



# OFFICE OF WILL COUNTY EXECUTIVE

## **LAWRENCE M. WALSH**

Will County Office Building – 302 N Chicago Street – Joliet, Illinois 60432

**Rita Weiss**  
Purchasing Director

(815) 740-4605  
Fax (815) 740-4604  
[rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

September 28, 2018

To Whom It May Concern:

You are invited to submit your sealed bid for the Snow/Ice Removal Contract for Will County Public Safety Complex buildings, as well as future buildings presently under construction collectively identified herein and referred to as "Will County Buildings." This contract is for a (12) month period beginning December 1, 2018 through November 30, 2019, with two (2) one (1) year renewal options, if the County so chooses.

Specifications are attached hereto and are considered part of the SEALED BID package.

**A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer MUST accompany your sealed bid, or it will not be considered. Money Orders or Company checks will not be accepted.**

A **Mandatory Pre-bid** Conference will be held **2:00 P.M., Wednesday, October 17, 2018** beginning at the Public Safety Complex, 16911 Laraway Rd, 911 Conference Room, Joliet, IL, 60432. Enter from west side of complex. Bids will not be accepted from those who do not attend this pre-bid meeting.

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, not later than **9:00 A.M., Tuesday, October 23, 2018.**

Bids will be publicly opened and read by the Will County Executive or his Representative at **9:10 AM, Tuesday, October 23, 2018** at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> Floor, Joliet, IL 60432.

The County of Will reserves the right to accept or reject any or all bids received. Should you have any questions regarding this bid, please submit them in writing to Rita Weiss, Purchasing Director, at [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com).

We welcome your bid.

Sincerely,

*Rita Weiss*

Rita Weiss  
Purchasing Director

**ADVERTISEMENT OF BID  
SNOW/ICE REMOVAL  
VARIOUS WILL COUNTY BUILDINGS**

SEALED BIDS FOR THE SNOW/ICE REMOVAL AT VARIOUS WILL COUNTY BUILDINGS WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF **9:00 A.M., OCTOBER 23, 2018.**

**A MANDATORY PRE-BID CONFERENCE** WILL BE HELD ON **THURSDAY, OCTOBER 17, 2018, AT 2:00 P.M.** AT THE WILL COUNTY PUBLIC SAFETY COMPLEX, 16911 LARAWAY RD., 911 CONFERENCE ROOM, JOLIET, IL. ENTER FROM WEST SIDE OF COMPLEX.

SEALED BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT **9:10 AM, TUESDAY, OCTOBER 23, 2018,** AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, 2<sup>ND</sup> FLOOR, JOLIET, IL, 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT [www.willcountyillinois.com](http://www.willcountyillinois.com), [www.demandstar.com](http://www.demandstar.com) AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4605 OR EMAIL [purchasing@willcountyillinois.com](mailto:purchasing@willcountyillinois.com).

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED IN WHOLE OR IN PART.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

**INSTRUCTIONS TO BIDDERS  
SNOW/ICE REMOVAL CONTRACT  
VARIOUS WILL COUNTY BUILDINGS**

You are invited to submit your sealed bid for the Snow/Ice Removal Contract for Will County Buildings. The contract is a twelve (12) month period beginning December 1, 2018 through November 30, 2019, with two (2) one year renewal options, if the County so chooses.

**PRE-BID CONFERENCE:**

A **Mandatory Pre-bid Conference** for all interested Bidders will be on **Wednesday, October 17, 2018, at 2:00 P.M.**, at the Public Safety Complex, 16911 Laraway Rd, 911 Conference Room, Joliet, IL 60432. Enter from west side of complex. At end of meeting, there will be an opportunity to walk around the exterior of the complex. You will be expected to examine the premises and satisfy yourself fully as to all existing conditions under which you will be obliged to work. The other sites drawings are attached as well. No allowance will be made subsequently in this condition on behalf of any Bidder for any error or negligence on his part. If you do not attend this meeting or arrive late, you will not be permitted to bid. No exceptions will be made.

**SEALED BIDS:**

Sealed bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 9:00 A.M., Tuesday, October 23, 2018.** **BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or his representative at **9:10 AM, Tuesday, October 23, 2018** at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> Floor, Joliet, IL, 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED.**

Bids shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the bidder's name, address, and the notation:

**SEALED BID: 2019-6 WILL COUNTY BUILDINGS SNOW/ICE REMOVAL CONTRACT**

**BIDS DUE: TUESDAY, OCTOBER 23, 2018 - 9:00 A.M.**

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL. 60432.

**TAX EXEMPTION:**

The County of Will is exempt from Federal, State and Municipal Taxes.

**SIGNATURE OF BIDS:**

The **signature on bid documents shall** be that of an authorized representative of bidder. An officer of or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal. County of Will bears no responsibility for investigating or determining authority of signatory.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

## **ADVERTISEMENTS:**

The bidder shall not place or maintain any signs, bills, posters, or other advertisements in or about the building, except by written permission of County.

## **BID SECURITY:**

**A 10% Bid Bond or Cashiers Check** made payable to the Will County Treasurer shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a Contract will be entered into. **Money Orders or Company checks will not be accepted.** The bid bond should be based on the first Contract period. The unsuccessful bidders' checks will be returned after the County Board has awarded the bid. The bid bond or cashiers check of the successful bidder will be returned after being replaced with their performance bond.

## **PERFORMANCE BOND:**

A Performance Bond for the amount of the Contract, based on the first Contract period of the total of two buildings, will be required from the successful bidder and shall be valid throughout the life of the Contract. The Performance Bond will be returned at the completion of the Contract. If successful bidder is unable to acquire, through reasonable efforts, a Performance Bond by the time the Contract is to commence, the County of Will will accept a letter notarized by the Insurance Carrier showing that such Bond is being processed, until such time as the Performance Bond is acquired.

## **BIDDING PROCEDURES:**

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED**, in accordance with the Instructions to bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for one hundred and twenty days (120) days after the time designated for the receipt of bids in the Advertisement for bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to the Purchasing Director in writing at [rweiss@willcountyllinois.com](mailto:rweiss@willcountyllinois.com). After sealed bids are received, the bidder will make no allowance for oversight.
6. The vacancy credit shall reduce the County's cost under the Contract. The vacancy credit shall be applicable when a space at any building becomes vacant.

**PRIME CONTRACTOR CERTIFICATION:**

Included in this bid package is a prime Contractor certification form. This form must be filled out and returned with your sealed bid package or it will not be accepted.

**WORDS AND FIGURES:**

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

**CONTRACT DURATION:**

The Contract is to commence December 1, 2018 and extend through November 30, 2019, with two (2) one-year renewal options.

**REJECTION OF BIDS:**

The bidder acknowledges the right of the County of Will to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

**TRIAL PERIOD:**

The successful bidder will be awarded the Contract based on a **90-day trial period, during which the County may terminate the contract at will.** If the successful bidder does not comply with the specifications as written, that bidder will be dismissed from all duties, and the County will select the next lowest responsible bidder.

**DEFAULT:**

In case of default by the successful bidder, the County of Will may procure the articles or services from other sources and may deduct from any unpaid balance due the successful bidder any increase in cost to the county as a result of said default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

**NON-DISCRIMINATION:**

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1.

**PAYMENT PERIOD:**

Monthly billing to the Will County Building Maintenance Department should begin on the 30<sup>th</sup> day of the month after commencement. Payment to the Contractor by the County shall be made in equal monthly installments pursuant to the Local Government Prompt Payment Act. Any additional work not part of the Contract that Will County has requested to be done should be billed as a separate line item from the original monthly Contract amount. In the event that Contract would be delayed, the successful contractor will be notified by the County and the Contract will be adjusted.

**INSURANCE:**

**RISK OF LOSS:** The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

## **TYPES OF INSURANCE:**

1. Workmen's compensation insurance. The Contractor shall procure workmen's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$500,000.00.
2. Contractor's comprehensive general liability and property damage insurance. Contractor's comprehensive general and property damage insurance shall be in an amount not less than \$500,000.00 for injuries including accidental death to any one person and not less than \$500,000.00 combined single limit bodily injury and property damage.
3. County's protective liability insurance. The Contractor shall protect the County or its assignee, if any, from contingent responsibility arising from the work, project operation performed under this Contract by adding these parties as named insured as a rider to the general Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, Ill. 60432.

## **PROOF OF CARRIAGE OF INSURANCE:**

1. The Contractor shall furnish the County at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured." **Any bid not containing said proof of insurance shall be nonconforming and shall be rejected.**
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by Insurance Companies maintaining a financial strength and claims paying ability rating no lower than "A" minus "VIII" as rated by the 1999 or most current AM Best's Insurance Guide.

## **TAXES:**

The Contractor shall pay all applicable sales, use, service use, service occupation, social security, and other taxes, levies, assessments, and duties, and shall make income tax deductions, all as required by local, State and Federal law.

## **CHOICE OF LAW AND VENUE:**

The bid and this agreement shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions. Venue for any cause of action related to this bid or agreement shall be the Twelfth Judicial Circuit, Will County, Illinois.

**RIGHT OF THE COUNTY TO TERMINATE CONTRACT:**

1. If any of the Provisions of the Contract are violated by the Contractor, or if the Contractor shall disregard applicable law, ordinances, rules or regulations or work requirements as spelled out in the bid specifications, or the Contractor shall be adjudged as bankrupt or make a general assignment for the benefit of creditors, or if a receiver should be appointed for the Contractor, or if at any time during the progress of the work the Contractor should allow any indebtedness to accrue for labor, material, or equipment, and should the Contractor fail to pay for labor, material, or equipment, and should the Contractor fail to pay and discharge the same within 5 days after demand made by the person or persons furnishing such labor, material or equipment, the County may serve written notice upon the Contractor and the Surety of its intention to terminate the Contract. Unless within 10 days after the serving of such notice upon the Contractor, such violation or other matter shall have been corrected or satisfactory arrangement for correction have been made, the Contractor shall, upon the expiration of said 10 days, at County's option, cease and terminate work. The Contract shall then be null and void.
2. In the event of any such termination, the County shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within 10 days from the date of the mailing of such Surety of notice of termination, the County may take over work and prosecute the same to completion by other Contract or by force. Contractor shall be liable to the County for any excess cost to the County occasioned thereby, and in such event the County may take possession of and utilize in completing the work, such material, equipment and the like as may be on the project site of the work and necessary therefore.
3. Notwithstanding anything contained herein to the contrary, failure to comply with or perform the snow/ice removal services required shall be cause for termination and the County shall have the right to arrange for alternative snow/ice removal services, to back charge the Contractor in conformance with Paragraph 5 under Reporting and Quality Control in the Contractor's Requirements and if the County, in its sole discretion finds it necessary, to foreclose on the performance bond.
4. The County or its assign may terminate this agreement by giving the Contractor written notification of termination of this agreement by registered United States Mail, sufficient postage prepaid, return receipt requested, addressed to the Contractor at its address stated in the Contract, at least 14 days prior to termination, with service of such notice conclusively presumed to be received on date of dispatch. In such event, the Contractor shall only be entitled to receive a prorated payment for work actually and satisfactorily performed pursuant to the Contract through date of termination.
5. In the event that any of the Will County Offices should move to a different location, notice will be given a minimum of sixty (60) days prior to said move, and Will County shall not be liable for the remainder of the Contract amount for the vacated building.

**ADDITION/DELETION OF LOCATIONS:**

This bid allows Will County to add/change/delete locations as needed throughout the life of the contract and any extensions offered and accepted by successful bidder, by means of amendment to the contract. This amendment will specify requirements of new location at the current rate for type of service required, and agreed upon by both parties, with thirty (30) days written notice.

In the event that any of the Will County Offices should move to a different location and vacate specific buildings, notice will be given a minimum of thirty (30) days prior to said move, and Will County shall not be liable for the remainder of the Contract amount for that building.

## **ILLINOIS FREEDOM OF INFORMATION ACT:**

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140 *et seq.*) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

## **AWARDING OF BID:**

The bid is expected to be approved at the November 15, 2018 meeting of the Will County Board.

## **SUBMITTAL REQUIREMENTS:**

Each of the following items **must** be submitted by the bid time mentioned herein in order that the bid will be considered or your bid will be disqualified:

1. Bid Bond or Cashier's Check
2. Certificates of Insurance
3. Copies of Green Clean Certification
4. **Signed** Copy of Prime Contractor Certification
5. Reference Form
6. **Signed** Bid Form
7. **Signed** Receipt of Addenda Form



## CONTRACTORS REQUIREMENTS

To be qualified to bid, the contractor must have snow/ice removal contracts for work similar to that specified in this Contract. Contractor should submit at least three **(3) references** with their bid. Contractors may be requested to submit further information regarding their business to better evaluate their Contract bid. Any contractor may be required by the County to submit additional data to satisfy the County that such contractor is equipped and prepared to fulfill a Contract should a Contract be awarded to him. The County reserves the right to reject any and all bids that are non-responsive, to waive any non-material informalities in the bidding, and to accept the bid deemed most favorable to the interest of the County after all bids have been examined and evaluated.

The Contractor shall furnish all materials, labor, tools, equipment, transportation, insurance, and all other services necessary to complete the work as specified herein for the County of Will.

### **GENERAL REQUIREMENTS**

1. It is the responsibility of the Contractor to protect the properties of the County. The Public Safety Complex is a 24/7 day operation with personal vehicles for sheriff and 911 Call Center and Sheriff's vehicles. The Contractor shall be responsible for ensuring any security gates are closed behind them to not allow general public to restricted areas. Access to this restricted area will be coordinated with Will County Sheriff's Department.
2. If an employee of the Contractor is found by the County to be violating any security procedures, or found to be in neglect of his or her realm of responsibility, the County has the right to have this person removed from access, either permanently or until a meeting can be made with the Contractor to determine further disciplinary action.
3. Contractor shall provide its own employees, equipment, and supplies necessary to complete the services described hereunder which include all snow removal clearing all drive lanes, fire lanes, parking areas, sidewalks adjacent to buildings and public sidewalks.
4. All contractor personnel shall be able to verbally communicate in the English language with the County and tenants. Contractor shall promptly report to Will County Facilities Management Director any occurrences or situations requiring management attention.
5. The Contractor insures that all employees and/or agents shall abide by all safety rules and regulations, which may be promulgated from time to time by either the County or Contractor as they pertain to the operations.
6. All work shall be completed in a workmanlike manner consistent with customary industry practices.
7. The successful contractor shall pay all salaries, payroll and other taxes, fees, worker's compensation and other charges or insurance levied or required by any federal, state or local statutes relating to the employment of its employees.
8. Contractor shall be responsible for damage to the Property caused by snow removal operations including, but not limited to, buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping, paving or striping of the Property or equipment used in connection therewith. Contractor shall be responsible for damage caused to vehicles caused by snow removal operations.

## **SNOW/ICE REMOVAL INFORMATION**

1. An event is defined as any continuous wintery precipitation. Small breaks in the storm are considered part of same event if they are under six hour break. Once a storm has had a break of precipitation for greater than six hours, it is considered a separate storm event.
2. Event pricing includes the final pass of clean up and ice melt after an event has ended.
3. If parking stalls are occupied, contractor shall return to plow these spaces. The lightest occupied period is before 6:30am.
4. In the case of blowing or drifting snow, Will County Staff will call in a request for service at a particular property, the price used for this type of cleanup will be the "Snow & Ice 1"-4" rate.
5. Contractor shall make every attempt to begin snow removal and ice melt operations at each of the sites at a time that will leave the area safe for vehicular and pedestrian traffic. Due to the critical County operations at the Public Safety Complex and Animal Control/Emergency Management Agency, continuous dedicated service may be needed during long storms. The other essential County facilities require parking and sidewalks to be by 6:30am for County functions to open for the public.
6. The Contractor shall not pile snow near line of sight and stop signs at or near intersections of traffic lanes or crosswalks.
7. Snow stock must be pushed off the parking lot as accumulated so as to minimize the loss of parking spaces. Entrances, handicapped/ADA stalls/entrances/sidewalk, fire lanes and fire hydrants must be kept free from snow and easily accessible in case of emergencies.
8. Drainage areas and radio tower entrances must be kept free from snow stockpiles.
9. Ice melt applications should be applied in sufficient quantities to provide bare pavement surfaces.
10. Ice melt applications should be applied prior to an anticipated formation of black ice and prior to and during freezing rain events.
11. For overnight snowfall, sidewalks should be cleared and salted before 6:30a.m to allow for start of work for employees and County visitors to facilities.
12. If called by facility staff, the Contractor, should be at the site or sites requested within the hour.
13. It is imperative that all equipment needed for the snow plowing, removal of snow and ice, and salting is located within vicinity of Will County's designated sites. Equipment shall be available and ready upon each snow event. If the contractor wants to pre-deploy equipment for the season or upcoming storm, they should coordinate with facility staff for approval.
14. Snow is to be piled in areas designated by Will County facility personnel. Removal of snow piles would be at the request of Will County only.

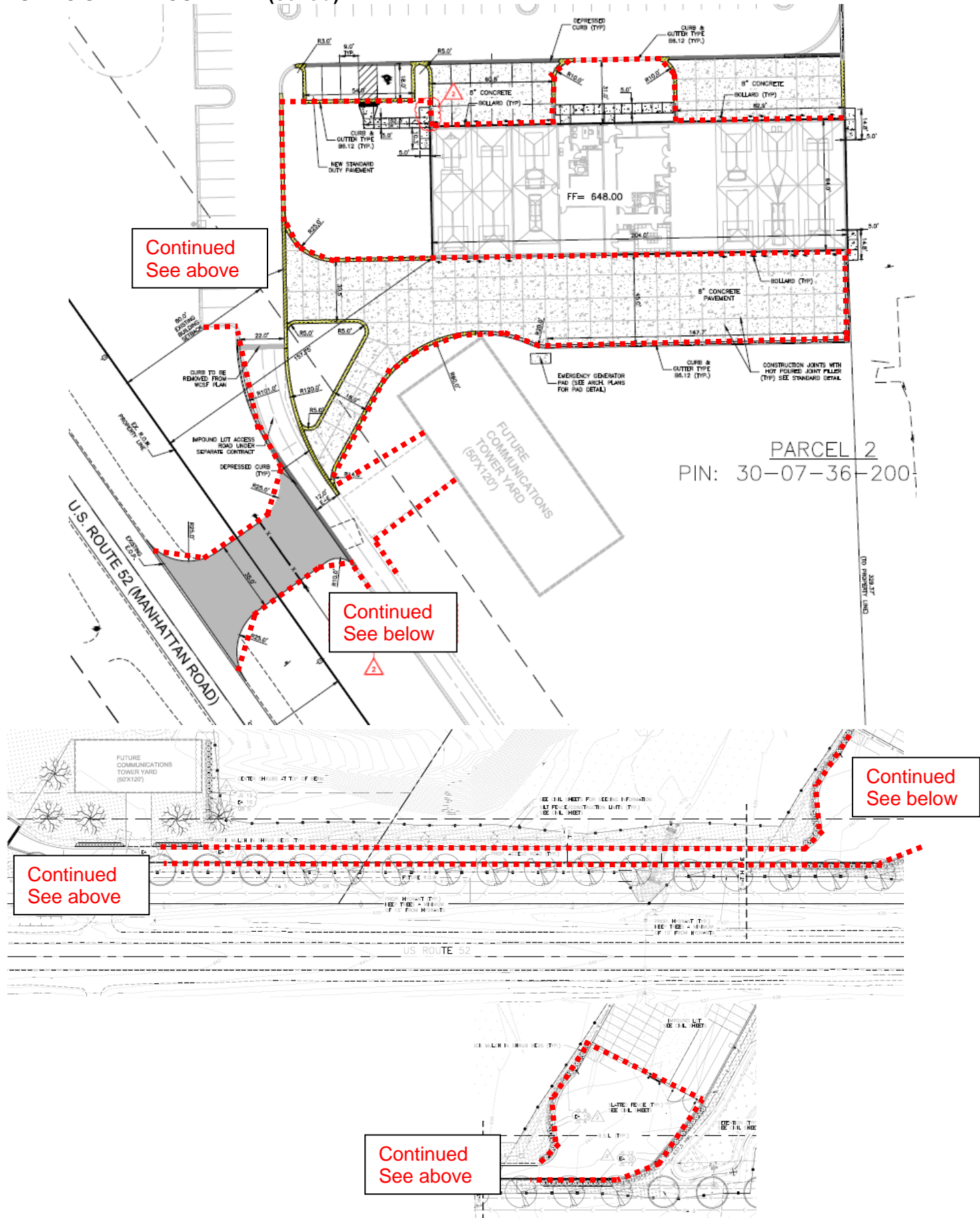
## **Reporting and Quality Control**

1. Contractor shall monitor weather conditions and respond accordingly to conditions.
2. Contractor shall call the Facility Management Director's cell 779-702-1500 and leave a message anytime contractor is beginning a snow or ice removal operation.
3. Contractor shall have a supervisor check each site during and after each event to monitor progress and check for completeness.

4. Contractor shall send by email to [jvanessen@willcountyillinois.com](mailto:jvanessen@willcountyillinois.com), a report detailing each event to include event inches, when crews arrived at each site and when operations were complete. This report shall be sent no later than 48 hours after an event has ended. Depth of snowfall will be determined by Will County Facility Management Director, WDOT, and based on newspaper, radio, TV reports, and the National Weather Service. Vendor's honesty in determining and confirmation of an actual snow accumulation is a requisite.
5. If the Contractor is unable to meet our agreed upon level of service the County will back charge for services used either internal or external resources using the same schedule of values as provided if internal resources are used. If external resources are used, amount billed back will be the invoice total plus an administrative surcharge of 15%.
6. Contractor is to subscribe to a private snow removal weather service and be able to advise the County on changing conditions such as snow storms, freezing precipitation and take action when conditions are right for black ice formation.
7. Contractor shall meet with Facility Management Director/staff in early December to stake sites for snow stockpiles, to review any consideration to increase efficiency and effectiveness of the operation, and to review site for existing damage to turf, concrete, signs and other site items. Items not agreed upon prior to snow season may be called out during the spring review as damage that the contractor is expected to repair or replace. Contractor shall meet with Facilities Management Staff in late April to review sites for possible damage. Damage by the Contractor's snow equipment to the County parking surface, islands and or other property will be repaired by the Contractor. If the Contractor is unable or unwilling to make such repairs, the County will do so, and deduct from the payment owed to the contractor or foreclose on the performance bond.

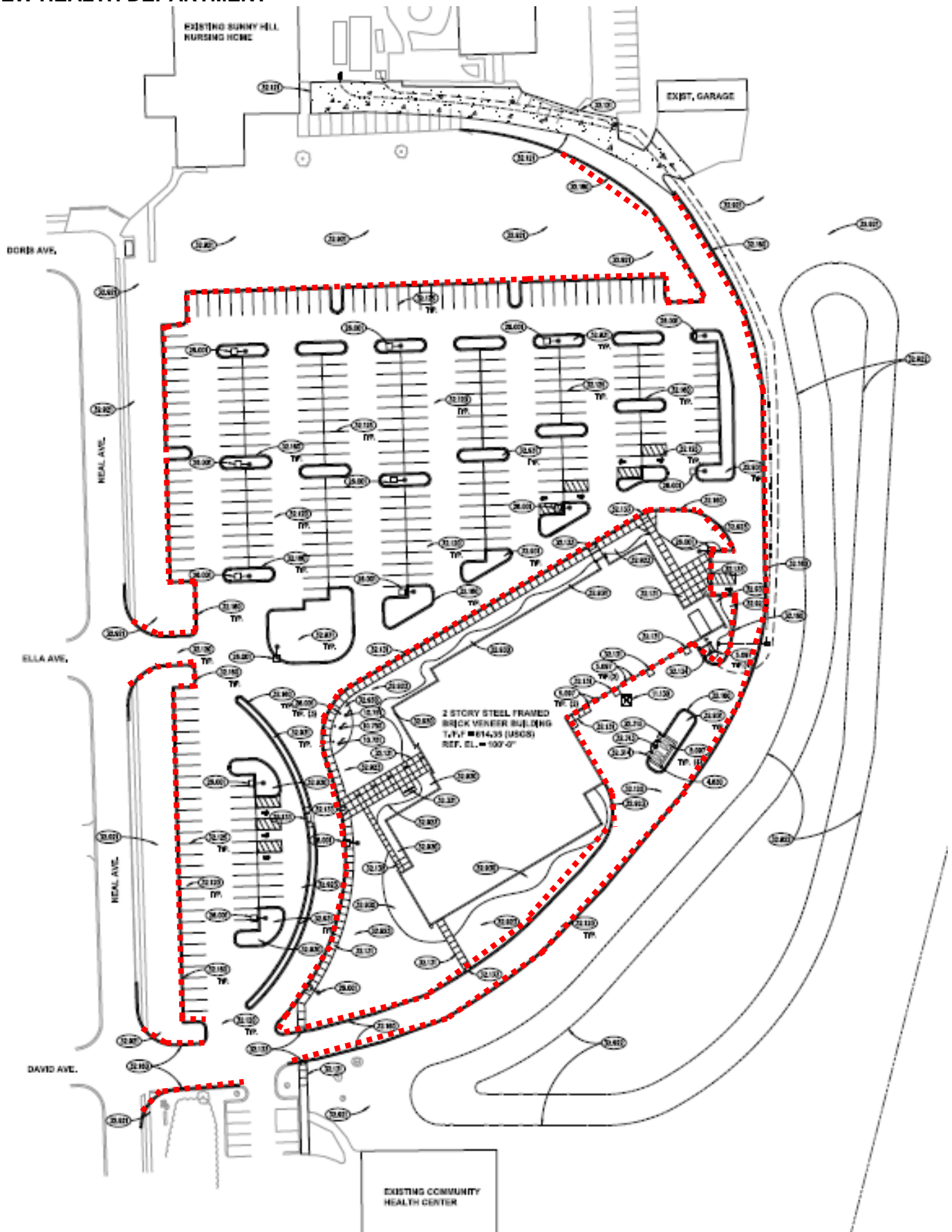


**PUBLIC SAFETY COMPLEX (cont'd)**

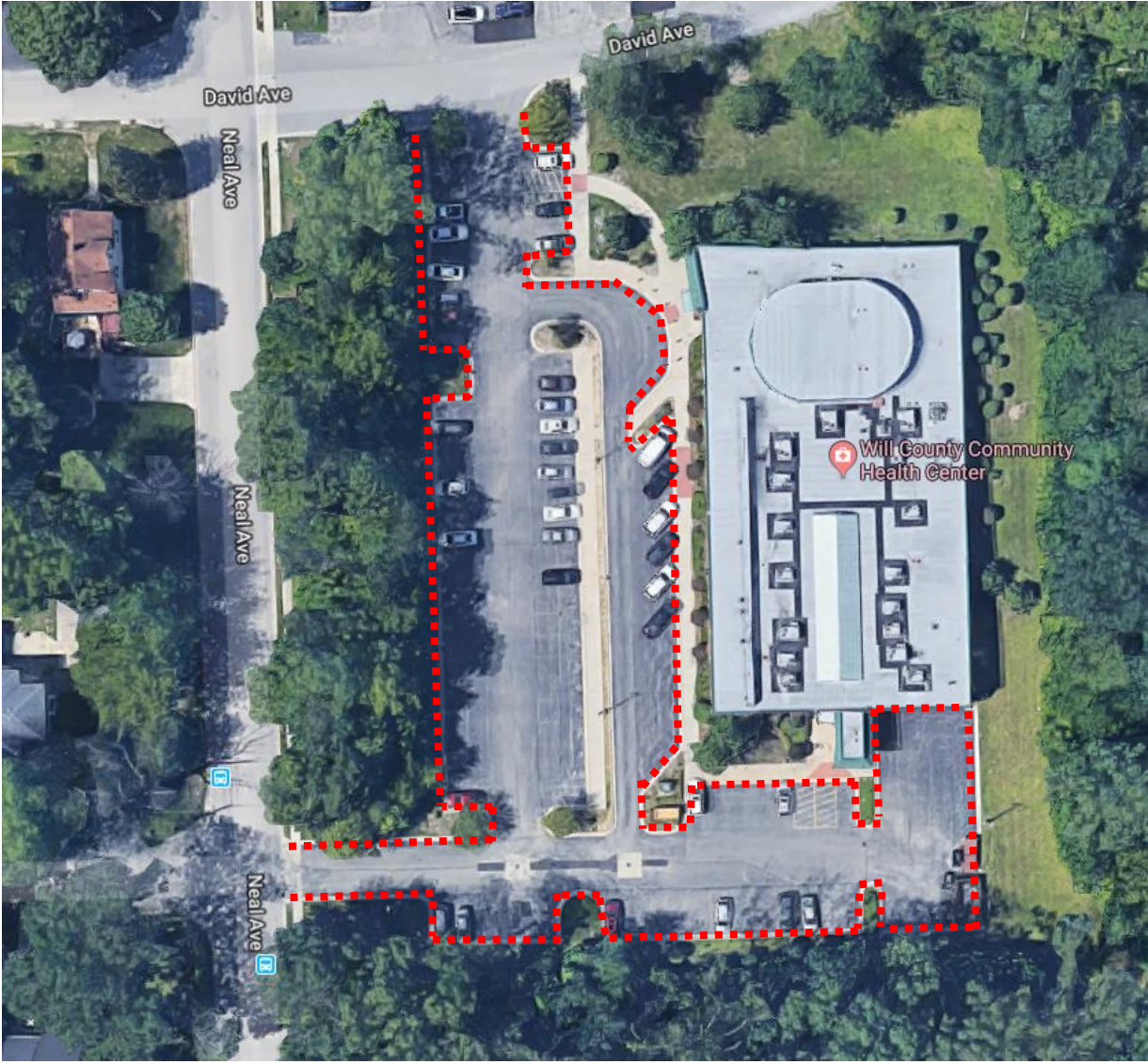




# NEW HEALTH DEPARTMENT

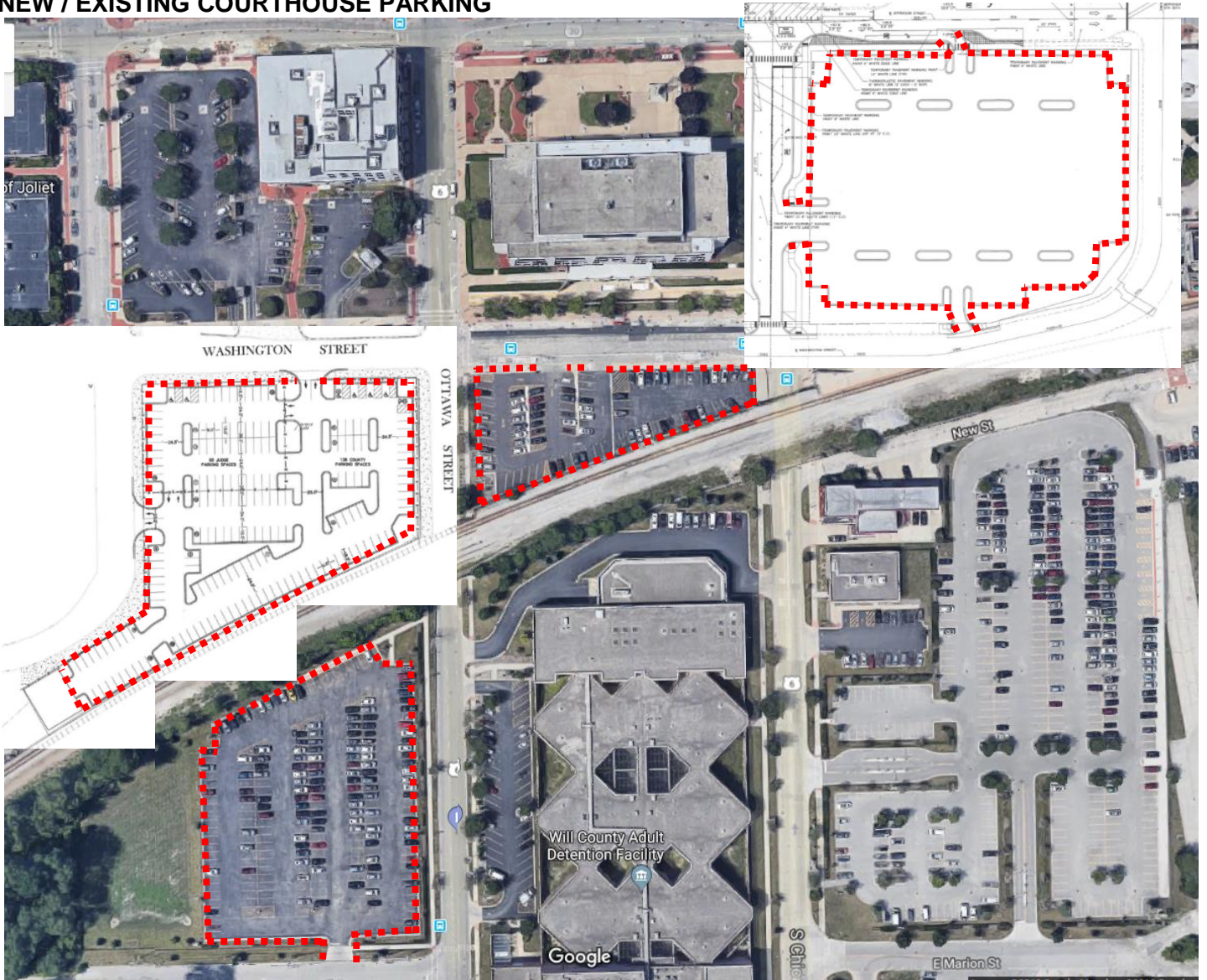


**EXISTING COMMUNITY HEALTH CLINIC**





# NEW / EXISTING COURTHOUSE PARKING



**PRIME CONTRACTOR CERTIFICATION**

The undersigned hereby certifies that \_\_\_\_\_  
Name of Company

is not barred from Contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

**33E-3. Bid-rigging.** A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

**33E-4 Bid rotating.** A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

**Reference Form:  
Snow/Ice Removal contract references**

Please provide at least three (3) references for which similar services have been rendered.

<b>COMPANY NAME AND ADDRESS</b>	<b>CONTACT PERSON</b>	<b>PHONE NUMBER AND EMAIL</b>

**Date Released:** 10-9-18  
**Due:** 10-23-18, 9:00 A.M.  
**Open:** 10-23-18, 9:10 A.M.

**SUBMIT BID FORM TO  
PURCHASING DEPARTMENT  
COUNTY OF WILL  
302 N. CHICAGO ST.  
JOLIET, IL. 60432**

**Contract for:  
2019-6 Snow Removal  
Will County Buildings**

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

COMPANY NAME \_\_\_\_\_ **please check one:**  
CONTACT \_\_\_\_\_ **Minority Vendor**       yes             no        
ADDRESS \_\_\_\_\_ FEIN # \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ SOC SEC # \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
CONTACT \_\_\_\_\_ E-MAIL \_\_\_\_\_

**THIS IS NOT AN ORDER**

**FOR ADDITIONAL INFORMATION CONTACT: RITA WEISS, PURCHASING DIRECTOR,  
[rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)**

Contractor shall completely fill out pricing table below with your not to exceed prices for each depth for each location noted. Pricing shall include complete snow plowing, ice removal, and salting required for each snowfall event. Any snow amount that is a fraction (i.e. 4.5" will be billed in bracket rate of 1 to 4 inches) will be billed until the next whole number. Sidewalk clearing and salting service should be priced as an option as well.

Public Safety Complex includes 911 center and is a 24/7 operating facility and requires 24-hour dedicated service.

Additional facilities are being constructed so pricing for these location to be added in optional years are required.

1. Animal Control and Emergency Management Agency facilities are 24/7 facilities due to emergency response requirements.
2. Sunny Hill/Health Department/Community Health Clinic Complex are Monday-Sunday facilities and require clearing before 6:30am and until 10:00pm.
3. Courthouse Complex is a Monday-Saturday facility and requires clearing before 6:30am and until 5:00pm.

In an event where snow accumulates due to a single event or several events, pricing is required for services to remove snow off site.

<b>Event</b>	<b>Year I (Base Term) 12/1/18-11/30/19</b>	<b>Year II (Optional) 12/1/19-11/30/20</b>	<b>Year III (Optional) 12/1/20-11/30/21</b>
<b>Location: Public Safety Complex, 24/7 Operations 16911 Laraway Rd, Joliet, IL</b>			
Ice Event Only	\$	\$	\$
Ice Event with OPTION Sidewalk	\$	\$	\$
Snow & Ice 1"-4"	\$	\$	\$
Snow & Ice 1"-4" with OPTION Sidewalk	\$	\$	\$
Snow & Ice 5"-8"	\$	\$	\$
Snow & Ice 5"-8" with OPTION Sidewalk	\$	\$	\$

<b>Event</b>	<b>Year I (Base Term) 12/1/18-11/30/19</b>	<b>Year II (Optional) 12/1/19-11/30/20</b>	<b>Year III (Optional) 12/1/20-11/30/21</b>
Snow & Ice 9"-12"	\$	\$	\$
Snow & Ice 9"-12" with OPTION Sidewalk	\$	\$	\$
Snow & Ice 13" and above	\$	\$	\$
Snow & Ice 13" and above with OPTION Sidewalk	\$	\$	\$
<b>Location: Animal Control and Emergency Management Agency, 24/7 Operations 22452/22456 Cherry Hill Rd, Joliet, IL</b>			
Ice Event Only	N/A	\$	\$
Ice Event with OPTION Sidewalk	N/A	\$	\$
Snow & Ice 1"-4"	N/A	\$	\$
Snow & Ice 1"-4" with OPTION Sidewalk	N/A	\$	\$
Snow & Ice 5"-8"	N/A	\$	\$
Snow & Ice 5"-8" with OPTION Sidewalk	N/A	\$	\$
Snow & Ice 9"-12"	N/A	\$	\$
Snow & Ice 9"-12" with OPTION Sidewalk	N/A	\$	\$
Snow & Ice 13" and above	N/A	\$	\$
Snow & Ice 13" and above with OPTION Sidewalk	N/A	\$	\$
<b>Location: Sunny Hill/Health Department/Community Health Clinic Complex, Monday-Sunday, clear before 6:30am and until 10:00pm 421 Doris Ave/501 Ella Ave/1106 Neal Ave, Joliet, IL</b>			
Ice Event Only	N/A	N/A	\$
Ice Event with OPTION Sidewalk	N/A	N/A	\$
Snow & Ice 1"-4"	N/A	N/A	\$
Snow & Ice 1"-4" with OPTION Sidewalk	N/A	N/A	\$
Snow & Ice 5"-8"	N/A	N/A	\$
Snow & Ice 5"-8" with OPTION Sidewalk	N/A	N/A	\$
Snow & Ice 9"-12"	N/A	N/A	\$
Snow & Ice 9"-12" with OPTION Sidewalk	N/A	N/A	\$
Snow & Ice 13" and above	N/A	N/A	\$
Snow & Ice 13" and above with OPTION Sidewalk	N/A	N/A	\$

Event	Year I (Base Term) 12/1/18-11/30/19	Year II (Optional) 12/1/19-11/30/20	Year III (Optional) 12/1/20-11/30/21
<b>Location: Courthouse Complex, Monday-Saturday, clear before 6:30am and until 5:00pm 14 W. Jefferson St., Joliet, IL</b>			
Ice Event Only	N/A	N/A	\$
Ice Event with OPTION Sidewalk	N/A	N/A	\$
Snow & Ice 1"-4"	N/A	N/A	\$
Snow & Ice 1"-4" with OPTION Sidewalk	N/A	N/A	\$
Snow & Ice 5"-8"	N/A	N/A	\$
Snow & Ice 5"-8" with OPTION Sidewalk	N/A	N/A	\$
Snow & Ice 9"-12"	N/A	N/A	\$
Snow & Ice 9"-12" with OPTION Sidewalk	N/A	N/A	\$
Snow & Ice 13" and above	N/A	N/A	\$
Snow & Ice 13" and above with OPTION Sidewalk	N/A	N/A	\$

<b>Snow Pile Removal Service (on as per needed basis)</b>	<b>Per Hour</b>
Skid-Steer Loader	\$
Skid-Steer Loader Operator	\$
1 Ton Dump Truck	\$
Dump Truck Operator	\$

SIGNED BY:

\_\_\_\_\_ TITLE: \_\_\_\_\_  
 Representative of Company

\_\_\_\_\_ TITLE: \_\_\_\_\_  
 Will County

**Date Mailed:** 10-9-18  
**Due:** 10-23-18, 9:00 A.M.  
**Open:** 10-23-18, 9:10 A.M.

**RECEIPT OF ADDENDA:  
PURCHASING DEPARTMENT  
COUNTY OF WILL  
302 N. CHICAGO ST.  
JOLIET, IL. 60432**

**Contract for:  
2019-6 Snow Removal  
Will County Buildings**

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

COMPANY NAME \_\_\_\_\_ **please check one:**  
CONTACT \_\_\_\_\_ **Minority Vendor** yes no  
ADDRESS \_\_\_\_\_ FEIN # \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ SOC SEC # \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
CONTACT \_\_\_\_\_ E-MAIL \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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**LATE BIDS CANNOT BE ACCEPTED!**

<b><u>Vendor Return Address:</u></b>	
<b><u>SEALED BID DOCUMENT</u></b>	
<b><u>BID #:</u></b>	2019-6
<b><u>DUE DATE:</u></b>	10/23/18
<b><u>DUE:</u></b>	9:00 A.M.
<b><u>DESCRIPTION:</u></b>	WILL COUNTY BUILDINGS SNOW/ICE REMOVAL
<b>DATED MATERIAL-DELIVER IMMEDIATELY</b>	
<b>WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR JOLIET, IL 60432</b>	

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO  
THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO  
HELP ENSURE PROPER DELIVERY!

**LATE BIDS CANNOT BE ACCEPTED!**