systems in first class condition.
- 31. The preventive maintenance schedule shall, at a minimum, be based on the equipment manufacturers recommended maintenance schedule and industry standard practices.
- 32. In the course of inspections, the contractor shall recommend to the Project Manager any items not specifically included in this report that the contractor deems should be included.

#### Scheduled Preventive Maintenance

33. Spring Pre-Season Preventive Maintenance (April 1 – May 31)  
Summer Mid-Season Preventive Maintenance (July 1 – July 30)  
Fall Pre-Season Preventive Maintenance (September 15 – October 30)  
Winter Mid-Season Preventive Maintenance (January 2 – January 31)

#### Preventive Maintenance

34. Service shall include, but not be limited to:

- a. Check General System Operation performance of all major components
- b. Lubricate fan motor, bearings, and all moving parts, as required
- c. Check dampers and linkage
- d. Check refrigerant levels and sight glass/Moisture Indicator
- e. Inspect for oil and refrigerant leaks
- f. Check operating and safety controls
- g. Check pressures and temperatures
- h. Inspect condensers and clean all condensing and evaporative coils
- i. Inspect fans, motors, and starters
- j. Check and tighten electrical and refrigerant connections
- k. Check belts and drives and pulleys
- l. Check bearings, pumps and seals
- m. Check controls on temperature system
- n. Clean humidifiers
- o. Replace humidifier water panel
- p. Check voltage and amp draw on all loads
- q. Check all heating elements
- r. Clean condensing drains on rooftop units
- s. Clean combustion chambers, pilots, and burners
- t. Check flue for proper draft
- u. Check for proper gas input
- v. Check boiler water condition by testing bi-annually for sodium nitrate level
- w. Installation of any and all appropriate chemicals to properly maintain the manufacturers recommended levels in PPM
- x. Domestic hot water system/ hot water units
- y. Check compressor and oil level- to include oil and filter change
- z. Pressure clean condenser coils – all buildings after cottonwood bloom.

## **SCHEDULE OF EQUIPMENT**


## SCHEDULE OF EQUIPMENT

Tag No.	Location	Component	Manufacturer	Model No.	Serial No.
AHU 1	Mech. Room	Air Handler Unit	Trane	CCCB14CBDC	K84C26725 (1984)
EF-1	Mech. Room	Exhaust Fan	Centrimaster	XB245L	ZRE330601
CU 1	Mech. Yard	Condensing Unit 15 TON	Carrier	38AUDA16A0AA 5A0A0A0	1611U15158 (2013)
CTRL PNL	Mech. Room	Control Panel	Honeywell	NA	NA
COMP-1	Mech. Room	Compressor	Quincy	QC0200BDX3	5031747
Air-dry - 1	Mech. Room	Air-dryer	Honeywell	8010	0302A-46-8312-490N
AHU-2	Mech. Room	Air Handler Unit	Trane		
CU-2	Mech. Yard	Condensing Unit 40 TON	Trane	RAUCC40EEY3 AODF	C07A00053
CTRL PNL	Mech. Room	Control Panel	Honeywell		
RF-1	Mech. Room		Trane	CBDB21A03DBR 00L	HS7878-89
AHU-3	Mech. Room	Air Handler Unit	Trane	CCHIM15A	K93J63483 (1993)
CU-3	Mech. Yard	Condensing Unit 20 TON	Trane	RAUCC20GBH0 3D (20 ton)	J93H82447 (1993)
CTRL PNL	Mech. Room	Control Panel	Honeywell		
AHU-4	Mech. Room	Air Handler Unit	Trane	CCHIM15A	K93J63447 (1993)
CU-4	Mech. Yard	Condensing Unit 20 TON	Trane	RAUCC25GBH0 3D (25 ton)	J93H82446 (1993)
CTRL PNL	MECH ROOM	Control Panel	Honeywell		

CRU-1	Computer room	Air Handler Unit	Liebert	DME020E-PH7	0917N183095
CRUCU	Roof	Condensing Unit	Liebert	PFH020A-PL7	0917N183125
CRU-2	Computer room	Air Handler Unit	Koldwave	G2412	S3-219181
CRUCU-2	Roof	Condensing Unit	Koldwave	S2412	S3-219988
CRU-3	ARC STG	Air Handler Unit	LIEBERT	DEMED2D-PO2	D036695
CRUCU-3	ARC STG	Condensing Unit	LIEBERT	DMC020A-PL3	D036678
DWH	BOILER ROOM	Water heater (40 gal)	BRADFORD WHITE	MI40T6FBN	LM35361365
UH-1	N Room	Unit heater	Modine		
UH-2	N Room	Unit heater	Modine	V59S01	30010892 (1989)
UH-3	Boiler room	Unit heater	Trane	V59S01	30010892 (1989)
HUH	N lobby	Unit heater	Hydronic	UHSA03W2ACA C	D84D05677
BUH 5-7	E,W,S ENTRY	Unit heater		CR6-08	M1317
BLR 1	Boiler room	Boiler	Lockinvar	SBN1500	J14H00270945 (2015)
BLR 2	Boiler room	Boiler	Lockinvar	SBN1500	J14H00270944 (2015)
CNTL 1-8		CONTROLL PANEL	Hydrotherm	MR-1200B-P	MNJ=2570 (1989)
					(1989)
FILTERS		(26) 16X25X2 (16)16X16X2	(12)20X25X2 (2) 20X25X2	PER CHANGE	

## SCHEDULE OF EQUIPMENT

Collage Ave



## **SCHEDULE OF EQUIPMENT**


## **SCHEDULE OF EQUIPMENT**


## **SCHEDULE OF EQUIPMENT**


**SCHEDULE OF EQUIPMENT**

Tag No.	Location	Component	Manufacturer	Model No.	Serial No.
RTU 1	Roof	Roof Top Unit	Trane	YCD060C4HCBF (5 TON)	P25100213 (1999)
RTU 2	Roof	Roof Top Unit	Trane	YCD102C4HAAC (8 1/2 TON)	P25100781D (1999)
RTU 3	Roof	Roof Top Unit	Trane	YCD060C4HCBF (5 TON)	P25100220D (1995)
RTU 4	Roof	Roof Top Unit	Trane	YCD060C4HCBF (5 TON)	P25100122 (1999)
RTU 5	Roof	Roof Top Unit	Trane	YCD048C4HCBF (4 TON)	P25100085D (1999)
RTU 6	Roof	Roof Top Unit	Trane	YCD036C4HCBE	P25100O62D (1999)
RTU 7	Roof	Roof Top Unit	Trane	YCD060C4HCBF (5 TON)	P25100197D (1999)
RTU 8	Roof	Roof Top Unit	Trane	YCD090D4HABE (7 1/2 TON)	N25101542D (1999)
RTU 9	Roof	Roof Top Unit	Trane	YCD048C4HCBF (5 TON)	P25100168D (1999)
	<u>COMPUTER</u>	<u>ROOM</u>			
CRAH-10	COMP.RM	Split System	ICP	89FYF-80900092-5-89249 (5 TON)	809KA00092 (1999)
CRAU-10	Roof	Exhaust Fan C/M	ICP	HMC018KD (5 TON)	801MA00172 (1999)
	<u>PAINT</u>	<u>SPRAY BOOTH</u>			
MAU-11	Roof	Make up air	BANANZA	B-1000	02121000245
MAU-12	Roof	Make up air	BANANZA	B-1000	02121000235
MAU-13	Roof	Make up air	REZNOR	RGB225-8-S-2	EAXF66H5N1497 7
MAU-14	Roof	Make up air	REZNOR	RGB225-8-S-2	EAXF66H5N1497 8
	<u>STORAGE</u>	<u>AREA</u>			
UH - 15	SHOP	Unit Heaters	MODINE	PA300AB	15012010288N/A
UH - 16	SHOP	Unit Heaters	REZNOR	F200	ATH31K6N61997

	<b>GARAGE</b>	<b>AREA</b>			
IRH1-33	CEILING	INFARED HEATERS	CO-RAY-VAC		
IRHIF1-9	CEILING	INFARED HEATERS	CO-RAY-VAC		
DWH-1	<b>GARAGE</b>	<b>WATER TANK 2-6-13</b>	Brad Ford White	<b>D100L1993N (100 GAL)</b>	<b>JK17212508</b>
EF 1-14	<b>ROOF</b>	<b>EXHAUST FAN</b>			

## SCHEDULE OF EQUIPMENT

Tag No.	Location	Component	Manufacturer	Model No.	Serial No.
RTU 1	Roof	Roof Top Unit	Carrier	50ak030CQ611JG (30TON)	4706U29778 (2006)
CNTL-1	<u>CARRIER</u>	<u>CONTROL PANEL</u>			
BLR-1	BOILER ROOM		Lochinvar	KBN801	3815102002423 (2015)
BLR-2	BOILER ROOM		Lockinvar	KBN801	336151019644397 (2015)
PAS	BOILER ROOM	PNEUMATIC AIR STATION	JOHNSON CONTROLS	A4110-3	9027 (1990)
DHW	BOILER ROOM		BRADFORD WHITE	RG1PV40S6N (40 GAL)	NA37118145 (1-2016)
PUMP	BOILER ROOM	PUMP'S	B&G		
EF 1-4	ROOF	EXHAUST FANS			
	<u>GENERATOR</u>	<u>ROOM</u>			
HWUH -1			MODINE	HS47S01	05081090
	<u>EAST</u>	<u>GARAGE</u>			
HWUH- 1			MODINE	V139S01	15011090
HWUH 2			MODINE	V139S01	15011090
HWUH 3			MODINE	V139S01	15011090
	<u>WEST</u>	<u>GARAGE</u>			
HWUH 4			MODINE		
HWUH 5			CARRIER	46S245804	73081
HWUH 6			CARRIER	46S245804	730810
ACOM P-1		AIR PRODUCTS		121574	

ACOM P-2		AIR PRODUCTS		276180	
	<u><b>SOUTH</b></u>	<u><b>GARAGE</b></u>			
BLR-1		WEIL MCLAIN		CP455756 (1979)	
PUMPS			B&G		
DWH			GE	GE10P06AG	GE1005613036
HWUH			KRITZER	26H	65207-1
HWUH			KRITZER	26H	65207-1
	<u><b>BASEMENT</b></u>				
DHUM-1			BRY AIR	MBV5AE	87E4707
EUH			ILG (15 KW)	4641	191012PB
	<u><b>CHLORINE</b></u>	<u><b>ROOM</b></u>			
HWUH			MODINE	V139S01	SP011254
	<u><b>PUMP</b></u>	<u><b>ROOM</b></u>			
AHU			CARRIER	40QBS060320 (5 TON)	4789H05063 (1989)
HDH			VALLEY	480324AKM	C749098
CU-1			CARRIER	38CK060670 (5 TON)	0802E33839 (2002)
EH-1			MARLEY	HUH-748SA 7 ½ KW	
EH-2			MARLEY	HUH-748SA 7 ½ KW	
UH-1			DAYTON	3E402D	K00G012512

## SCHEDULE OF EQUIPMENT



Police, 900 W. Liberty Drive  
 Building Square Footage: 37,621  
 Year Built: 1989

ROOM	QTY	DESCR	MFGR	MODEL	Serial Numbers	Year
MECH RM	1	AIR HANDLER UNIT	CARRIER	39ED-57	8933-T-20496	1988
MECH RM	1	CONDENSING UNIT (100 TON)	CARRIER	38APD10064A12020	1511Q75617	2011 401-A
MECH RM	1	RETURN FAN	TWIN CITY	ASL	39-74680-1-1	
MECH RM	1	COMPRESSOR	CHAMPION	HR210-12CCAD	R10-4095	
MECH RM	1	AIR-DRYER	PNEUMATECH	AD-10	0306-T139095	
MECH RM	1	BARBER COLEMAN				
MECH RM	1	HOT WATER PUMP	B&G			
MECH RM	1	UNIT HEATER	REED NATIONAL	HV-48	HS7878-89	AHU-1
BOILER RM	1	BOILERS	LOCHINVAR	KBN-801	K10H10170314	2011 CONTROLS
BOILER RM	1	BOILERS	LOCHINVAR	KBN-801	K10H10170315	2011 M 13
BOILER RM	1	MECH ROOM	CONTROL PANEL	HONEYWELL		800,000 BTU
BOILER RM	1	HOT WATER	AO SMITH (100 GAL)	BTR197110		
BOILER RM	1	UNIT HEATER	REED NATIONAL	HV-48	MC011017364	2001
BOILER RM	2	MAIN PUMPS 2&3	B&G		HS7879-89	
BOILER RM	1	HOT WATER PUMP	B&G BRONZE			
BOILER RM	1	UNIT HEATER -3	REED NATIONAL	HV-48	HS7876-89	
COMPUTER ROOM	1	COMPUTER ROOM	LIEBERT	DMED2D-PO2		2010
COMPUTER ROOM	1	COMPUTER ROOM	LIEBERT	DMC020A-PL3		2010
VESTIBULE AREAS	7	CABINET HEATERS	IN WALL HEATERS			
INPOUNDMENT	1	UNIT HEATER -4	GARAGE			
SALLY PORT	2	UNIT HEATER -5-6				
ROOF	7	EXHAUST FAN 1-7				
ROOF	1	EXHAUST FAN -8	ILG	SQRD-ICO		
ROOF GUN RANGE	1	MAKE UP AIR HANDLER UNIT	RUPP	SCRD-0100A		2009
ROOF GUN RANGE	1	EXHAUST FANS	LOREN COOK	RAM-22	006SC90349-00	2009
				270CA-SVSI		

# PROPOSAL: HVAC Preventive Maintenance and Service

Based on Amendment # \_\_\_\_\_ dated \_\_\_\_\_

**PLEASE SUBMIT 2 Original Proposals AS FOLLOWS:**

*This Page, followed by  
Contractor Submittal Requirements followed by  
Certification of Compliance*

*Please do not submit perforated pages, nor bind your proposal in anything other than paper clips.*

We hereby agree to furnish and deliver to the City of Wheaton, in accordance with the Terms and Conditions, Specifications, and Contract Requirements as follows:

## Preventative Maintenance

City Hall:	Fire Station 1	Water Department:	Downtown Train ST
Spring PM \$_____	Spring PM \$_____	Spring PM \$_____	Spring PM \$_____
Summer PM \$_____	Summer PM \$_____	Summer PM \$_____	Summer PM \$_____
Fall PM \$_____	Fall PM \$_____	Fall PM \$_____	Fall PM \$_____
Winter PM \$_____	Winter PM \$_____	Winter PM \$_____	Winter PM \$_____
total \$_____	total \$_____	total \$_____	total \$_____
City Hall Annex	Fire Station 2	Water / Countryside:	College Ave Train ST
Spring PM \$_____	Spring PM \$_____	Spring PM \$_____	Spring PM \$_____
Summer PM \$_____	Summer PM \$_____	Summer PM \$_____	Summer PM \$_____
Fall PM \$_____	Fall PM \$_____	Fall PM \$_____	Fall PM \$_____
Winter PM \$_____	Winter PM \$_____	Winter PM \$_____	Winter PM \$_____
total \$_____	total \$_____	total \$_____	total \$_____
Police Department	Fire Station 3	Water / President:	Public Library
Spring PM \$_____	Spring PM \$_____	Spring PM \$_____	Spring PM \$_____
Summer PM \$_____	Summer PM \$_____	Summer PM \$_____	Summer PM \$_____
Fall PM \$_____	Fall PM \$_____	Fall PM \$_____	Fall PM \$_____
Winter PM \$_____	Winter PM \$_____	Winter PM \$_____	Winter PM \$_____
total \$_____	total \$_____	total \$_____	total \$_____
Public Works Facility:			
Spring PM \$_____			
Summer PM \$_____			
Fall PM \$_____			
Winter PM \$_____			
total \$_____			

## Scheduled Maintenance (non-routine)

Straight Time \$\_\_\_\_\_

Time and Half \$\_\_\_\_\_

Holiday Time \$\_\_\_\_\_

**CERTIFICATION OF COMPLIANCE**  
**HVAC Preventive Maintenance and Service**

The undersigned, being first duly sworn an oath, deposes and states that he/she has the authority to make this certification on behalf of the bidder for the product, commodity, or service and:

(A) The undersigned certifies that, pursuant to 720 ILCS Act 5, Article 33E of the Illinois Compiled Statutes, the bidder is not barred from bidding on this contract as a result of a conviction for the violation of State of Illinois laws prohibiting bid-rigging or bid-rotating.

(B) The undersigned certifies that, pursuant to 65 ILCS 5/11-42.1-1 of the Illinois Compiled Statutes, the bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue.

(C) The undersigned certifies that, pursuant to 30 ILCS 580/3, Section 3 the bidder deposes, states and certifies it will provide a drug free workplace by complying to the Illinois Drug Free Workplace Act.

(D) The undersigned certifies that, pursuant to 820 ILCS 130/1-12 of the Illinois Compiled Statutes, the bidder, when required, is in compliance to all requirements of the Prevailing Wage Act.

(E) The undersigned certifies that, pursuant to 30 ILCS 570/ Section 5 Article 2 of the Illinois Compiled Statutes, the bidder is in compliance to all requirements of the Employment of Illinois Workers on Public Works Act.

(F) The undersigned certifies that they agree to fulfill all Requirements, Specifications, Terms and Conditions.

(G) The undersigned certifies that they agree to fulfill all Contract Requirements.

(H) The undersigned certifies that they agree to present alternative Greener products/processes to the City for consideration in this work.

**Check One:**

**There are no conflicts of interest;** and in the event that a conflict of interest is identified anytime during the duration of this award, or reasonable time thereafter, you, your firm, or your firm's ownership, management or staff will immediately notify the City of Wheaton in writing.

**There is an affiliation or business relationship** between you, your management or staff, your firm, or your firm's ownership, and an employee, officer, or elected official of the City of Wheaton who makes recommendations to the City of Wheaton with respect to expenditures of money, employment, and elected or appointed positions. Provide any and all affiliations or business relationships that might cause a conflict of interest or any potential conflict of interest. Include the name of each City of Wheaton affiliate with whom you, your firm, or your firm's ownership, management or staff, has an affiliation or a business relationship.

**This Business Firm is:** (check one)

a Corporation     a Partnership     an Individual

an LLC

Firm Name: \_\_\_\_\_

**Operational Contact for this work**

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

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

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

e-mail: \_\_\_\_\_

Position: \_\_\_\_\_

**Sales Contact**

Phone #: \_\_\_\_\_

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

Fax #: \_\_\_\_\_

Phone #: \_\_\_\_\_

e-mail address: \_\_\_\_\_

e-mail: \_\_\_\_\_

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

## *CUSTOMIZED MAILING LABEL FOR SEALED BID*

XXXXXX CUT OUT XXXXXX

*Cut along outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid".*

### **SEALED BID – DO NOT OPEN**

#### **PROPOSAL FOR:**

*HVAC Preventive Maintenance and Service*

#### **PROPOSAL FROM:** *(Insert your company name below)*

**Proposals due:** April 21, 2016 prior to 10:00am local time

**Public Bid Opening:** April 22, 2016 10:00am local time

#### **TO BE OPENED BY PROCUREMENT OFFICER**

#### **MAIL TO:**

**Joan M. Schouten, MBA CPIM CPPB**  
**Procurement Officer**  
**City of Wheaton / City Hall**  
**P.O. BOX 0727**  
**303 West Wesley Street**  
**Wheaton, IL 60187-0727**

## CONTRACTOR SUBMITTAL REQUIREMENTS

### HVAC Preventive Maintenance and Service

***The Contractor shall attach to this proposal:***

*This completed form*

*Evidence of Experience and Capabilities:*

1. Experience as evidenced by a listing of references from similar projects in size and scope within the past ten (10) years

*Complete:*

*Years in business: \_\_\_\_\_ Years in business under this name: \_\_\_\_\_ Years performing this type of work: \_\_\_\_\_*

2. Work History

*Complete:*

*Value of work: completed in past 12 months: \$ \_\_\_\_\_ now under contract: \$ \_\_\_\_\_*

*Number of Clients: serviced in past 12 months: \_\_\_\_\_ now under contract: \_\_\_\_\_*

*Work Specific Knowledge*

3. Provide copies of the certifications for each serviceman who will be servicing this account

- a. Provide evidence of Pipe welding certifications
- b. Provide evidence of experience in Control Systems

4. Provide either the State of Illinois Certified HVAC Mechanical Contractor and/or the State of Illinois Registered HVAC Mechanical Contractor

5. Provide a Manufacturer's Authorization stating Contractor is an approved service provider for equipment identified on the equipment listing

6. Provide other certifications that may be relevant

7. Attach a list of the areas of work that will be performed by a sub-contractor:

*Availability and Lead Time*

8. Staffed to provide the depth and breadth of the needs for this project as evidenced by the below listing of FTEs in the listed areas as employed *exclusively by your firm*

*Complete:*

List the number of Full Time employees your company employs broken down by job classification:

Journeymen \_\_\_\_\_ Customer service/in-house staff \_\_\_\_\_

Technician \_\_\_\_\_ Management/Owners \_\_\_\_\_

9. How many of the above tradesmen will be assigned to this account? \_\_\_\_\_

*Safe Risk*

10. Bid Bond

11. An Insurance Certificate as evidence that the company is insured

12. *Complete:*

Has your firm: Failed to complete a contract? Yes No

Been involved in bankruptcy or reorganization? Yes No

Pending judgment claims or suits against firm? Yes No

Have you had any: OSHA fines within the last three (3) years? Yes No

Job related fatalities within the last five (5) years? Yes No

*If you have answered Yes to any of the above questions, you MUST submit, on a separate sheet, the details describing the circumstances surrounding each incident.*

This number must appear  
on all invoices and documents  
**No. C** ---

**Agreement Between the City of Wheaton, Illinois  
and \_\_\_\_\_**

*HVAC Preventive Maintenance and Service*

**This Agreement** is entered into by and between the City of Wheaton, an Illinois municipal corporation ("City"), 303 West Wesley Street, Wheaton, IL 60187, and ----- ("Contractor"), -----,-----,-----

**WITNESSETH:**

**Whereas**, the City has determined that it is necessary to hire a contractor to provide labor, and/or materials and/or equipment to perform HVAC PREVENTIVE MAINTENANCE AND SERVICE (hereinafter the "Work") as more fully recited in the Invitation to Bid issued March 2015, which is incorporated herein as Exhibit A [Exhibit A will be the City Solicitation Package.]; and

**Whereas**, the City has heretofore requested proposals for the work, materials, and services necessary to perform the services and complete all the work as specified in Exhibit A; and

**Whereas**, the Contractor did submit a proposal to the City for the Work specified, which is attached hereto and incorporated herein as Exhibit B [Exhibit B will be the proposal.]; and

**Whereas**, the City did on the \_\_\_\_\_ day of \_\_\_\_\_, select the Contractor for the work specified in this Agreement and Exhibits.

Now, therefore, for in consideration of their mutual promises, terms, covenants, agreements, and conditions recited in this Agreement, the City and the Contractor hereto do hereby agree as follows:

**1. Scope of Services.** The Recital paragraphs are incorporated herein as substantive terms and conditions of this Agreement and as representing the intent of the Parties. Any inconsistency between the Work as stated by the City and the work as proposed by the contractor shall be controlled by the Work as stated by the City unless specifically varied in writing to the contrary in this paragraph.

The Contractor shall furnish all labor, materials, and equipment to provide and perform the Work. The Contractor represents and warrants that it shall perform the Work in a manner consistent with the level of care and skill customarily exercised by other professional contractors under similar circumstances. The contractor shall be responsible for the work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection with the Work. The contractor assumes all risks for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under this contract, or in any way whatsoever with the Work.

2. **Compensation.** The City shall compensate the Contractor according to the terms of the Contractor's proposal which is attached hereto as Exhibit B,
3. **Waivers of Lien:** The City reserves the right to require waivers of lien before payment where the City deems it to be in its best interest to do so.
4. **Term of Agreement.** This Agreement shall commence on May 1, 2016 and shall terminate on April 30, 2018. The City, at its option, may extend this Agreement for an additional term if the Contractor holds firm to the original proposal prices, conditions, and specifications.
5. **Additional Services.** The Contractor shall provide only the Work specified in this Agreement and attached Exhibits. In the event the Contractor, Engineer or the City determines that additional goods and/or services are required to complete the Work, such additional goods shall not be provided and/or such additional services shall not be performed unless authorized in writing by the City via the attached change order form [Exhibit C will be the Change Order Form.];. Terms, frequency, and prices for additional work shall be as mutually agreed upon in writing by the City and the Contractor.
6. **Integration.** The provisions set forth in this Agreement represent the entire agreement between the parties and supersede all prior agreements, contracts, promises, and representations, as it is the intent of the parties to provide for a complete integration within the terms of this Agreement. This Agreement may be modified only by a further written agreement between the parties, and no modification shall be effective unless properly approved and signed by each party via change order or amendment. No course of conduct before, or during the performance of this Agreement, shall be deemed to modify, change or amend this Agreement.
7. **Waiver.** Any failure of either the City or the Contractor to strictly enforce any term, right, or condition of this Agreement, whether implied or expressed, shall not be construed as a waiver of such term, right, or condition.
8. **Compliance with Laws.** The Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations, and all City ordinances, rules and regulations now in force or hereafter enacted, in the provision of the goods and/or performance of the services required under this Agreement.
9. **Freedom of Information Act:** The Contractor shall, within twenty four hours of the City's request, provide any documents in the Contractor's possession related to the contract which the City is required to disclose to a requester under the Illinois Freedom of Information Act. This provision is a material covenant of this Agreement. Contractor agrees to not apply any costs or charge any fees to the City regarding the procurement of records required pursuant to a FOIA request. Should Contractor request that City utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Contractor agrees to pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fee, and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Contractor agrees to defend, indemnify, and hold harmless City, and agrees to pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by Contractor's request to utilize a lawful exemption to City.
10. **Discrimination Prohibited.** The Contractor shall comply with the provisions of the Illinois Human Rights Act, as amended, 775 ILCS 5/1-101 et seq. (1992 State Bar Edition), and with all rules and

regulations established by the Department of Human Rights. The Contractor agrees that it will not deny employment to any person or refuse to enter into any contract for services provided for in this Agreement to be performed on its behalf on the basis of unlawful discrimination as defined in the Illinois Human Rights Act.

**11. *Prevailing Wage:*** Where applicable, the contractor and any subcontractors shall comply with all provisions of the Prevailing Wage Act, 820 ILCS 130/1 et seq., or any successor statute, and the documents entitled "Special Provisions for: Wages of Employees on Public Works," and "DuPage County Prevailing Wage for ..." which are attached hereto and incorporated as an Addendum. Rates reflected in the Addendum are subject to change. The City of Wheaton provides no legal advice or opinion whether the Act is or is not applicable to this contract.

**12. *Status of Independent Contractor.*** Both City and Contractor agree that Contractor will act as an Independent Contractor in the performance of the Work. Accordingly, the Independent Contractor shall be responsible for payment all taxes including federal, state, and local taxes arising out of the Contractor's activities in accordance with this agreement, including by way of illustration but not limitation, federal and state income tax, social security tax, and any other taxes or license fees as may be required under the law. Contractor further acknowledges under the terms of this Agreement, that it is not an agent, employee, or servant for the City for any purpose, and that it shall not hold itself out as an agent, employee, or servant of the City under any circumstance for any reason. Contractor is not in any way authorized to make any contract, agreement, or promise on behalf of City, or to create any implied obligation on behalf of City, and Contractor specifically agrees that it shall not do so. City shall have no obligation to provide any compensation or benefits to Contractor, except those specifically identified in this Agreement. City shall not have the authority to control the method or manner by which Contractor complies with the terms of this Agreement.

**13. *Assignment; Successors and Assigns.*** Neither this Agreement, nor any part, rights or interests hereof, may be assigned, to any other person, firm or corporation without the written consent of all other parties. Upon approval of assignment, this Agreement and the rights, interests and obligations hereunder shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

**14. *Non-disclosure.*** During the course of the Work Contractor may have access to proprietary and confidential information including, but not limited to, methods, processes, formulae, compositions, systems, techniques, computer programs, databases, research projects, resident name and address information, financial data, and other data. Contractor shall not use such information for any purpose other than described in this Agreement and Exhibits and shall not directly or indirectly disclose or disseminate such information to any third party without the express written consent of the City.

**15. *Hold Harmless and Indemnification.*** The Contractor shall defend, hold harmless, and indemnify the City, its directors, officers, employees, agents, and elected officials, in whole or in part from and against any and all liabilities, losses, claims, demands, damages, fines, penalties, costs, and expenses, judgment, or settlement, including, but not limited to, reasonable attorneys' fees and costs of litigation including reasonable expert witness, and all causes of action of any kind or character, that may be incurred as a result of bodily injury, sickness, death, or property damage or as a result of any other claim or suit of any nature whatsoever arising from or in any manner connected with directly or indirectly, the negligent acts, errors, omissions, or intentional acts or omissions, or omissions of any agent, subcontractor, or contractor hired to perform any services on behalf of the Contractor.

16. **Patents:** The successful contractor agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material process, article, or device that may enter into the manufacture and construction, or form a part of the work covered by the contract.

17. **Termination of Contract.** If the Contractor fails to perform according to the terms of this Agreement, then the City may terminate this Agreement upon seven (7) days written notice to the Contractor. In the event of a termination, the City shall pay the Contractor for services performed as of the effective date of termination, less any sums attributable, directly or indirectly, to Contractor's breach. The written notice required under this paragraph shall be either (i) served personally during regular business hours; (ii) served by facsimile data transmission during regular business hours; (iii) by e-mail or (iv) served by certified or registered mail, return receipt requested, addressed to the address listed in this Agreement with postage prepaid and deposited in the United States mail. Notice served personally and by facsimile data transmission shall be effective upon receipt, and notice served by United States mail shall be effective three (3) business days after mailing.

18. **Cancellation for Unappropriated Funds:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

19. **Default.** In case of default by the contractor, the City will procure articles or service from other sources and hold the contractor responsible for any excess cost incurred as provided for in Article 2 of the Uniform Commercial Code. The City reserves the right to cancel the whole or any part of the contract if the contractor fails to perform any of the provisions in the contract, fails to make delivery within the time stated, becomes insolvent, suspends any of its operations, or if any petition is filed or proceeding commenced by or against the Seller under any State or Federal law relating to bankruptcy arrangement, reorganization, receivership, or assignment for the benefit of creditors. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

20. **Force Majeure.** No party hereto shall be deemed to be in default or to have breached any provision of this Agreement as a result of any delay, failure in performance or interruption of services resulting directly or indirectly from acts of God, acts of civil or military disturbance, or war, which are beyond the control of such non-performing party.

21. **Other Entity Use.** The Contractor may, upon mutual agreement, permit any municipality or other governmental agency to participate in the contract under the same prices and terms and conditions, if agreed to by both the Contractor and the other municipality or governmental agency.

22. **Notification.** All notification under this Agreement shall be made as follows:

*If to the Contractor:*

Contractor Name  
Attn: Contact Person  
Street Address  
City, State, Zip Code  
Fax #  
e-mail

*If to the City:*

City of Wheaton  
Attn: City Clerk  
303 West Wesley Street Box 727  
Wheaton, IL 60189-727  
Fax # 630-260-2017  
e-mail [cityclerk@wheaton.il.us](mailto:cityclerk@wheaton.il.us)

23. **Severability.** If any provision of this Contract is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision were never a part hereof; the remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance; and in lieu of such illegal, invalid, or unenforceable provision there shall be added automatically as part of this agreement, a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and legal, valid and enforceable.

24. **Recovery of Costs.** In the event the City is required to file any action, whether legal or equitable, to enforce any provision of this Agreement, the City shall be entitled to recover all costs and expenses incurred as a result of the action or proceeding, including expert witness and attorney's fees, if so provided in any order of the Court.

25. **Governing Law.** This agreement is governed by the laws of the State of Illinois. Exclusive jurisdiction for any litigation involving any aspect of this Agreement shall be in the Eighteenth Judicial Circuit Court, DuPage County, Illinois.

In Witness Whereof, the parties have entered into this Agreement this \_\_\_\_\_ day of *month, year*.

City of Wheaton, an Illinois municipal corporation

By \_\_\_\_\_ date \_\_\_\_\_  
Donald B. Rose, City Manager

Attest:

\_\_\_\_\_  
Sharon Barrett-Hagen, City Clerk

*Contractor Name*

By \_\_\_\_\_ date \_\_\_\_\_

Attest:

\_\_\_\_\_

## Special Provisions for: Insurance Coverage for Contractual Services

The Contractor and each of its agents, subcontractors, and consultants hired to perform the Work, shall purchase and maintain during the term of this contract insurance coverage which will satisfactorily insure the Contractor and where appropriate, the City against claims and liabilities which may arise out of the Work. Such insurance shall be issued by companies authorized to do business in the State of Illinois and approved by the City. The insurance coverages shall include, but not necessarily be limited to, the following:

- **Worker's Compensation Insurance** with limits as required by the applicable statutes of the State of Illinois. The employer's liability coverage under the worker's compensation policy shall have limits not less than FIVE HUNDRED THOUSAND DOLLARS (\$500,000) and each accident/injury and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each employee/disease and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) policy limit. The workers compensation policy shall provide a waiver of subrogation (aka Waiver of our Right to Recover from Others Endorsement), to the City.
- **Commercial General Liability Insurance** protecting the Contractor against any and all liability claims which may arise in the course of performance of this contract. The limits of liability shall be not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence bodily injury/property damage combined single limit and ONE MILLION DOLLARS (\$1,000,000) aggregate bodily injury/property damage combined single limit. The policy of commercial liability insurance shall include contractual liability coverage and an endorsement naming the City as an additional insured on a primary and non-contributory basis. Completed Operations coverage shall continue for a period of two years after completion of the project. XCU coverage shall be included.
- **Commercial Automobile Liability Insurance** covering the Contractor's owned, non-owned, and hired vehicles which protects the Contractor against automobile liability claims whether on or off of the city's premises with coverage limits of not less than ONE MILLION DOLLARS (\$1,000,000) per accident bodily injury/property damage combined single limit. The policy of commercial liability insurance shall include contractual liability coverage and an endorsement naming the City as an additional insured on a primary and non-contributory basis.
- **Umbrella or Excess Liability Insurance** coverage of not less than ONE MILLION (\$1,000,000) per occurrence.

Nothing herein set forth shall be construed to create any obligation on the part of the City to indemnify Contractor for any claims of negligence against Contractor or its agents, employees, subcontractors or consultants. Prior to commencement of any work under this Agreement, Contractor shall file with the City the required original certificates of insurance with endorsements, including those of subcontractors, which shall clearly state all of the following:

- A. The policy number; name of insurance company; name and address of the agent or authorized representative; name, address, and telephone number of the insured; project name and address; policy expiration date; and specific coverage amounts; and
- B. That the City of Wheaton (including its agents, elected officials, officers and employees) is named as an additional insured under all coverage, except Workers' Compensation, and that all such coverage shall be primary and non-contributory for the City, its agents, elected officials, officers, and employees. A

waiver of subrogation (aka Waiver of our Right to Recover from Others Endorsement), on all coverages shall be provided; and

- C. Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions; and
- D. Contractor's insurance is primary with respects to any other valid or collectible insurance City may possess, including any self-insured retention that City may have; and
- E. Any deductibles or self-insured retention shall be stated on the certificates of insurance provided to the City; and

In addition to all of the insurance requirements identified above and contained on the certificates of insurance, all policies of insurance coverage under this section shall also be subject to the following requirements.

- F. All insurance carriers providing coverage under this Agreement shall be authorized to do business in the State of Illinois and shall be rated at least A:VI in A.M. Best and Companies Insurance Guide or otherwise acceptable to the City.
- G. The City of Wheaton shall have the right to reject the insurer/insurance of the contractor or any subcontractor; and
- H. Occurrence policies are preferred. The city may accept claims made policies for Professional Liability or Pollution/Environmental Liability on a case by case basis providing the contractor purchases a claims made policy for four (4) years past the contract completion date.
- I. The City will consider deductible amounts as part of its review of the financial stability of the bidder; and
- J. No acceptance and/or approval of any insurance by the City shall be construed as relieving or excusing the Contractor, or the surety, or its bond, from any liability or obligation imposed upon either or both of them by the provisions of the Contract Documents; and
- K. The City may require increases in Contractor's insurance coverage amounts over the course of this Agreement as it deems necessary so long as it reimburses Contractor for the actual increase in Contractor's insurance premiums attributable to the City's requested increase; and
- L. Insurance coverage required by this contract shall be in force throughout the Contract Term and upon written request by the City, the Contractor shall, within 7 days, provide to the City acceptable evidence of current insurance. Should the Contractor fail to provide acceptable evidence of current insurance following written request, the City shall have the absolute right to terminate the Contract without any further obligation to the Contractor; and
- M. Contractual and other liability insurance provided under this Contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the City from supervising or inspecting the project to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it; and
- N. All existing structures, utilities, roads, services, trees, shrubbery and landscaping shall be protected against damage or interruption of service at all times by the Contractor and its subcontractors during the term of the Contract.

*END OF SPECIAL PROVISIONS FOR INSURANCE COVERAGE FOR CONTRACTUAL SERVICES*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No.):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADD'L INSR	SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							EACH OCCURRENCE	\$ 1,000,000
	COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	CLAIMS-MADE	<input checked="" type="checkbox"/>	OCCUR					MED EXP (Any one person)	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$ 1,000,000
	POLICY PROJECT	<input checked="" type="checkbox"/>	LOC					GENERAL AGGREGATE	\$ 2,000,000
	UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR					PRODUCTS - COMP/OP AGG	\$ 2,000,000
	EXCESS LIAB	<input checked="" type="checkbox"/>	CLAIMS-MADE						\$
	DED RETENTION \$							EACH OCCURRENCE	\$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							AGGREGATE	\$ 2,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y/N					DED	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below							WC STATUTORY LIMITS	OTHR
	Professional Liability and Errors and Omissions:							E.L. EACH ACCIDENT	\$ 500,000
	Owners/Contractors Protection							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
	EXCU coverage							E.L. DISEASE - POLICY LIMIT	\$ 500,000
	Pollution / Environmental liability								

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

Bid/Project Name—or- Contract Name and #

Contractor

Contact

Address

Phone #, Email, Fax #

- The City of Wheaton is an additional insured on a primary and non-contributory basis on all insurance policies with respect to Liability.
- Endorsements and A Waiver of Subrogation shall be provided for all policies with each updated certificate
- Contractors: It shall be the responsibility of the contractor to insure that all subcontractors comply with the same insurance requirements.

CERTIFICATE HOLDER

CANCELLATION

City of Wheaton 303 West Wesley Street PO Box 727 Wheaton, IL 60187-0727 Attn Procurement Officer (fax) 630-260-2017	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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## Contract Addendum 2

### Special Provisions for: Wages of Employees on Public Works

This contract may be subject to the "Prevailing Wage Act," 820 ILCS 130/1 et seq ("The Act"). It shall be the responsibility of the contractor to determine whether the Act is applicable and if so to comply with all its terms and conditions. Any contractor having a question as to whether the Act is applicable shall consult with their own attorney to ascertain applicability. The City shall not have any duty to inform the contractor of the Act's applicability. If however the City informs the contractor that the Act is applicable it shall be the contractor's obligation to comply with all its terms and conditions unless the contractor can establish to the satisfaction of the City that the Act is inapplicable. If it is determined that The Act applies to this contract, all contractors and subcontractors subject to its terms shall comply with all of its provisions, including, but not limited to the following:

1. Not less than the prevailing rate of wages as found by the City of Wheaton or Department of Labor or determined by a court on review shall be paid to all laborers, workers and mechanics performing work under this contract. These prevailing rates of wages are included in this contract.
2. In all contractors' bonds the contractor shall include a provision that will guarantee the faithful performance of the prevailing wage clause provided by this contract.
3. If the Department of Labor revises the prevailing rate of hourly wages to be paid by the public body, the revised rate shall apply to the contractor, and the public body shall be responsible to notify the contractor and each subcontractor, of the revised rate.
4. The contractor and each subcontractor shall:
  - a. make and keep, for a period of not less than 3 years, records of all laborers, mechanics, and other workers employed by them on the project; the records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each pay period, the number of hours worked each day, and the starting and ending times of work each day; and
  - b. submit monthly, in person, by mail, or electronically a certified payroll to the public body in charge of the project. The certified payroll shall consist of a complete copy of the records identified in paragraph (1) of this subsection (a). The certified payroll shall be accompanied by a statement signed by the contractor or subcontractor which avers that:
    - i. such records are true and accurate;
    - ii. the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by this Act; and
    - iii. the contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.
5. Upon 2 business days' notice, the contractor and each subcontractor shall make available for inspection the records identified in paragraph 4 to the City of Wheaton, its officers and agents, and to the Director of Labor and his deputies and agents during reasonable hours at a location within this State.

# Du Page County Prevailing Wage for July 2015

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		ALL		39.400	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
ASBESTOS ABT-MEC		BLD		36.340	38.840	1.5	1.5	2.0	11.47	10.96	0.000	0.720
BOILERMAKER		BLD		47.070	51.300	2.0	2.0	2.0	6.970	18.13	0.000	0.400
BRICK MASON		BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
CARPENTER		ALL		44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
CEMENT MASON		ALL		43.750	45.750	2.0	1.5	2.0	13.05	14.45	0.000	0.480
CERAMIC TILE FNSHR		BLD		36.810	0.000	1.5	1.5	2.0	10.55	9.230	0.000	0.770
COMMUNICATION TECH		BLD		32.650	34.750	1.5	1.5	2.0	9.550	15.16	1.250	0.610
ELECTRIC PWR EQMT OP		ALL		37.890	51.480	1.5	1.5	2.0	5.000	11.75	0.000	0.380
ELECTRIC PWR EQMT OP		HWY		39.220	53.290	1.5	1.5	2.0	5.000	12.17	0.000	0.390
ELECTRIC PWR GRNDMAN		ALL		29.300	51.480	1.5	1.5	2.0	5.000	9.090	0.000	0.290
ELECTRIC PWR GRNDMAN		HWY		30.330	53.290	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR LINEMAN		ALL		45.360	51.480	1.5	1.5	2.0	5.000	14.06	0.000	0.450
ELECTRIC PWR LINEMAN		HWY		46.950	53.290	1.5	1.5	2.0	5.000	14.56	0.000	0.470
ELECTRIC PWR TRK DRV		ALL		30.340	51.480	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR TRK DRV		HWY		31.400	53.290	1.5	1.5	2.0	5.000	9.730	0.000	0.310
ELECTRICIAN		BLD		38.160	41.980	1.5	1.5	2.0	9.550	18.29	4.680	0.680
ELEVATOR CONSTRUCTOR		BLD		50.800	57.150	2.0	2.0	2.0	13.57	14.21	4.060	0.600
FENCE ERECTOR	NE	ALL		37.340	39.340	1.5	1.5	2.0	13.05	12.06	0.000	0.300
FENCE ERECTOR	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
GLAZIER		BLD		40.500	42.000	1.5	2.0	2.0	13.14	16.99	0.000	0.940
HT/FROST INSULATOR		BLD		48.450	50.950	1.5	1.5	2.0	11.47	12.16	0.000	0.720
IRON WORKER	E	ALL		44.200	46.200	2.0	2.0	2.0	13.65	21.14	0.000	0.350
IRON WORKER	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
LABORER		ALL		39.200	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
LATHER		ALL		44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
MACHINIST		BLD		45.350	47.850	1.5	1.5	2.0	7.260	8.950	1.850	0.000
MARBLE FINISHERS		ALL		31.400	32.970	1.5	1.5	2.0	9.850	13.10	0.000	0.600
MARBLE MASON		BLD		43.030	47.330	1.5	1.5	2.0	10.05	14.10	0.000	0.780
MATERIAL TESTER I		ALL		29.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MATERIALS TESTER II		ALL		34.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MILLWRIGHT		ALL		44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
OPERATING ENGINEER		BLD	1	48.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD	2	46.800	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD	3	44.250	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD	4	42.500	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD	5	51.850	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD	6	49.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD	7	51.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		FLT		36.000	36.000	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY	1	46.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY	2	45.750	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY	3	43.700	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY	4	42.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY	5	41.100	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY	6	49.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY	7	47.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
ORNAMNTL IRON WORKER	E	ALL		45.000	47.500	2.0	2.0	2.0	13.55	17.94	0.000	0.650
ORNAMNTL IRON WORKER	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
PAINTER		ALL		41.730	43.730	1.5	1.5	1.5	10.30	8.200	0.000	1.350
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIVER		ALL		44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
PIPEFITTER		BLD		46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000	1.780
PLASTERER		BLD		41.250	43.760	1.5	1.5	2.0	9.700	13.08	0.000	0.980
PLUMBER		BLD		46.650	48.650	1.5	1.5	2.0	13.18	11.46	0.000	0.880
ROOFER		BLD		41.000	44.000	1.5	1.5	2.0	8.280	10.54	0.000	0.530

SHEETMETAL WORKER	BLD	44.720	46.720	1.5	1.5	2.0	10.65	13.31	0.000	0.820
SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	11.75	9.650	0.000	0.550
STEEL ERECTOR	E ALL	42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
STEEL ERECTOR	W ALL	45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
STONE MASON	BLD	43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
<u>SURVEY WORKER</u>	NOT IN EFFECT	ALL	37.000	37.750	1.5	1.5	2.0	12.97	9.930	
0.000	0.500									
TERRAZZO FINISHER	BLD	38.040	0.000	1.5	1.5	2.0	10.55	11.22	0.000	0.720
TERRAZZO MASON	BLD	41.880	44.880	1.5	1.5	2.0	10.55	12.51	0.000	0.940
TILE MASON	BLD	42.840	46.840	1.5	1.5	2.0	10.55	10.42	0.000	0.920
TRAFFIC SAFETY WRKR	HWY	32.750	34.350	1.5	1.5	2.0	6.550	6.450	0.000	0.500
TRUCK DRIVER	ALL 1	35.920	36.120	1.5	1.5	2.0	8.280	8.760	0.000	0.150
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TUCKPOINTER	BLD	42.620	43.620	1.5	1.5	2.0	10.05	13.34	0.000	0.670

Legend: RG (Region)

TYP (Trade Type - All, Highway, Building, Floating, Oil & Chip, Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

## Explanations

DUPAGE COUNTY

IRON WORKERS AND FENCE ERECTOR (WEST) - West of Route 53.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

#### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

#### COMMUNICATIONS TECHNICIAN

Low voltage installation, maintenance and removal of telecommunication facilities (voice, sound, data and video) including telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area networks), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

#### MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if

damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling

or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types; Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screeed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and

Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

#### OPERATING ENGINEER - FLOATING

Diver. Diver Wet Tender, Diver Tender, ROV Pilot, ROV Tender

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yeards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more;

Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

#### MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

Contract #: \_\_\_\_\_  
Contract Addendum #: \_\_\_\_\_  
For Office Use Only

Agreement Between the City of Wheaton, IL  
And

XXX

Change Order #

*Change Order required due to:*

- Changed/Unforeseen Condition
- Change in Scope
- Errors and Omissions
- Other: \_\_\_\_\_

*Type of Change Order:*

- Fixed Cost of \$ \_\_\_\_\_
- Time & Materials, not to exceed: \$ \_\_\_\_\_
- Emergency Change, not to exceed \$ \_\_\_\_\_
- Extension of Completion Date

Attached is:  Service Providers Proposal;  Description of Change

Cost and Schedule Control Summary

*If this section is left blank, Change Order will not result in additional charges:*

Original Contract Amount	\$ _____
Previous COs Adds/Deducts	\$ _____
This CO Add/Deduct	\$ _____
Revised Contract Amount	\$ _____

*If this section is left blank, Change Order will not result in additional time to complete the project:*

Original Contract Duration	_____ days
Previous COs Add/Deduct	_____ days
This CO Add/Deduct	_____ days
Revised Contract Duration	_____ days
Revised Contract Completion Date	_____

The compensation (time and cost set forth in this Change Order comprises the total compensation due the Service Provider, all subcontractors, and all suppliers, for the work or change defined in this Change Order, including impact on the unchanged work. By signing the Change Order, the Service Provider acknowledges and agrees on behalf of himself, all subcontractors, and all suppliers, that the stipulated compensation includes payment for all work contained in the Change Order, plus all payment interruptions of schedules, extended field overhead costs, delay, and all impact, ripple effect or cumulative impact on all other work under this contract. The signing of the Change Order indicates that the Change Order constitutes full mutual accord and satisfaction of subcontractors, and all suppliers, as a result of the change. The Service Provider on behalf of himself, all subcontractors and all suppliers, agrees to waive all rights, without exception or reservation of any whatsoever to file any further claim related to the Change Order. No further claim or request for equitable adjustment of any type shall rise out of or as a result of this Change Order or the impact of this Change Order on the remainder of the work under this Contract.

All terms and Conditions of the original contract apply to this Change Order and remain the same and in full force and effect.

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

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

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Service Provider: \_\_\_\_\_ Date: \_\_\_\_\_

*Upon approval, forward this document to Procurement for Amendment of Contract.*

