



REQUEST FOR PROPOSAL

2024 Willowgate Farm Siding Project

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

**Proposals Due: October 26th, 2023
10:00am**

BIDDING & CONTRACT REQUIREMENTS

Section 00030 – Advertisement for Proposals

The Oswegoland Park District will receive proposals for the 2024 Willowgate Farm Siding Project. Contractors 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 projects. Contractors will be required to comply with equal employment opportunities and the Illinois Department of Labor prevailing wage rates for Kendall and Will Counties.

Proposal Documents will be available from <https://www.oswegolandparkdistrict.org/get-involved/bids-proposals>. All contractors must submit the following contact information to Phillip Wierciak, Facility Projects Supervisor at pwierciak@oswegolandpd.org:

- Company Name
- Address
- Contact Name
- Contact Title
- Phone
- Email-in order to receive any addenda notices or additional information during the bidding process.

Proposals Due: Please email a (pdf) electronic copy of your proposal to Mr. Phillip Wierciak (pwierciak@oswegolandpd.org), Oswegoland Park District, 313 E. Washington St. Oswego, IL 60543, no later than 10:00am on Thursday, October 26th, 2023. This must include an overall not-to-exceed cost (detailed cost breakdowns in terms of hours, hourly rates, direct costs, etc.) for each step and the overall total.

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

Published in the Oswego Ledger on October 12th, 2023.

REQUEST FOR PROPOSAL (RFP)

2024 Willowgate Farm Siding Project

Introduction:

The Oswegoland Park District was founded in 1950 and serves the Village of Oswego, as well as parts of Montgomery, Aurora, Plainfield, and all of Boulder Hill. The District's boundaries encompass 38 square miles, and include 8 facilities, 32 neighborhood parks, 3 community parks, 5 community parks and sports fields, 16 natural area parks, and 9 greenways. In total, the district serves over 20,000 households.

Project Background:

The Willowgate Farmhouse and Garage were acquired by the District in 2005 in order to preserve the homestead as well as turn it into an art center, farm museum, and general community gathering space. The aluminum siding of the farmhouse and attached garage is approximately 3,104 SF. The age of the siding is unknown, as is the condition of the wood underneath. The siding removal represents the first step to restoring the homestead to a more historical condition. The home and garage both have original wood siding under the aluminum.

I. Instructions:

Anticipated Schedule:

- Request for Proposals Due – October 26th, 2023
- Work Must be Completed By – February 29th, 2024

Instructions to Proposers:

Preparation of Proposals:

All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

Costs to Prepare Proposals:

The Proposal shall include an overall not-to-exceed cost (detailed cost breakdowns in terms of hours, hourly rates, direct costs, etc.) for each Scope of Work for the Project and the overall total. All expenses incurred for preparing and submitting the proposal to the Park District shall be paid for by the Proposer.

Clarifications:

The Park District reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the time proposals are opened. All proposers or prospective proposers will be informed of said clarifications, corrections, or changes.

Delivery of Proposals:

Please email a (pdf) electronic copy of your proposal to:

Mr. Phillip Wierciak
pwierciak@oswegolandpd.org
Oswegoland Park District
313 E. Washington St.
Oswego, IL 60543

Proposals will be due no later than 10:00am on Thursday, October 26th, 2023. This must include an overall not-to-exceed cost (detailed cost breakdowns in terms of hours, hourly rates, direct costs, etc.) for each step and the overall total.

Freedom of Information Act:

All information submitted to the Park District in response to this Request for Proposals shall be deemed a public record and will be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140 et seq.) subsequent to the award of the contract. Proposers are advised that Section 7(1)(g) of that Act exempts the following from disclosure:

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. Proposers desiring to have portions of their proposals considered exempt are advised to mark these portions accordingly.

Withdrawal of Proposals:

No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.

Rejection of Proposals:

Proposals that are not prepared in accordance with these Instructions to Proposers may be rejected. If not rejected, the Park District may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Proposers.

Acceptance of Proposals:

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposers.

The Park District reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the Park District and to the public based on the evaluation factors in this RFP; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.

Evaluation of Proposals:

The submitted proposals will be reviewed/selected based upon factors in this RFP and including the following:

- 1) Experience on siding with references (name, title, address, phone, e-mail & fax numbers) within the last ten years only.
- 2) Firm Information (size, location, history, resources, etc.).
- 3) Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.).
- 4) Completeness of project approach (detailed scope of services/tasks, etc.).
- 5) Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.

Note: Follow-up discussions may be conducted with several firm(s) to resolve any questions, finalize the scope of work and agreement on final not-to-exceed costs as a means to recommend final selection to the Park Board.

Payment Terms:

Net 30 payment terms-Our standard payment terms for the Oswegoland Park District are net 30 days from invoice receipt by accounts payable. No payments will be made for products or service that do not meet agreed upon pricing, quality, or other requirements to be specified in the contract. All invoices must be approved by the appropriate parties prior to payment.

All additions, additional invoices, change orders, and modifications to the original contract must be approved in writing prior to material or services rendered.

B. Documents to be Completed:

- **Attachment “A”:** The Contractor shall complete and sign the attached Prevailing Wage Affidavit.

- **Attachment “B”:** The Contractor shall provide a Current Certificate of Liability Insurance that meets minimum limits and coverages shown in the attachment. The contractor will submit payroll information to the State of Illinois using the link provided: <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/certifiedtranscriptofpayroll.aspx>
- **Attachment “C”:** The Contractor shall complete a Freedom of Information Act compliance statement
- **Attachment “D”:** The Contractor shall Complete Certificate of Compliance Drug Free Workplace Act
- **Attachment “E”:** The Contractor shall complete the Certificate of Compliance-Illinois Human Rights Act-Sexual Harassment form
- **Attachment “F”:** The Contractor shall complete the Certificate of Compliance Form
- **Attachment “G”:** The Contractor will provide three references

II. Quote Requested for Exterior Painting for Little White Schoolhouse and Willowgate Farm

QUOTE FROM: _____
 Company Name

 Street Address

 City State Zip

(A) Individual ()
 (B) Partnership ()
 (C) Corporation ()

A. The Undersigned:

1. The undersigned Contractor having become familiar with the local conditions affecting the cost of the work herein concerned including visiting the site, and with the project documents pertaining to said work, said project documents including Instructions and Quote Form, Plans and Details, Specifications for such work issued thereto as prepared by the Oswegoland Park District hereby proposes to perform everything required to be performed and to furnish all labor, materials, tools, equipment, and all services necessary to perform and complete in a satisfactory and workmanlike manner, all the work described herein, all in accordance with said project documents.

B. Stipulations:

1. The Owner reserves the right to add to or deduct from item quantities herein set forth or to delete total items as its best interest may be served, in which event the quote total will be altered in accordance with the increase or decrease of the item description or descriptions affected.
2. In the best interest of the park district, the park district at all times reserves the right to accept any quote or combination of quotes; reject any or all quotes; and waive minor technical deficiencies and/or irregularities from these documents.
3. All unit prices will be held until final quantities are determined.

C. Quote:

In accordance with the plans, specifications, and project documents, the Contractor submits the following unit prices, extended prices, subtotals, total and alternates (if any) to furnish all materials, equipment and labor necessary to assemble, install or construct the following:

<u>ITEM DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1. Removal and Disposal of All Aluminum Siding-Willowgate Farmhouse and Garage	3,104	SF	_____	_____

QUOTE TOTAL \$_____

D. Equal Opportunity Policies:

1. For the entire duration of Contractors work, this Contractor shall conform to the federal and state statutes on equal opportunity and fair employment, and to all valid rules and regulations now or hereafter issued pursuant thereto. Such laws shall include, but are not limited to, the Illinois Human Rights Act, Ill.Stat., 775 ILCS 5/2 et seq and an act to prohibit discrimination, etc., Ill. Rev. Stat., 775 ILCS 10/2-8. The Contractor shall require all subcontractors (if any) to conform with said statutes and regulations, and Contractor agrees to indemnify Owner for any and all violations of said statutes and regulations by Contractor, his/her subcontractors, and/or anyone working through or on behalf of Contractor or Contractor's subcontractor.
2. Also during the performance of this work, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service. The Contractor will take affirmative action to insure the applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service. Such action will include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the local public agency setting forth the provisions of this nondiscrimination clause.
 - b. Comply with the procedures and requirements of the Department's regulation concerning equal employment opportunities and affirmative action.
 - c. Provide such information and assistance with respect to employees and applicants for employment as the Department may reasonably request.
 - d. The Contractor will, in all solicitations or advertisement for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, sex, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service.
 - e. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work in this project so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

E. Employment and Prevailing Wage Laws:

1. Contractors will be required to comply with all laws, including those relating to the employment of labor and the payment of the general prevailing rate of hourly wages in the locality in which the work is to be performed for each craft or type of worker or mechanic needed to perform such work, also the general prevailing rate for legal holiday and overtime work (including, but not necessarily limited to Ill.Rev.Stat. ch. 48, pars. 39n - 39s, "Wages of Employees on Public Works" and Public Act 96-0437) as ascertained by the park district or by the Department of Labor for Kendall and/or Will County, Illinois shall be paid for each craft or type of worker needed to perform such work. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-act.aspx>
2. The Contractor shall require all subcontractors (if any) to conform with said laws, and Contractor agrees to indemnify Owner for any and all violations of said laws and any rules and regulations now or hereafter issued pursuant to said laws by Contractor, his subcontractor, and/or anyone working through or on behalf of Contractor or Contractor's subcontractors.
3. The Contractor shall prominently post the current schedule of prevailing wages at the contract site and shall notify immediately in writing all of its subcontractors of all changes in the schedule of prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the work.
4. Contractor shall be solely responsible for complying with the Substance Abuse Prevention on Public Works Act as it amends the Prevailing Wage Act, and prior to commencing work, shall file a copy of the required written Substance Abuse Prevention Program with the Owner.
5. While participating on public works, 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 a certified payroll to the Illinois Department of Labor's Certified Transcript of Payroll Portal with each pay request. The certified payroll shall

consist of a complete copy of the records identified in paragraph (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. A general Contractor is not prohibited from relying on the certification of a lower tier subcontractor, provided the general Contractor does not knowingly rely upon a subcontractor's false certification. Any Contractor or subcontractor subject to this Act who fails to submit a certified payroll or knowingly files a false certified payroll is in violation of this Act and guilty of a Class B misdemeanor.

- c. Upon 2 business days' notice, the Contractor and each subcontractor shall make available for inspection the records identified in this Section to the Park District its officers and agents, and to the Director of Labor and his deputies and agents. Upon 2 business days' notice, the Contractor and each subcontractor shall make such records available at all reasonable hours at a location within this State.

F. Insurance

1. The successful contractor shall also provide the Park District with a "Certificate of Insurance" for the amounts specified in the "General Conditions" and the "Insurance Requirements" of the Supplemental Documents. Such certificate or certificates shall be delivered to the park district prior to commencement of the work. The successful contractor will be required to name the Park District as "co-insured" and the policy shall include an endorsement.

G. Acceptance

1. Upon acceptance of the Contractor's quote, the Owner will issue a Letter of Acceptance and Notice to Proceed.

H. Completion Date

1. The Contractor agrees that if this quote is accepted by the Owner, Contractor shall complete the work by February 29th, 2024.

DATED THIS _____ DAY OF _____.

Company Name (Print)

- A) Individual ()
B) Partnership ()
C) Corporation ()

Full Name (Signature)

If Corporation:
Attest:

Full Name (Print)

Name

Official Title

Title

Street Address

City State Zip

(Seal if Corporation)

Telephone

(If partnership or corporation, please designate the title of person signing. Example: If partnership, state "partner"; if corporation, state name of office signer holds.)

Aluminum Siding Removal

Specifications

Part 1 – General Requirements-Description of work

- A.** The work includes removal and disposal of all aluminum siding currently attached to the farmhouse and garage located at 26500 Simons Rd. in Plainfield, IL. This includes siding covering the exterior walls, eaves, and window frames.
- B.** Remove all non-original materials that currently serve in the function of covering the original clapboard, windows and door frames, as well as roofing eaves and edges.

Part 2 – Site Conditions

- A.** Remove a section from each side of the house to assure the underlying envelope of the house is stable enough to withstand removal before starting.
- B.** Protect the surrounding farmhouse grounds and vegetation with plastic or other suitable covering.
- C.** All personnel using materials are to be familiar with information contained within, and proper safety precautions are to be followed. Gloves must be worn by all personnel while handling existing metal material.
- D.** If the underlying paint is determined to contain lead, all on-site personnel must wear disposable coveralls, shoes, hair covering, goggles, and a properly fitting respirator.
- E.** All waste products to be removed from the site daily and the site cleaned to original condition upon completion of project.
- F.** The site shall be kept clean and free of debris, paint chips, and all equipment; the work area shall be cleaned in an orderly fashion before work completion daily.
- G.** If erected, scaffolding will remain in place until the completion of the job, and removed within one week of accepted completion of the work. Scaffolding will be secured while not in use.
- H.** Every effort shall be made to accommodate the reasonable needs of the Oswegoland Park District personnel in relation to scheduling, both calendar and daily.

Part 3 – Sequence of surface preparation treatment shall be as follows:

- A.** Disconnect or properly protect any utility wiring or piping going into the house.
- B.** If work takes place in warmer months, carefully inspect for bee or wasp nests before disturbing the siding. If a nest or hive is located, please notify the District for proper removal.
- C.** Identify a location on the farmhouse grounds in which to stack the fallen siding that will not interfere with District operations.

Part 4 – Removal of Siding

- A.** Contractor will observe the Plainfield, IL noise restriction and start work no earlier than 7am.
- B.** Removal of the siding will start at the top story of a given side and work down. Only bend the aluminum downward.
- C.** All non-original fascia and soffit components will be removed so as there are materials in place behind them to keep the building sealed.
- D.** All non-original window casing and channels shall be removed so long as doing so does not interfere with the security or integrity of the structure.

E. All non-original window casing and channels shall be removed so long as doing so does not interfere with the security or integrity of the structure.

F. If at any point the structure of the envelope, roof, doors, or windows feels compromised, please cease work immediately and notify the District for re-assessment.

Part 5 – Finish

A. Caulking – all joints or gaps around doors, windows, or siding where water invasion may occur after unwrapping the house are to be filled with Benjamin Moore Elastomeric 465 01 Caulk, or an approved equivalent, and allowed to dry a minimum of 24 hours.

Part 7 – Clean-up

A. All aluminum siding must be hauled off the premises within 48 hours of project completion.

B. A magnetic sweep will take place the last day of work to remove any hazardous metal scrap pieces, screws, or nails.

Attachment "A"



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 _____, 2023.

Notary Public

Attachment "B"

2024 Willowgate Farm Siding Project



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

Attachment "C"



**CERTIFICATE OF COMPLIANCE
FREEDOM OF INFORMATION ACT
5 ILCS 140/1 et seq.**

_____, 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

Attachment "D":



**CERTIFICATE OF COMPLIANCE
DRUG FREE WORKPLACE ACT**

Illinois Revised Statutes
1991, Ch. 127, Sec. 132.311 et seq.

_____, 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

Attachment "E":



**CERTIFICATE OF COMPLIANCE
ILLINOIS HUMAN RIGHTS ACT
ON SEXUAL HARASSMENT**
775 ILCS 5/2 - 105

_____, 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

Attachment "F":



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

Attachment "G":

REFERENCES AND JOBS OF SIMILAR SCOPE

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>Project-Type of Work</u>	<u>Contract Amount</u>	<u>% Completed by Own Forces</u>	<u>Date Completed</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>Project-Type of Work</u>	<u>Contract Amount</u>	<u>% Completed by Own Forces</u>	<u>Date Completed</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			

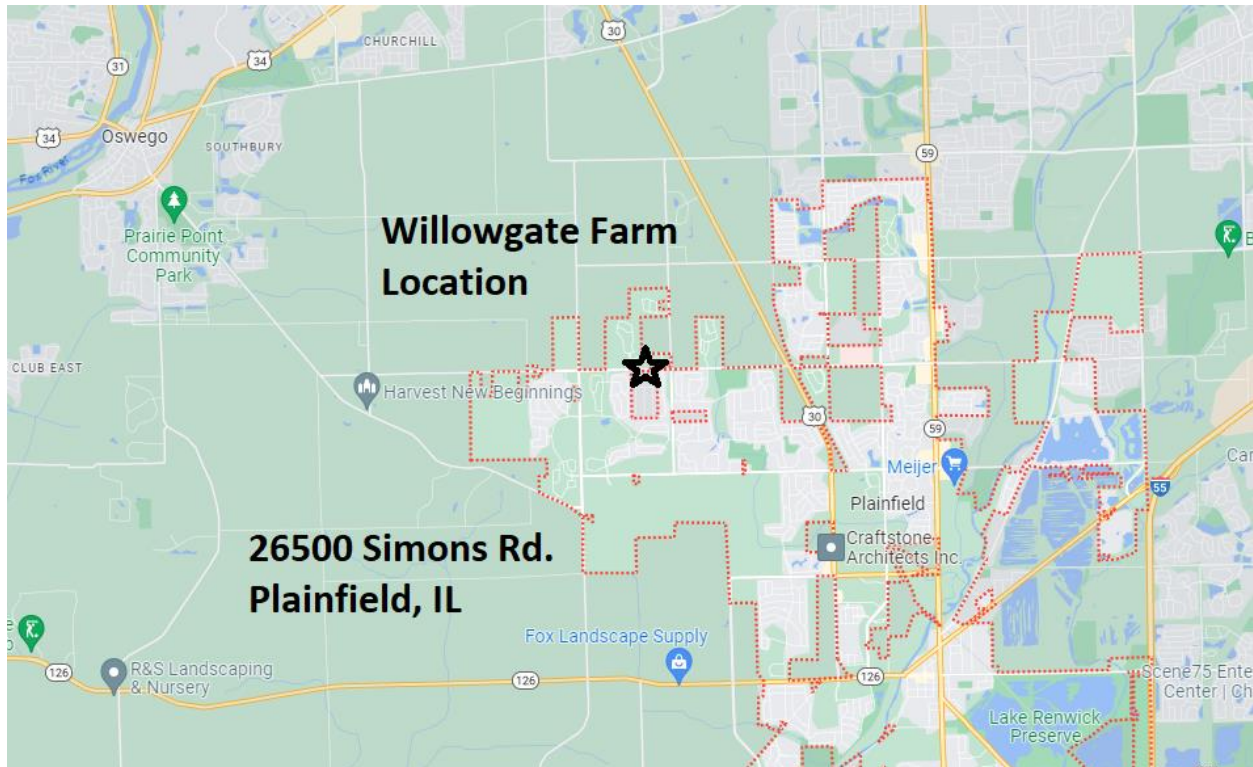
DATED THIS _____ day of _____,

Full Name of Bidder (Print)

Full Name of Bidder (Signature)

Company Name

Willowgate Farm Location



Pictures of Willowgate Farm:







