



# **REQUEST FOR PROPOSAL**

## **FIRE AND BURGLAR ALARM SYSTEM INSPECTIONS & MONITORING**

Oswegoland Park District  
313 E. Washington St.  
Oswego, IL 60543

**Proposals Due: October 31st, 2023  
1:00 P.M.**

## **BIDDING & CONTRACT REQUIREMENTS**

### **Section 00030 – Advertisement for Bids**

The Oswegoland Park District will receive sealed bids for the 2024-2025 Fire and Burglar Alarm System Inspections & Monitoring Services. Vendors must have experience in this type and size of work for a minimum of five years and will be required to furnish references and examples of similar work. Vendors will be required to comply with equal employment opportunities and the Illinois Department of Labor prevailing wage rates for Kendall and Will Counties.

**Bidding Documents** will be available online at [www.oswegolandparkdistrict.org/get-involved/bids-proposals](http://www.oswegolandparkdistrict.org/get-involved/bids-proposals). All bidders must submit the following contact information to Erik Enslen, Aquatics & Facilities Supervisor at 313 E Washington, Oswego, Illinois 60543 or [eenslen@oswegolandpd.org](mailto:eenslen@oswegolandpd.org)

- Company Name
- Address
- Contact Name
- Contact Title
- Phone Number
- Email Address

In order to receive and addenda notices or additional information during the bidding process. All addendums and other communication with bidders shall be issued through the webpage. The Oswegoland Park District is not responsible for communications received or not received through any other source.

**Bid Opening:** 1:00 p.m., Tuesday, October 31, 2023 at the Oswegoland Park District Administrative Office, 313 East Washington, Oswego, Illinois 60543 (630) 554-1010, Oswegoland Park District will publicly open and read bids immediately after the specified Bid Opening time.

The Oswegoland Park District reserves the right to reject any or all bids.

Published in the Oswego Ledger on October 12, 2023.



October 12, 2023

## **REQUEST FOR PROPOSAL OSWEGOLAND PARK DISTRICT FIRE AND BURGLAR ALARM SYSTEM INSPECTIONS & MONITORING**

### **I. Introduction**

The Oswegoland Park District is seeking a single vendor to provide fire and burglar alarm system inspections and monitoring for nine facilities within the park district system. The district is seeking proposals for annual inspections, 24/7 monitoring and labor rates for necessary repairs or replacements.

### **II. Project Description/Locations**

Ten facilities: Boulder Point Center, Civic Center, Fox Bend/Pearce's Clubhouse, Fox Bend Maintenance Facility, Prairie Point Administration Center, South Point, Little White School Museum, Willowgate Farm, Wade House, & Winrock Pool.

**It is imperative that bidders attend a walkthrough of all facilities prior to bidding in order to understand district facilities and the fire and burglar alarm systems and equipment. Walkthroughs will begin at the Civic Center in Montgomery, IL and will include all above facilities. Walkthroughs are offered at the following times:**

Date: October 18 at Time: 9:00 a.m

### **III. General Conditions and Requirements**

This request for proposal (RFP) is only an invitation to submit a proposal and does not commit the park district in any way to enter into a contract for inspection service. In addition, the RFP does not obligate the Park District to pay any costs incurred by any respondent in conjunction with the preparation of a response to this request.

The following provisions, without limitation, apply:

- A) All listed facilities will receive annual inspections of all fire and burglar alarm systems. Travel costs to and from facilities are to be included in the submitted proposal. Price each annual test component individually.
- B) Inspections must include all required and best practice tests, observations and evaluations on all equipment. Evaluation should include recommendations for system updates.
- C) Inspections must include panic buttons.
- D) Inspections will take place annually in May and will be scheduled with designated facility staff in advance. (Facility contacts will be provided to selected vendor.)
- E) All listed facilities will receive 24-hour alarm system monitoring for both fire and burglar (if applicable).
- F) Alarm system repairs must be made within 24 hours of notification or call-out.
- G) Contractor should include an hourly fee for all work done outside the scope of the inspections and/or additional work as needed:
  - 1. Scheduled work hourly rate
  - 2. Emergency work hourly rate

- H) List any additional charges or expenses not included in the above description.
- I) List the cost to upgrade any alarm system from analog to an addressable device system.
- J) Contractor will charge for parts only on minor repairs identified and repaired during the inspection. (Labor included in inspection.)
- K) Contractor will provide an alternate price to inspect fire extinguishers (if service is available).
- L) Contractor will submit monthly invoices for payment, which will be paid according to the Park District's established payment procedure and in accordance with the Illinois Prompt Payment Act.
- M) Contract and pricing will be for the two-year term beginning January 1, 2024 and ending December 31, 2025. Contract will be reviewed in fall of 2025, and open for bids again. No auto renewal of contract or agreement.
- N) Contractor must comply with the requirements of the Illinois Prevailing Wage Act including submission of certified payroll for each invoice. The Park District's most recent Prevailing Wage Ordinance is attached to this RFP. Prevailing wage rates are revised from time-to-time by the Illinois Department of Labor, and those rates are available at the Department's official website.
- O) Contractor shall at all times observe and comply with all Federal, State, and Local laws, regulations and ordinances which in any manner affect the conduct of the work, including, but not limited to the following: (a) the Drug Free Workplace Act (30 ILCS 580/1 et seq.); (b) the Illinois Human Rights Act (775 ILCS 5-101 et seq.) and will have in place a no-harassment policy pursuant to said Act; (c) the Oswegoland Park District Ethics Ordinance #466; (d) the United States Equal Employment Opportunity Act. Any complaint, claim or action brought against the Contractor for failing to observe or comply with any law, ordinance, or regulation shall be the sole responsibility of the Contractor and shall in no way extend to or expose the Owner to liability and the Contractor shall indemnify and hold harmless the Owner from any and all such complaints, claims, or actions, including reasonable attorneys' fees and expenses of litigation. All workmanship and materials shall conform and comply with the requirements of the building ordinances and rules and regulations of all departments and bureaus of the county, city and state having lawful jurisdiction.
- P) All systems must be able to integrate with existing key fob (RID) system for disarming of alarm.
- Q) Alarm panels at Boulder Point, Civic Center, Prairie Point & South Point facilities need to have remote access by the contractor for updates, as well as system monitoring by the park district remotely. The ability to arm, disarm, and reset remotely would be preferred.
- R) Contractor will provide an alternate price for locksmith services and hourly rates associated. (If service is available).
- S) Provide detailed zone maps for alarm panels, facility maps will be provided by Park District.
- T) Cost, if any for requesting additional reports on an as needed basis.

Documents submitted in response to the RFP become the exclusive property of the Park District and are accordingly considered public records under the Freedom of Information Act. The Act specifically exempts proposals until a final award is made.

The Park District expressly reserves the right at any time and from time to time, for its own convenience, and without notice to do any or all of the following:

- Waive or correct any defect or technical error in any response, proposal, or proposal procedure, as part of the RFP or any subsequent negotiation process.
- Reject any and all proposals, with or without cause, and without obligation to indicate any reason for such rejection.

- Modify the selection procedure, the scope of the proposed license, minimum requirements, or the required responses.
- Negotiate with any, all, or none of the respondents to the RFP.

#### **IV. Qualifications**

The selected firm will demonstrate a proven record in providing comparable services.

- A) Provide five (5) acceptable references. List your experiences dealing with a similar work.
- B) Insurance Requirements for Contractors – Attention is directed to the insurance requirements below. It is highly recommended that companies confer with their respective insurance carriers or brokers to determine in advance of proposal submission, the availability of 3 insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall obtain insurance of the types and in the amounts listed below.

1. Commercial General and Umbrella Liability Insurance. Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. Any insurance or self-insurance maintained by Owner shall be excess of the Contractor's insurance and shall not contribute with it. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

2. Continuing Completed Operations Liability Insurance. Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following substantial completion of the work. Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract. Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit. Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

3. Business Auto and Umbrella Liability Insurance. Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

4. Workers Compensation Insurance. Contractor shall maintain workers' compensation as required by statute and employers' liability insurance. The commercial umbrella and/or employers' liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease. If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

5. General Insurance Provisions:

- I. Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested. Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner. Failure to maintain the required insurance may result in termination of this Contract at Owner's option. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested. Contractor shall provide certified copies of all insurance policies required above within 10 days of Owners written request for said copies.
- II. Acceptability of Insurers. For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.
- III. Cross-Liability Coverage. If Contractor's liability policies do not contain the standard ISO separation of insured's' provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
- IV. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.
- V. Subcontractors. Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

6. Indemnification. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

## **V. Breach of Contract:**

- A. If the Company shall violate, breach or fail to perform any of the terms or conditions herein contained, including the provisions of the statutes, rules and regulations referred to above, the contract shall, at the option of the Park District, be void and the Park District shall be entitled to damages, including attorney fees, resulting from said breach or failure on the part of the Company. The partial or total failure of the Company to perform its services as a result of extreme weather conditions, impassable roads or acts of God shall not be judged a breach of the proposed contract. However, the Company shall not be paid for any lack of total performance. If terminated, said termination shall be effective on the date stipulated by the Park District but shall not be less than five (5) days after receipt of written notice by the Contractor.
- B. If, in the opinion of the Park District, minor contract violations and/or non-performance problems occur, the District shall be entitled to damages including, but not limited to, attorney fees incurred in enforcing or correcting such breach.

## **VI. Contract**

The terms of this RFP shall be incorporated into any contract that is awarded. The Company should provide its proposed contract for consideration by the Park District.

## **VII. Response to the Request**

Questions concerning this request must be directed to Erik Enslen, Aquatics & Facilities Supervisor, at 630-554-4467.

Proposals should be directed to:  
Erik Enslen, Aquatics & Facilities Supervisor  
Oswegoland Park District  
313 E. Washington St  
Oswego, IL 60543  
630-554-4467 phone  
eenslen@oswegolandpd.org

All proposals are due by **October 31, 2023 at 1:00 p.m.**

Submit proposals via email to [eenslen@oswegolandpd.org](mailto:eenslen@oswegolandpd.org), or to the mailing address above.

**Company Information**

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

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

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

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

Email: \_\_\_\_\_

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

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

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

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




**Request for Proposal Sheet**  
**Two-year agreement from January 1, 2024 to December 31, 2025**

1) Cost to provide one fire inspection per year at all of the listed facilities: \_\_\_\_\_

2) Cost to provide one burglar alarm inspection per year, including panic buttons, at all of the listed facilities:

3) Monthly cost to monitor alarms at each facility:

| Location                       | Service                    | Burglar Monitoring | Fire Monitoring | Fire Testing | Wet Sprinkler Testing | Dry Sprinkler Outside Testing* | AES Radio | Monthly Total |
|--------------------------------|----------------------------|--------------------|-----------------|--------------|-----------------------|--------------------------------|-----------|---------------|
| <b>Civic Center</b>            | B/F/Radio                  |                    |                 |              |                       |                                |           |               |
| <b>Boulder Point</b>           | B/F/Radio/<br>Sprinkler    |                    |                 |              |                       |                                |           |               |
| <b>Fox Bend (Clubhouse)</b>    | F/Radio                    |                    |                 |              |                       |                                |           |               |
| <b>Fox Bend - (Maint Bldg)</b> | F/Radio                    |                    |                 |              |                       |                                |           |               |
| <b>Prairie Point</b>           | B/F/Radio                  |                    |                 |              |                       |                                |           |               |
| <b>South Point</b>             | B/F/Radio, sprinkler/fire  |                    |                 |              |                       |                                |           |               |
| <b>Wade Property</b>           | WirelessTemp<br>Burg Alarm |                    |                 |              |                       |                                |           |               |
| <b>Willowgate Farm</b>         | B/F/Radio                  |                    |                 |              |                       |                                |           |               |
| <b>Winrock Pool</b>            | F/Radio, sprinkler         |                    |                 |              |                       |                                |           |               |
| <b>Little White School</b>     | B/F/Radio                  |                    |                 |              |                       |                                |           |               |

 = Not Applicable

B = Burglar

F = Fire

Radio = No Landline

4) Hourly fee for work done outside the scope of the inspections and/or additional work needed:

Scheduled Work: \_\_\_\_\_ Emergency Work: \_\_\_\_\_

Define Work Day Hours: \_\_\_\_\_

Define Emergency Hours: \_\_\_\_\_

5) Annual cost to inspect each fire extinguisher within the Park District (cost per extinguisher if available):

\_\_\_\_\_

6) List any additional charges not included in this request for proposal:

\_\_\_\_\_

7) Cost to upgrade each fire alarm system from analog to addressable device:

Location \_\_\_\_\_ Cost \_\_\_\_\_

Location \_\_\_\_\_ Cost \_\_\_\_\_

Location \_\_\_\_\_ Cost \_\_\_\_\_

Include references with this Proposal Sheet.



**BIDDING & CONTRACT REQUIREMENTS**  
**Section 00400 – Certifications**

- A. The following documents shall be completed, signed and submitted with the bid form:
- a. Prevailing Wage Affidavit
  - b. Insurance Requirements
  - c. Certificate of Compliance Freedom of Information Act
  - d. Certificate of Compliance Drug Free Workplace Act
  - e. Certificate of Compliance IL Human Rights Act
  - f. Certificate of Compliance
  - g. References and Jobs of Similar Scope



PREVAILING WAGE AFFIDAVIT

I, \_\_\_\_\_ on oath hereby state and certify that  
President

\_\_\_\_\_ pursuant to a contract dated \_\_\_\_\_  
Company

with the Oswegoland Park District, an Illinois Municipal Corporation, has complied and will comply with all laws, including those relating to the employment of labor and the payment of the current general prevailing rate of hourly wages for each craft or type of worker or mechanic needed to execute the contract or perform such work, also the current general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor for Will and/or Kendall County, Illinois, and those prevailing rates are paid and shall be paid for each craft of type of worker needed to execute the aforesaid contract or to perform such work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



## INSURANCE REQUIREMENTS

**INSURANCE** – The contractor and subcontractor shall maintain during the progress of the Work, and if required to return during the warranty period, insurance with the minimum limits and coverages as shown below or, if higher, the requirements set forth in prime contract documents:

- (A) **WORKERS COMPENSATION** meeting the statutory requirements of the State in which the work is to be performed and containing Employers Liability insurance in an amount of \$500,000 for each insured limit. A **waiver of subrogation** in favor of **OSWEGOLAND PARK DISTRICT** shall be provided.
- (B) **COMMERCIAL GENERAL LIABILITY** insurance providing limits of \$1,000,000 each occurrence and \$2,000,000 aggregate (Per Project). The policy must include OSWEGOLAND PARK DISTRICT as an additional insured and others if required in a prime contract. Coverage provided for the additional insureds shall be on a primary and noncontributory basis. Coverage must include premises/operations, independent contractors, products/completed operations and contractual liability. Coverage shall be provided on the latest edition of ISO Form CG 0001 or equivalent (General Liability) and ISO Forms CG 2010 07/04 and CG 2037 07/04 or equivalent (Additional Insured). All exclusionary endorsements attached to these forms must be indicated on the certificate of insurance. A waiver of subrogation in favor of OSWEGOLAND PARK DISTRICT shall be provided.
- (C) **COMMERCIAL AUTOMOBILE LIABILITY** insurance providing coverage on all owned, non-owned and hired vehicles with limits and endorsements equal to (B) above.
- (D) **COMMERCIAL UMBRELLA LIABILITY** insurance with limits of \$2,000,000 per occurrence and \$2,000,000 aggregate providing excess coverage over (A), (B) and (C) above **including the additional insured and waiver of subrogation requirements (follow form)**.
- (E) A certificate of insurance, on an approved form, must be delivered to OSWEGOLAND PARK DISTRICT prior to commencing the work and must state that coverage will not be altered, cancelled or allowed to expire without 30 days **written notice** to **OSWEGOLAND PARK DISTRICT**.
- (F) It is agreed that the contractor and subcontractor shall purchase and maintain property insurance for material and equipment used on the jobsite. It is further agreed that the contractor and subcontractor shall have **no recourse** or rights of subrogation for loss or damage to any such property from **OSWEGOLAND PARK DISTRICT** or any other party to the prime contract.

- (G) **Equivalent insurance coverage must be obtained from each of your subcontractors or suppliers**, if any, before permitting them on any job site. Otherwise, their protection must be included within your insurance policies.
- (H) It is understood and agreed that authorization is hereby granted to **OSWEGOLAND PARK DISTRICT** to withhold payments to the contractor and/or contractor and subcontractor until a properly executed certificate of insurance is delivered.
- (I) Contractor and subcontractor agrees to maintain the above insurance for the benefit of **OSWEGOLAND PARK DISTRICT** and the Owner for a **period of two years** or the expiration of the statute of limitations, whichever is greater.

By: \_\_\_\_\_

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

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**CERTIFICATE OF COMPLIANCE  
FREEDOM OF INFORMATION ACT**

\_\_\_\_\_, the Contractor under a certain contract dated \_\_\_\_\_ with the Oswegoland Park District (District) for \_\_\_\_\_ hereby certifies that the Contractor agrees to maintain all records and documents for projects of the District in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq.

In addition, Contractor shall produce records which are responsive to a request received by the District under the Freedom of Information Act so that the District may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the District and if possible, the District shall request an extension so as to comply with the Act.

In the event that the District is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, the Contractor shall indemnify and hold the District harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorney's fees and penalties.

By: \_\_\_\_\_

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

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

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**CERTIFICATE OF COMPLIANCE**  
**DRUG FREE WORKPLACE ACT**

\_\_\_\_\_, the Contractor under a certain contract dated \_\_\_\_\_ with the Oswegoland Park District for \_\_\_\_\_ hereby certifies that said Contractor shall, as a condition of the aforesaid contract, provide a drug free workplace by:

A. Publishing a statement:

1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited at the contractor's workplace or work site;
2. Specifying the actions that will be taken against employees for violations of such prohibition.
3. Notifying the employee that, as a condition of employment on such contract, the employee will:
  - a. abide by the terms of the statement; and
  - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

B. Establishing a drug free awareness program to inform employees about:

1. the dangers of drug abuse in the workplace;
2. the contractor's policy of maintaining a drug free workplace;
3. any available drug counseling, rehabilitation, and employee assistance programs; and
4. the penalties that may be imposed upon employees for drug violations.

C. Making it a requirement to give a copy of the statement required by subsection (A) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.



- D. Notifying the Oswegoland Park District within 10 days after receiving notice under part (b) of paragraph (3) of subsection (A) from an employee or otherwise receiving actual notice of such conviction.
- E. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by an employee who is so convicted as required by paragraph (H) below.
- F. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- G. Making a good faith effort to continue to maintain a drug free workplace throughout implementation of the foregoing.
- H. Employee sanctions and remedies. A contractor shall, within 30 days after receiving notice from an employee of a conviction of a violation of a criminal drug statute occurring in the workplace:
  - 1. Take appropriate personnel action against such employee up to and including termination; or
  - 2. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

By: \_\_\_\_\_

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

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**CERTIFICATE OF COMPLIANCE  
ILLINOIS HUMAN RIGHTS ACT  
ON SEXUAL HARASSMENT**

\_\_\_\_\_, the Contractor under a certain contract  
dated \_\_\_\_\_ with the Oswegoland Park District for \_\_\_\_\_  
\_\_\_\_\_ hereby certifies that

said Contractor shall, as a condition of the aforesaid contract, certify that there is available a written  
company sexual harassment policy that includes, at a minimum, the following information:

1. the illegality of sexual harassment
2. the definition of sexual harassment under State law
3. a description of sexual harassment using examples
4. the Contractor's internal complaint policies and procedures including penalties
5. the legal recourse, investigation, and complaint process available through the IL. Dept. of  
Human Rights and the Human Rights Commission and directions on how to contact both, and
6. protection against retaliation as provided by Section 6-101 of the IL. Human Rights Act.

A copy of this policy shall be provided to the IL. Dept. of Human Rights upon request.

By: \_\_\_\_\_

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

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



## CERTIFICATE OF COMPLIANCE

\_\_\_\_\_, the Contractor under a certain contract dated \_\_\_\_\_ with the Oswegoland Park District for \_\_\_\_\_ hereby certifies that

- a) said Contractor is not barred from bidding on the aforesaid contract as a result of a violation of any applicable provision of the Criminal Code of 1961 (Ill. Rev. Stat.) 1989, Ch. 38, Sec. 33E-2 et.seq. (bid-rigging, bid rotation);
- b) said Contractor certifies that no delinquent taxes are outstanding or otherwise due to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1.

Contractors:

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

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

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

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



|   |
|---|
| <b>REFERENCES AND JOBS OF SIMILAR<br/>SCOPE</b> |
|---|

Project References: List the projects of this type and size that your organization has completed within the past five (5) years or provide your own form with the following information. The Owner will use this information to verify the bidder's references.

|    | <u><b>Project-Type of Work</b></u> | <u><b>Contract Amount</b></u> | <u><b>% Completed by<br/>Own Forces</b></u> | <u><b>Date<br/>Completed</b></u> |
|----|------------------------------------|-------------------------------|---|----------------------------------|
| 1. | _____                              | _____                         | _____                                       | _____                            |
|    | Location:_____                     |                               |   |                                  |
|    | Owner or agent for the project:    |                               |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Company                            | Contact Person/Title          |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Street                             | Phone                         |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | City/State/Zip                     | _____                         |   |                                  |
| 2. | _____                              | _____                         | _____                                       | _____                            |
|    | Location:_____                     |                               |   |                                  |
|    | Owner or agent for the project:    |                               |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Company                            | Contact Person/Title          |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Street                             | Phone                         |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | City/State/Zip                     | _____                         |   |                                  |
| 3. | _____                              | _____                         | _____                                       | _____                            |
|    | Location:_____                     |                               |   |                                  |
|    | Owner or agent for the project:    |                               |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Company                            | Contact Person/Title          |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Street                             | Phone                         |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | City/State/Zip                     | _____                         |   |                                  |

|    | <u><b>Project-Type of Work</b></u> | <u><b>Contract Amount</b></u> | <u><b>% Completed by<br/>Own Forces</b></u> | <u><b>Date<br/>Completed</b></u> |
|----|------------------------------------|-------------------------------|---|----------------------------------|
| 4. | _____                              | _____                         | _____                                       | _____                            |
|    | Location:_____                     |                               |   |                                  |
|    | Owner or agent for the project:    |                               |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Company                            | Contact Person/Title          |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Street                             | Phone                         |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | City/State/Zip                     |                               |   |                                  |
| 5. | _____                              | _____                         | _____                                       | _____                            |
|    | Location:_____                     |                               |   |                                  |
|    | Owner or agent for the project:    |                               |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Company                            | Contact Person/Title          |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | Street                             | Phone                         |   |                                  |
|    | _____                              | _____                         |   |                                  |
|    | City/State/Zip                     |                               |   |                                  |

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
Full Name of Bidder (Print)

\_\_\_\_\_  
Full Name of Bidder (Signature)

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