Airport Maintenance for O'Hare and Midway International Airports

Specification Number: 799078
RFQ Number: 5595

Issued by:
CITY OF CHICAGO DEPARTMENT OF PROCUREMENT SERVICES

Required for use by:
CITY OF CHICAGO DEPARTMENT OF AVIATION

Bidder Inquiry Deadline: 4:00 PM Central Time, June 19th. Inquiries must be in writing.
Pre-Bid Conference: Monday June 10th at 10 AM.
Bid Opening Date: July 3rd 2019
Bid Opening Time: 11:00 AM Central Time
Bid Opening Location: Bid & Bond Room, City Hall, Room 103, 121 N. LaSalle Street, Chicago, Illinois 60602

Information: Nicholas Waddell, Senior Procurement Specialist
Email: nicholas.waddell@cityofchicago.org, Phone: 312-222-1341
DPS Address: City Hall, Room 806, 121 North LaSalle Street, Chicago, Illinois 60602
DPS Web: www.cityofchicago.org/procurement and www.cityofchicago.org/bids

Execute and submit one (1) complete original bid package. All signatures to be sworn to before a Notary Public. Bid must be received in the City of Chicago Department of Procurement Services (DPS) Bid & Bond Room no later than the date and time above during regular business hours (8:30 AM to 4:30 PM Central Time). Bids will be read publicly. Bid package must be complete and returned in its entirety. Do not scan or recreate the bid package, the original must be used. Bid must be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, Airport Maintenance Of O'Hare And Midway International Airports, the specification number, 799078, the time and date specified for receipt and marked “Bid Enclosed”. The name, address and phone number of the Bidder must also be clearly printed on the outside of all envelope(s) or package(s).

Bid Deposit: None
Performance Bond: 5%
City Business Preference: Yes
Local Manufacture Preference: Yes
Alternative Fuel Vehicle Pref.: Yes
Bid Specific Goals: 25% MBE and 5% WBE
Funding Source: Non-Federal
Fund Number: 740-85-4005-0157-0157 and 610-85-4305-0161-0161 and Various

DPS Unit: Aviation
Reverse Auction: No
Drawings: None
Exhibits: 2
Maps: None
Contract Term: 60 Months
Start Date: ____________
Expiration Date: ____________

Lori E. Lightfoot
Mayor

Shannon E. Andrews
Chief Procurement Officer
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BID SUBMITTAL CHECKLIST

Missing Information, Documents, and/or Bonds May Invalidate Your Bid.

To help ensure that you are submitting a complete bid, place an "X" next to each item below after completing and incorporating the item into your bid package. Write “N/A” if an item does not apply to your bid.

1. _____ Bid Submittal Checklist
2. _____ Insurance Certificate of Coverage
3. _____ MBE/WBE Compliance Plan
   a. _____ Schedule B – Affidavit of Joint Venture MBE/WBE – (only if bidder is a joint venture)
   b. _____ Schedule C-1: Letter(s) of Intent from MBE/WBE to Perform as Sub-contractor, Supplier and/or Consultant (if applicable).
   c. _____ Schedule D-1: Affidavit of MBE/WBE Goal Implementation Plan (if applicable).
   d. _____ Request for a reduction or waiver of MBE/WBE goals (if applicable)
4. _____ Certificate of Filing of Economic Disclosure Statement and Affidavit (EDS)
5. _____ Bid incentive/preference affidavit(s): Chicago Business, Local Manufacture, Alternatively Powered Vehicles, Veteran-Owned Small Local Business or Eligible Joint Venture, Utilization of Veteran-Owned Subcontractors, Mentoring Program, and/or Commitment Regarding BEPD (if applicable)
6. _____ Proposal Page(s) (Schedule of Prices)
7. _____ Bid Execution Page
8. _____ Bid Deposit (if required)
9. _____ Sexual Harassment Policy Affidavit

NOTE: Each page requiring a signature must be signed by the person with proper authority and sworn before a Notary Public where noted.

NOTE: Each Bidder must acknowledge the receipt of a full set of Bid Documents and any and all Addenda at the top of the Bid Execution Page.
ARTICLE 1. REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS
Read this carefully before preparing your bid.

1.1. The Bid Documents
The Bid Documents include this Invitation for Bids, Legal Advertisement Notice, Bid Proposal Pages, Requirements for Bidding and Instructions for Bidders, Standard Terms and Conditions, Special Conditions, Scope of Work and Detailed Specifications, Plans and Drawings (if any), Insurance Requirements, MBE/WBE Special Conditions or DBE Special Conditions (as applicable) and all other exhibits attached hereto, and any and all Clarifications and Addenda issued by the City. Upon the award and execution of a contract pursuant to the Bid Documents, the Bid Documents become the Contract Documents.

1.2. Obtaining the Bid Documents
Bidders are solely responsible for obtaining all Bid Documents, including Clarifications and Addenda.

In the event of a conflict or inconsistency between the Bid Documents obtained on-line and the printed Bid Documents available from the Bid & Bond Room, the terms and conditions of the printed Bid Documents will prevail.

1.2.1. Printed Bid Documents
Printed copies of Bid Documents are available for pickup from:

Bid & Bond Room
Room 103 City Hall
121 North LaSalle Street
Chicago, IL 60602
Phone # 312-744-9773
Fax # 312-744-5611

Plans and Drawings may only be available on CD.

1.2.2. Downloadable Bid Documents
Documents may be downloaded from the DPS’ website at the following URL:

www.cityofchicago.org/bids

In order to receive notice of clarifications and addenda, Bidders that download the Bid Documents must register as a Bid Document Holder by (i) faxing the company’s name, contact person, address, e-mail address, telephone number and fax number to the Bid & Bond Room at 312-744-5611 (include specification number and bid title/description) or (ii) by calling the Bid & Bond Room at 312-744-9773.

Bid Document Holders are listed on the Bid & Bond Room Opportunity Take Out List. The Opportunity Take Out List is public information and is posted to the DPS web site at www.cityofchicago.org/TOL. To find Opportunity Take Out lists go to “Get Started Online” and search by the specification number.

1.3. Clarifications and Addenda
The City sends out clarifications and addenda to the Bid Documents to entities on the list of registered Bid Document Holders. Additionally, Clarifications and Addenda will be posted at the following URL, and made available at the Bid & Bond Room:

www.cityofchicago.org/bids

Bidders that download Bid Documents from the City of Chicago’s website instead of obtaining the Bid Documents from the City of Chicago’s Bid & Bond Room and which have not registered as a Bid Document Holder are responsible for checking the City of Chicago’s website for Clarifications and/or Addenda.

There may be multiple Clarifications and Addenda. Failure to obtain Clarifications and/or Addenda, for whatever cause, will not relieve a Bidder from the obligation to bid according to and comply with any changed or additional terms and conditions contained in the Clarifications and Addenda.
Failure to acknowledge Clarifications and/or Addenda in the Bid Documents when submitting the bid will render the bid non-responsive. Any harm to the bidder resulting from failure to obtain all necessary documents, for whatever cause, will not be valid grounds for a protest against award(s) made under this bid solicitation.

1.4. Examination of the Bid Documents and Work Site
Bidders are required to carefully examine all of the Bid Documents before completing the forms and submitting a Bid. If the specification calls for work to be performed onsite, Bidders are also required to inspect the site of the work to be performed, and familiarize itself with the conditions at the site that will affect the work.

A Bidder that is awarded a contract will be solely responsible for all costs arising from and associated with that Bidder’s (i) failure to comply with the requirements of the Bid Documents, including, without limitation, this requirement to inspect the Bid Documents and site of the work, and (ii) failure to include any costs or expense attributable to site conditions that could have reasonably been discovered through a site inspection or examination of the Bid Documents.

1.5. Pre-Bid Conference and Site Visit
If a pre-bid conference will be held to answer questions regarding these Bid Documents, it will be held on the date and time stated on the front cover of the Bid Documents. The pre-bid conference may be recorded by DPS.

If a pre-bid conference will be held, attendance is strongly encouraged. The Chief Procurement Officer or his/her representative, as well as representatives from the City Department for which the Bid Documents have been issued will comprise the panel to respond to Bidders’ questions.

Bidders must familiarize themselves with the locations for contract performance required by the Bid Documents and take into account all relevant conditions when preparing its Bid. The Contractor will not be paid additional compensation due to failure to account for conditions that may be observed by a site visit in its bid.

If the site for the work is not accessible to the public during normal business hours, instructions for obtaining access, including a date and time for guided visits, is set out on the cover of the Bid Documents.

1.6. Questions Regarding the Bid Documents; Bidder Inquiry Deadline
All inquiries regarding the Bid Documents or procurement process must be directed to the Procurement Specialist/Senior Procurement Specialist at the email address listed on the front cover of the Bid Documents. Inquiries must be submitted via email and MUST include the specification number in the subject line of the email.

The Bidder Inquiry Deadline is listed on the front cover of the Bid Documents. Inquiries received after the Bidder Inquiry Deadline will not be answered except at the discretion of the Chief Procurement Officer.

Bidders may only rely on written answers in a Clarification or in an Addendum duly issued by the Chief Procurement Officer. Bidders cannot rely on oral or informal responses; such answers will not be binding upon the City.

1.7. Exceptions
Any deviations from or exceptions to any provisions or requirements of the Bidding documents, including but not limited to the specifications of the goods and/or services to be provided, must be noted on the Proposal Page(s) or attached thereto, with the exact nature of the change outlined in sufficient detail, and as provided below under “Trade Names and Substitutions,” as applicable. Bidder must provide the reason for which deviations were made. Failure of a Bidder to comply with the terms of this paragraph may be cause for rejection of its Bid.
If a Bidder takes exception to or deviates from any provision or requirement, the Chief Procurement Officer shall reject the Bid as non-responsive in the event that the Chief Procurement Officer, in his or her sole opinion, determines such exception(s) or deviations to be material.

1.8. Taxes Included in Bid Prices
With few exceptions, materials purchased by the City of Chicago are not subject to the Federal Excise Tax. The Illinois Retailers’ Occupation Tax, Use Tax, and Municipal Retailers’ Occupation Tax do not apply to materials or services purchased by the City of Chicago.

Bidders shall include all other applicable federal, state and local taxes, direct or indirect, in their Bid Prices.

1.9. Bid Prices Must Incorporate All Costs
Bid pricing must incorporate any/all peripheral costs including, but not limited to the costs of products/services, delivery/transportation charges, training, materials, labor, insurance, applicable taxes, warranty, overhead and profit, etc. that are required by the Bid Documents.

1.10. Completion of the Bid Documents
Each Bidder must complete all of the forms listed on the Bid Submittal Checklist, if a Checklist is provided. The forms, including the Bid Proposal Pages, must be completed in ink, or typewritten. Bidders may not change any of the Bid Documents. Any changes made by a Bidder to the Bid Documents may result in rejection of the Bid, and will not be binding upon the City.

Bidders must use the Bid Execution Page that is appropriate for their form of business organization (e.g., sole proprietorship, corporation, partnership, or joint venture). The individual(s) that sign the Bid Execution Page on behalf of the Bidder, by their signature, represents and warrants to the City that such individual is authorized to execute bids and contracts on behalf of the Bidder, and that the Bidder agrees and shall be bound to all of the terms and conditions of the Bid Documents and, upon execution by the City, the Contract Documents. Signatures must be sworn before a Notary Public.

1.11. Conflicts of Interest
If any Bidder (or any partner in a joint venture or partnership or any member of the limited liability company if the Bidder is a joint venture, partnership, LLP, or LLC) has assisted the City in the preparation of these Bidding Documents such that provision of such assistance would give Bidder an unfair advantage or otherwise impair the integrity of the procurement process, or if Bidder has an organizational conflict of interest that might compromise Bidder’s ability to perform the contract, that Bidder may be disqualified from bidding. If applicable, Bidder must provide a statement and information disclosing its participation with respect to the Bid Documents and/or potential organizational conflicts of interest.

1.12. Required Forms and Fees

1.12.1. Certificate of Filing for Online EDS
Bidders must complete an online EDS prior to the bid due date. A Bidder who does not file an electronic EDS prior to the bid due date may be found non-responsive and its bid rejected. If you are unable to complete the EDS online and print a Certificate of Filing prior to the response due date, the City will accept a paper EDS provided written justification is provided explaining the Bidders good faith efforts to complete it before the response due date and the reasons why it could not be completed. Refer to the Instructions for Completing Economic Disclosure Statement and Affidavit On-Line.

1.12.2. MBE/WBE Program
The goals for MBE and WBE participation are set forth in the Proposal Pages. The rules, regulations, and forms for achieving these goals are set forth in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment (“M/WBE Special Conditions”).

- **Schedule B: Affidavit of Joint Venture** (if applicable)
  If applicable, complete and submit this form if a non-certified firm has formed a joint venture with one or more MBE/WBE certified firms to submit a Bid. Such Affidavit should be signed by the appropriate Joint Venture members and notarized.

- **Schedule C-1**
If applicable, include a completed Letter of Intent from each certified MBE or WBE that will perform as a Subcontractor, Supplier and/or Consultant. Such letter(s) must be signed and notarized.

- **Schedule D-1**
  If applicable, include the Bidder’s Affidavit of MBE/WBE Goal Implementation Plan. This Affidavit must be signed and notarized.

- **Request for a Reduction or Waiver of the MBE/WBE Goals**
  If applicable, after making good faith efforts, the Bidder is unable to provide a plan for the utilization of MBE and WBE firms that will achieve compliance with the MBE/WBE goals, the Bidder must, as required by the MBE/WBE Special Conditions, submit a request for whole or partial waiver of the goals with its Bid. Any waiver request must include documentation as required by the M/WBE Special Conditions including but not limited to notification to an assist agency.

### 1.12.3. Bid Deposits and Bid Bonds
Bid deposits, if required, may be in the form of a bond, certified check, cashier’s check or money order payable to the City of Chicago. Bid bonds must be in the form provided by the Department of Procurement Services, and must be executed by a surety licensed and authorized to do business in the State of Illinois.

Cash is not an acceptable form of bid deposit. Substantial failure to comply with bid deposit requirements will result in rejection of the bid. A non-substantial failure to comply with the bid deposit requirement is a failure that does not provide a commercial advantage to the Bidder over other bidders.

Bid deposits will be returned, with the exception of the bid bond deposit for the contract awardee’s bid, after the CPO has awarded the contract. The bid bond deposit for the awardee’s bid will be returned after the contract has been awarded and a satisfactory performance and payment bond has been approved by the City, where such bond is required.

The Chief Procurement Officer may return bid deposits sooner, but reserves the right to hold all bid deposits until a contract has been awarded or, in the case of multiple awards, all contracts have been awarded for the Bid in question.

If a bid deposit is required, it will be indicated on the front cover of the Bid Documents.

### 1.12.4. Performance and Payment Bonds
A Performance and Payment Bond is required for this contract.

The successful Bidder or Bidders must, within five calendar days of receipt of written notice from the City, furnish a Performance and Payment Bond in the amount of 5% of the contract value. The Bond must be on the Contractor’s Performance and Payment Bond form, a specimen which is attached as Exhibit 1, issued by a surety that is satisfactory to the CPO and the City Comptroller, and comply with the provisions of 30 ILCS 550/1 et seq. and MCC Section 2-92-030.

### 1.12.5. Contractor’s Financial Statement
If requested by the Chief Procurement Officer, Bidder must file a "Contractor’s Statement of Experience and Financial Condition" dated not earlier than the end of Bidder’s last fiscal year period. The "Contractor’s Statement of Experience and Financial Condition" will be kept on file as a representative statement for one year. The "Contractor’s Statement of Experience and Financial Condition" forms are available in the Bid & Bond Room, City Hall Room 103, Chicago, IL 60602, or may be downloaded at [www.cityofchicago.org/form](http://www.cityofchicago.org/form). Failure to provide a "Contractor’s Statement of Experience and Financial Condition" if requested may be cause for rejection of the Bid.

### 1.12.6. Other Required Forms and Documents
Other forms required to be included with the Bid are:

- Insurance Certificate of Coverage
• Affidavit of Chicago Business (if applicable)
• Affidavit of Locally-Manufactured Goods (if applicable)
• Alternatively Powered Vehicles Affidavit (if applicable)
• DBE or MBE/WBE compliance forms as applicable
• Proposal Page(s) (Schedule of Prices)
• Bid Execution Page

1.13. Trade Names and Substitutions
Reference to a specific manufacturer or trade name in this solicitation is intended to be descriptive (but not restrictive) and to indicate to prospective bidders those product(s) that have been deemed by the City to be satisfactory. The Bidder must, if awarded the Contract, provide the product(s) specified, unless equivalent alternatives have been proposed as described below and found acceptable to the Chief Procurement Officer.

A Bidder that chooses to respond to this solicitation for bids with alternate product(s) from those specified in the solicitation, must identify such alternate items with its Bid with a detailed explanation and documentation in support of how the alternate items proposed by the Bidder can perform as well as or better than those specified. Unless an alternate item is so identified, it is understood that the Bidder proposes, and will be required to provide, the specific item described in the specifications. No substitution of specified items will be allowed thereafter except as otherwise provided for in the specifications.

Documentation in support of alternate items includes:

1) Complete data substantiating compliance of proposed alternate items with requirements stated in the solicitation, including:
   a) Product identification, including manufacturer's name and address.
   b) Manufacturer's literature identifying:
      i) Product description
      ii) Reference standards
      iii) Performance and test data
   c) Samples, as applicable
   d) Name and address of similar projects on which the product has been used, and date of usage.
2) Itemized comparison of the proposed alternate item with product or service specified; listing of significant variations.

A Bidder warrants and represents that in making a formal request for substitution with alternate items that:

1) The proposed alternate item is equivalent to or superior in all respects to the product specified, and
2) The same warranties and guarantees will be provided for the alternate item as for the product specified.

The CPO may, in his or her sole discretion, accept an alternate item for a specified item, provided the alternate item so bid is, in the CPO's sole opinion, the equivalent of the item specified in the solicitation. An alternate item that the CPO determines not to be equivalent to the specified item shall render the bid non-responsive and the CPO shall reject the bid.

1.14. Authorized Dealer/Distributor
For bids involving the furnishing of equipment or other goods that are subject to manufacturer warranties that require sale or installation by authorized dealers or distributors, the Contractor must be the manufacturer or an authorized dealer/distributor of the proposed manufacturer and be capable of providing genuine parts, assemblies and/or accessories as supplied by the manufacturer. Further, the Contractor must be capable of furnishing original product warranty and manufacturer related services such as product information, product recall notices, etc. The Bid Documents will typically ask the Bidder to certify that it is an
authorized dealer/distributor when this requirement is applicable. The Bidder's compliance with these requirements will be determined by the CPO, whose decision will be binding.

1.15. Estimated Quantities
Unless explicitly stated to the contrary in the Scope of Work, Detailed Specifications, or Proposal pages, any quantities shown on the Proposal Pages represent estimated usage and as such are for bid canvassing purposes only. The City reserves the right to increase or decrease quantities ordered. Nothing herein will be construed as intent on the part of the City to procure any goods or services beyond those determined by the City to be necessary to meet its needs.

The City will only be obligated to order and pay for such quantities as are from time to time ordered, performed and accepted on Blanket Releases issued directly by the Department.

1.16. Submission of Bids

1.16.1. Date, Time, and Place
Bids are to be delivered to the Bid & Bond Room of the Department of Procurement Services, City Hall Room 103, 121 North LaSalle Street, Chicago, Illinois 60602 on the date and prior to the time stated on the cover of the Bid Documents, or any addendum issued by the City to change such date and/or time. No bid will be accepted after the date and time specified. The time of the receipt of the bid will be determined solely by the clock located in the Bid & Bond Room.

Bids must be dropped off in the Bid & Bond Room during regular business hours: 8:30 am to 4:30 pm, Monday through Friday, excluding Holidays of the City.

1.16.2. Bids Must Be Sealed and Properly Labeled
All Bids must be submitted in sealed envelopes. The Department of Procurement Services provides official bid enclosure envelopes at the Bid & Bond Room. Use of official envelopes is not required but is preferred.

All envelopes containing Bids must be marked “Bid Enclosed,” and must have the Bidder’s name and address, the Specification Number, and the advertised date and time of bid opening stated on the envelope. Failure to properly mark the envelope may result in a failed delivery, and result in rejection of the Bid. If more than one envelope is needed to submit the Bid, each envelope must be marked with all the information required above and be marked to indicate that the envelopes belong together (e.g., one of three, two of three).

1.16.3. Bidders Are Responsible for Bid Delivery
Each Bidder is solely and completely responsible for delivery of its Bid to the Bid & Bond Room before the date and time established for the Bid opening. Any Bid that is not delivered on time, including Bids mistakenly delivered to other City offices, will not be accepted. The City is under no obligation to ensure that misdirected Bids are delivered to the Bid & Bond Room prior to Bid opening.

When bids are sent via U.S. Postal Service, messenger, printing service or any other carrier, Bidder is responsible for their delivery and drop-off to the correct location during business hours before the date and hour set for the opening of bids. It is Bidder's sole responsibility to ensure the Bid is delivered to the correct location and received as required.

Bids are not to be delivered after hours by pushing them under the door.

1.16.4. Transparency Website; Trade Secrets
Consistent with the City's practice of making available all information submitted in response to a public procurement, all bids, any information and documentation contained therein, any additional information or documentation submitted to the City as part of this solicitation, and any information or documentation presented to City as part of negotiation of a contract or other agreement may be made publicly available through the City's Internet website.

However, Bidders may designate those portions of a Bid which contain trade secrets or other proprietary data (“Data”) which Bidder desires remain confidential.
To designate portions of a Bid as confidential, Bidder must:

A. Mark the cover page as follows: "This bid includes trade secrets or other proprietary data."

B. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid."

C. Provide a CD-ROM with a redacted copy of the entire bid or submission in .pdf format for posting on the City’s website. Bidder is responsible for properly and adequately redacting any Data which Bidder desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a CD-ROM with a redacted copy may result in the posting of an un-redacted copy.

D. Provide a written explanation of the basis under which each redacted item has been deemed confidential, making reference to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

All Bids submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act, valid subpoena, or other legal requirement. Bidder agrees not to pursue any cause of action against the City with regard to disclosure of information.

1.17. Withdrawal of Bids
Bidders may withdraw their Bid at any time prior to the date and time for Bid opening. Requests for withdrawal must be made in writing on the Bidder’s letterhead to the Bid & Bond Room. Bidders must make their own arrangements for the return of their Bids.

1.18. Bid Opening
Bids will be opened and read publicly in the Bid & Bond Room by the Department of Procurement Services immediately after the deadline for the submission of Bids has passed. Announcement of the Bids and the apparent low Bidder are neither final nor binding. All Bids and Bid Documents are subject to review by the Department of Procurement Services to determination the lowest responsive and responsible bidder and whether a contract will be awarded.

Bid tabulations are public information and are posted on the City’s website www.cityofchicago.org/BidTab. URL is case sensitive. Select “Get Started Online” and search by specification number.

1.19. Effective Term of Bid
Unless a Bid is expressly rejected by the Chief Procurement Officer, all Bids will remain in effect for ninety (90) days subsequent to the Bid opening. The City may request that Bidders extend the effective period of their Bids. Such requests shall be in writing, and will require the Bidders’ written consent to the extension.

Bidder may not withdraw or cancel or modify its Bid for a period of ninety (90) calendar days after the advertised closing time for the receipt of Bids. The City reserves the right to withhold and deposit, as liquidated damages, the bid deposit of any bidder requesting withdrawal, cancellation or modification of its Proposal prior to the ninety (90) day period.

1.20. Evaluation of Bids

1.20.1. Determination of Responsiveness
DPS will review Bids to determine whether they conform to the requirements of the Bid Documents.

1.20.1.1. Must Bid All Line Items
The Bidder must bid all Line Items set forth on the Proposal Pages, except to the extent that the Specification expressly allows otherwise. Bids submitted to the contrary will be considered incomplete and as a result, will be rejected as being non-responsive to this requirement.

Per the Basis of Award, if Contract(s) will be awarded per Group, Bidders must bid all items within a Group, except to the extent that the Specification expressly allows otherwise, but Bidders are not
required to bid all Groups. Bids submitted to the contrary will be considered incomplete and as a result, will be rejected as being non-responsive to this requirement.

1.20.1.2. Mathematical Calculations
The Chief Procurement Officer reserves the right to make corrections, after receiving the bids, to any clerical error apparent on the face of the bid, including but not limited to obviously incorrect units or misplaced decimal points, or arithmetic errors. In the event that comparison of the Bidder's "Unit Price" and "Total Price" submitted for any line item reveals a calculation error, the Unit Price will prevail.

1.20.1.3. Unbalanced Bids
The Chief Procurement Officer reserves the right to reject any Bid that, in his or her sole discretion and authority, determines is materially unbalanced.

1.20.1.4. Cash Billing Terms
Cash billing discounts offered will not be considered in the evaluation of bids.

1.20.2. Determination of Responsibility
The determination of the responsibility of a Bidder is within the sole discretion and authority of the Chief Procurement Officer.

The Chief Procurement Officer may request any Bidder to submit such additional information pertaining to the Bidder’s responsibility as the Chief Procurement Officer deems necessary. Failure to comply with any such request will result in a finding of non-responsibility and rejection of the Bid.

1.20.2.1. Bidder Debts or Defaults
The Chief Procurement Officer reserves the right to refuse to award a Contract to any bidder that is in arrears or is in default to the City upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or has failed to perform faithfully any previous contract with the City.

1.20.2.2. Competency of Bidder
The Bidder, if requested, must present within a reasonable time, as determined by the Chief Procurement Officer, evidence satisfactory to the Chief Procurement Officer of ability to perform the Contract and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

1.21. Rejection of Bids and Waiver of Informalities
The Chief Procurement Officer, in his/her sole discretion and authority, may determine that it is in the best interest of the City to reject any or all Bids submitted in response to any Invitation for Bids. The Chief Procurement Officer, in his/her sole discretion and authority, may disregard or waive any informality in the Bids or bidding process.

1.22. Statutory Adjustments to the Bid
1.22.1. City-based Businesses (Chicago Business Preference)
For purposes of this section only, the following definitions shall apply:

“City-based business” means a person who (i) conducts meaningful day-to-day business operations at a facility located within the city and reports such facility to the Internal Revenue Service as a place of employment for the majority of its regular, full-time workforce; (ii) holds all appropriate city licenses; and (iii) is subject to applicable city taxes. These taxes may include the City Wheel Tax as provided at Chapter 3-56 of the MCC.

“City residents,” as defined in Section 2-92-330 of the MCC, means persons domiciled within the city.

“Contract” means any contract, purchase order or agreement awarded by the city and whose cost is to be paid from funds belonging to or administered by the city; provided that the term “contract” does not include: (i) a delegate agency contract; (ii) a lease of real property; or (iii) a collective bargaining agreement.
“Prime Contractor” means a person who is a city-based business and the primary contractor on a contract. A “Prime Contractor” does not include any subcontractors.

“City resident employee” means an individual who resides in the City and who is employed by a prime contractor in a permanent, full-time employment and whose work is not counted towards the work hours required by Section 2-92-330.

“Socio-economically disadvantaged area” means an area within the City that meets the criteria for designation as a socio-economically disadvantaged area as set forth in rules promulgated by the City’s Commissioner of Planning and Development pursuant to Section 2-92-390.

If these Bid Documents pertain to a Contract having an estimated contract value of $100,000 or more, the CPO may apply a bid preference (“City Based Business Preference”) of: (i) four percent of the contract base bid; or (ii) six percent of the contract base bid, if the majority of such prime contractor’s employees are city resident employees; or (iii) eight percent of the contract base bid, if such prime contractor is eligible for an incentive under subsection (ii) and the majority of such contractor’s city resident employees are residents of a socio-economically disadvantaged area, in accordance with section 2-92-412 of the MCC, to any qualified bidder that is a Prime Contractor. If the CPO has determined that a City Based Business Preference may be applied, it will be indicated on the cover page of the Bid Documents.

If a City Based Business Preference is applied to a Bidder’s Bid, the Local Goods Incentive pursuant to Section 2-92-410 of the MCC will not be applied to that same Bid.

Bidders desiring to take advantage of the City Based Business Preference must submit documentation with their Bid that Bidder is a City-Based Business.

1.22.2. Locally Manufactured Goods

For purposes of this section only, the following definitions shall apply:

“City-based manufacturer” means a person who: (i) holds any appropriate city license; (ii) is subject to applicable city taxes; and (iii) owns, operates, or leases a manufacturing facility within the city.

“Contract for Goods” means any contract, purchase order or agreement for the purchase of goods awarded by the city and whose cost is to be paid from funds belonging to or administered by the city; provided that a “contract” does not include: (i) a delegate agency contract; (ii) a lease of real property; (iii) a collective bargaining agreement; or (iv) a construction contract as defined in Section 2-92-670 of the MCC.

“Locally manufactured goods” means goods whose value, either in whole or in part, is derived from growing, producing, processing, assembling, or manufacturing activities that occur within a city-based manufacturer’s facility located within the city.

“Manufacture” means to produce tangible goods for use from raw or prepared materials by giving the materials new forms, qualities, properties or combinations, whether by hand-labor or machines.

If these Bid Documents pertain to a contract for goods having an estimated contract value of $100,000 or more, the CPO may allocate a bid incentive (“Local Goods Incentive”) in accordance with section 2-92-410 of the MCC. If the CPO has determined that a Local Goods Incentive will be allocated, it will be indicated on the cover page of the Bid Documents and shall consist of the following:

<table>
<thead>
<tr>
<th>Total Dollar Value of Locally Manufactured Goods Provided in the Contract</th>
<th>Bid Incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% to 49%</td>
<td>1% of the contract base bid</td>
</tr>
<tr>
<td>50% to 74%</td>
<td>1.5% of the contract base bid</td>
</tr>
<tr>
<td>75% or greater</td>
<td>2% of the contract base bid</td>
</tr>
</tbody>
</table>
Bidders desiring to take advantage of the Local Goods Incentive, if allocated, must submit documentation with their bid that the goods to be provided will be locally manufactured goods: "Bidders Commitment to Provide Locally Manufactured Goods" and "Local Manufacturing Affidavit." Contractors must provide such other supporting documentation of local manufacture during the term of the Contract as the CPO may require.

Upon completion of the work, any Contractor that has failed to supply the required percentage of locally manufactured goods for which the Local Goods Incentive was allocated shall be fined in an amount equal to three times the amount of the difference between the bid incentive allocated and the bid incentive that would have been allocated to that contractor for the amount of locally manufactured goods actually supplied under the contract, unless the contractor can demonstrate that due to circumstances beyond the Contractor's control, the contractor for good cause was unable to provide the required percentage of locally manufactured goods.

1.22.3. Alternatively Powered Vehicles Bid Incentive

1.22.3.1. Definitions for Alternatively Powered Vehicles Bid Incentive

For purposes of this Section 1.22.3 only, the following definitions apply:

"Alternative fuel" has the meaning ascribed to that term in the Energy Policy Act of 1992, and the rules promulgated by the United States Department of Energy pursuant to that Act. The term "alternative fuel" includes but is not limited to natural gas, liquefied petroleum gas, hydrogen, ethanol E85 or electricity;

"Alternatively powered vehicle" means a vehicle that:

(A) is fueled by alternative fuel; provided that if a vehicle is capable of being powered by alternative fuel and traditional petroleum-based gasoline or petroleum-based diesel fuel, the vehicle must be powered by the alternative fuel for no less than 80% BTUs consumed during the three months prior to the submission of the bid; or

(B) is commonly referred to as a hybrid vehicle that is capable of being powered by a combination of any fuel and an alternative power source and the alternative power source includes an energy storage system to store generated or accumulated energy which substantially reduces the fuel use and emissions when compared to a standard vehicle of the same age, type and size; or

(C) is fueled by a biodiesel blend; provided that the vehicle is powered by the biodiesel blend for no less than 80% of the gallons consumed during the three months prior to the submission of the bid; or

(D) is fueled by traditional petroleum-based gasoline or petroleum-based diesel fuel, but powered by an engine substantially more efficiently designed than a standard vehicle of the same age, type and size; provided that the vehicle is rated by the United States Environmental Protection Agency in the top 5% for fuel efficiency for similar vehicles.

An "alternatively powered vehicle" does not include any vehicle which is: (i) primarily used in a warehouse or similar type of enclosed structure; (ii) required to use, or given credit for using, alternative fuel by any federal, state or local law; or (iii) subject to Section 2-92-595 of the MCC.

"Bid incentive" means an amount deducted, for bid evaluation purposes only, from the contract base bid in order to calculate the bid price to be used to evaluate the bid on a competitively bid contract.

"Biodiesel blend" has the meaning ascribed to that term in Section 2-92-595 of the MCC.

"Construction project" has the meaning ascribed to that term in Section 2-92-335 of the MCC.

"Contract" means any contract, purchase order, construction project, or other agreement (other than a delegate agency contract or lease of real property or collective bargaining agreement)
awarded by the city and whose cost is to be paid from funds belonging to or administered by the city.

"Contract base bid" means the total dollar amount a contractor bids on a contract without factoring any bid incentive or percentage reductions in the bid amount.

"Eligible business" means a business located within the counties of Cook, DuPage, Kane, Lake, McHenry or Will in the State of Illinois (the “Six County Region”), and as to which: (1) a majority of the business' fleet is located and used within the Six County Region; and (2) a majority of those vehicles located and used within the Six County Region are alternatively powered vehicles.

"Fleet" means 10 or more vehicles that are owned, operated, leased or otherwise controlled by a business.

"Vehicle" means every device powered by a motor or engine and by, upon, or in which any person or property is or may be transported or drawn upon a street or highway, except a “vehicle” shall not include motorized wheelchairs, golf carts, neighborhood electric vehicles, as that term is defined in Section 9-4-010 of the MCC, devices moved solely by human power, devices used exclusively upon stationary rails or tracks, or snowmobiles, as defined in the Snowmobile Registration and Safety Act of Illinois.

1.22.3.2. Eligibility for Alternatively Powered Vehicles Bid Incentive

(A) Unless otherwise prohibited by any federal, state or local law, for any contract having an estimated contract value of $100,000 or more advertised, or if not advertised awarded, the chief procurement officer may allocate a bid incentive of 1/2% of the contract base price to a qualified bidder when the qualified bidder is an eligible business. If the CPO has determined that an Alternatively Powered Vehicles Preference may be applied, it will be indicated on the cover page of the Bid Documents.

The bid incentive is used only to calculate an amount to be used in evaluating the bid to determine the low bidder, and it does not affect the contract price.

For purposes of this section the total dollar value of a construction project contract includes both materials and labor.

(B) As a condition of being awarded the bid incentive, the eligible business shall continue to meet the definition of an eligible business during the term of the contract.

(C) The contractor shall maintain adequate records necessary to monitor compliance with this section and shall submit such reports as required by the chief procurement officer. Full access to the contractor's and subcontractors' records shall be granted to the chief procurement officer, the commissioner of the supervising department, the inspector general, or any duly authorized representative thereof. The contractor and subcontractors shall maintain all relevant records for a period of no less than seven years after final acceptance of the work.

(D) A bidder desiring to receive an incentive pursuant to this section shall include with its bid submission the Affidavit of Eligible Business for Bid Incentive for Alternative Powered Vehicles, which affirms that the bidder satisfies all pertinent requirements as an eligible business.

(E) Upon completion of the work, any eligible business that receives a bid preference but that fails to meet the definition as an eligible business during the term of the contract shall be fined in an amount equal to three times the amount of the bid incentive awarded.

(F) This section shall not apply to any contract to the extent that the requirements imposed by this section are inconsistent with procedures or standards required by any law or regulation of the United States or the State of Illinois to the extent such inconsistency is not permitted under law or the home rule powers of the city.

1.22.4. Bid Incentives for Veteran-Owned Small Local Businesses and Eligible Joint Ventures
1.22.4.1. Definitions

For purposes of this section only, the following definitions shall apply:

"Bid incentive" means an amount deducted, for bid evaluation purposes only, from the contract base bid in order to calculate the bid price to be used to evaluate the bid on a competitively bid contract.

"Contract base bid" means the total dollar amount a contractor bids on a contract without factoring any bid incentive or percentage reductions to the bid amount.

"Eligible joint venture" means an association of one or more small local business enterprises in combination with one or more veteran-owned business enterprises, proposing to perform as a single for-profit business enterprise, in which each joint venture partner contributes property, capital, efforts, skill and knowledge. Joint ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their respective roles in the contract.

"Local business enterprise" means a business entity located within the counties of Cook, DuPage, Kane, Lake, McHenry or Will in the State of Illinois (the "Six County Region"), which has the majority of its regular, full time work force located within the Six County Region.

"Owned" means having all of the customary incidents of ownership, including the right of disposition, and sharing in all of the risks, responsibilities and profits commensurate with the degree of ownership.

"Prime contractor" means a person who is the primary contractor on a contract.

"Small business enterprise" means: (i) for a construction business enterprise, a small business enterprise, as the term is defined in MCC 2-92-670; or (ii) for a non-construction business enterprise, a business enterprise which is not an established business, as the term is defined in MCC 2-92-640.

"Small local business enterprise" ("SBE") means a local business enterprise which is also a small business enterprise.

"Veteran-owned business enterprise" means an enterprise which: (1) is at least 51 percent owned by one or more veterans, or in the case of a publicly held corporation, at least 51 percent of all classes of the stock of which is owned by one or more veterans, whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more veterans; and (2) has been: (i) certified by the City as a veteran-owned small local business pursuant to MCC 2-92-930; (ii) certified by the County of Cook as a veteran business enterprise; (iii) certified by the State of Illinois as a qualified service-disabled veteran-owned small business or a qualified veteran-owned small business pursuant to 30 ILCS 500/45-57; or (iv) verified and approved by the United States Department of Veterans Affairs as a service-disabled veteran-owned small business or a veteran-owned small business.

"Veteran-owned small local business" ("VBE") means a business that is both a veteran-owned business enterprise and a small local business enterprise, and which has been certified by the City as a veteran-owned small local business pursuant to MCC 2-92-930.

"Veteran" means a person who has served in the United States armed forces and was discharged or separated under honorable conditions.

1.22.4.2. Bid Incentive

Unless otherwise prohibited by any federal, state or local law, the CPO shall allocate a bid incentive of 5% of the contract base price, in accordance with section 2-92-950 of the MCC, to any qualified bidder that is a veteran-owned small local business or an eligible joint venture.

The bid incentive is used only to calculate an amount to be used in evaluating the bid to determine the low bidder, and it does not affect the contract price.

Bidders desiring to receive this incentive must submit an affidavit and other supporting documents demonstrating that the bidder satisfies all pertinent requirements as a veteran-owned small local business or an eligible joint venture. Bidders should consult the DPS regulations regarding this...
incentive and be prepared to comply with the self-performance requirements, which in some circumstances affect the calculation of MBE and WBE participation toward contract goals when a small business enterprise involved in receiving this incentive is also a certified MBE or WBE.

As a condition of being awarded the bid incentive, the veteran-owned small local business or eligible joint venture shall continue to meet the definition of a veteran-owned small local business or an eligible joint venture. If a contract is awarded to the veteran-owned small local business or eligible joint venture, upon completion of the work, any veteran-owned small local business or eligible joint venture that receives a bid preference but fails to meet the definition of a veteran-owned small local business or eligible joint venture during the term of the contract for which the bid incentive was awarded shall be fined in an amount equal to three times the amount of the bid incentive awarded.

The contractor shall maintain adequate records necessary to ensure compliance with this section and shall submit such reports as required by the chief procurement officer. Full access to the contractor’s and subcontractors’ records shall be granted to the chief procurement officer, the commissioner of the supervising department, the inspector general, or any duly authorized representative thereof. The contractor and subcontractor shall maintain all relevant records a period that is the longer of seven years or as after final acceptance of the work in accordance with the Local Records Act.

1.22.5. Commitment Regarding Business Enterprises Owned By People With Disabilities (BEPD)

1.22.5.1. Policy and Terms

It is the policy of the City that businesses certified as Business Enterprises owned by People with Disabilities (BEPD) in accordance with MCC 2-92-337 et seq., Regulations Governing Certification of Business Enterprises owned by People with Disabilities, and all other Regulations promulgated under the aforementioned sections of the Municipal Code; shall have the full and fair opportunities to participate fully in the performance of this Contract. Therefore, the Bidder or Contractor shall not discriminate against any person or business on the basis of disability, and shall take affirmative actions to ensure BEPDs shall have full and fair opportunities to compete for and perform subcontracts for supplies or services.

Failure to carry out the commitments and policies set forth herein shall constitute a material breach of the Contract and may result in the termination of the Contract or such remedy as the City deems appropriate.

1.22.5.2. Definitions

For purposes of this section only, the following definitions apply:

(A) “Business Enterprises owned or operated by People with Disabilities” or “BEPD” has the same meaning ascribed to it in section 2-92-586.

(B) “Bid incentive” means an amount deducted, for bid evaluation purposes only, from the contract base bid in order to calculate the bid price to be used to evaluate the bid on a competitively bid contract.

(C) “Contract base bid” means the total dollar amount a contractor bids on a contract without factoring any bid incentive or percentage reductions to the bid amount.

1.22.5.3. Commitments

Where not otherwise prohibited by federal, state, or local law, the CPO shall allocate to any qualified bidder the following bid incentive for utilization of a BEPD as a prime contractor or subcontractor in the performance of the contract.

<table>
<thead>
<tr>
<th>% of total dollar contract amount performed by BEPD</th>
<th>Bid incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 to 5%</td>
<td>1% of the contract base bid</td>
</tr>
<tr>
<td>Percentage</td>
<td>Bid Incentive</td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>6 to 9%</td>
<td>2% of the contract base bid</td>
</tr>
<tr>
<td>10 to 13%</td>
<td>3% of the contract base bid</td>
</tr>
<tr>
<td>14% or more</td>
<td>4% of the contract base bid</td>
</tr>
</tbody>
</table>

The bid incentive shall be calculated and applied in accordance with the provisions of this section. The bid incentive is used only to calculate an amount to be used in evaluating the bid. The bid incentive does not affect the contract price.

Upon completion of the work, any Contractor that has failed to retain the percentage of BEPD subcontractors for which a bid incentive was taken into consideration in awarding of a contract shall be fined an amount equal to three times the amount of the bid incentive allocated, unless the Contractor can demonstrate that due to circumstances beyond the Contractor's control, the Contractor for good cause was unable to retain the percentage of BEPD participants throughout the duration of the contract period.

1.22.5.4. **Records and Reports**

The Contractor shall maintain accurate and detailed books and records necessary to monitor compliance with this section and shall submit such reports as required by the CPO, or the commissioner of the supervising department.

Full access to the Contractor’s and Subcontractor’s records shall be granted to the CPO, the commissioner of the supervising department, or any duly authorized representative thereof. The Contractor and Subcontractors shall maintain all relevant records for a period of at least three years after final acceptance of the work.

1.22.6. **Mentoring Program Bid Preference (Section 2-92-535 of the Chicago Municipal Code)**

For purposes of this section only, the following definitions shall apply:

"Mentoring agreement" means a written mentor-protégé agreement approved by the CPO with MBEs and WBEs to develop their capacity in becoming self-sufficient, competitive and profitable business enterprises, as defined in Section 2-92-535.

"Subcontractor-to-subcontractor mentoring agreement" means a subcontractor’s written mentor-protégé agreement approved by the CPO to develop the capacity of MBE or WBE subcontractors, as defined in Section 2-92-535.

Unless otherwise prohibited by any federal, state or local law, the CPO shall allocate a bid incentive of 1% of the contract base price, in accordance with Section 2-92-535 of the MCC, to any prime contractor that has entered into a mentoring agreement or whose subcontractor has entered into a subcontractor-to-subcontractor mentoring agreement.

Bidders desiring to receive this incentive must submit an affidavit and other supporting documents demonstrating that the bidder has entered into a mentoring agreement or that the bidder's subcontractor has entered into a subcontractor-to-subcontractor mentoring agreement, at the time of bid submission and at any time during the term of the Contract, as requested by the CPO.

As a condition of being awarded the bid preference, the Contractor shall maintain records adequate to monitor compliance with MCC Section 2-92-535 and shall submit such reports as required by the CPO. Full access to the Contractor’s records shall be granted to the CPO, the Commissioner of the supervising department, the Inspector General, or any duly authorized representative thereof. The Contractor and subcontractors shall maintain all relevant records for a period of no less than three years after the expiration of the Contract.

Upon completion of the work, any Contractor that has failed to maintain a mentoring agreement or a subcontractor that has a subcontractor-to-subcontractor mentoring agreement, for which a bid preference was taken into consideration in awarding of a contract, shall be fined in an amount equal to
three times the amount of the bid preference allocated, unless the Contractor can demonstrate that due to circumstances beyond the Contractor’s control, the Contractor for good cause was unable to maintain a mentoring agreement or a subcontractor that has a subcontractor-to-subcontractor mentoring agreement throughout the duration of the Contract period.

1.22.7. Child Support Arrearage
Pursuant to Section 2-92-415 of the MCC, an eight percent (8%) penalty will be applied to the Bids of Bidders whose substantial owners, as defined in the Code, are in arrears on court-ordered child support payments and who have not entered into an agreement for payment or are otherwise not in compliance with the order. The penalty will pertain to the Bid only, and will not affect the contract price or payments under the Contract. This penalty does not apply to federally-funded contracts.

1.22.8. MacBride Principles Ordinance
If the Bidder conducts any business operations in Northern Ireland, it is hereby required that the Bidder will make reasonable and good faith efforts to conduct those operations in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390 and Section 2-92-580 of the Municipal Code to promote fair and equal employment opportunities and labor practices for religious minorities in Northern Ireland.

Bidders who take exception to the provision set forth above will be assessed an eight percent (8%) penalty on their Bids. The penalty will pertain to the Bid only, and will not affect the contract price or payments under the Contract.

1.23. Consideration of Bids
The CPO represents and acts for the City in all matters pertaining to this invitation for bids and any contract subsequently awarded. The CPO reserves the right to reject any and all bids and to disregard any informalities in a bid or the bidding process, when in his/her opinion the best interest of the City will be served by such action.

1.24. Bid Protests
The bidder shall submit any protests or claims regarding this solicitation to the office of the City’s Chief Procurement Officer located at City Hall Room 806, 121 North LaSalle Street, Chicago, Illinois 60602.

All protests or claims must set forth the name and address of the protester, the specification number, the grounds for the protest or claim, and the course of action that the protesting party desires that the CPO undertake.

Copies of the Bid Protest Procedures (entitled Department of Procurement Services Solicitations and Contracting Process Protest Procedures) are available at the Bid & Bond Room and on DPS’ website www.cityofchicago.org/procurement under "Rules, Regulations and Ordinances" then under the link marked "Solicitation and Contracting Process Protest Procedures."

1.25. Award of Contract; Notice of Award
The Contract consists of the Bid Documents. Upon the award and execution of a contract pursuant to the Bid Documents, the Bid Documents become the Contract Documents, which collectively comprise the Contract.

The Department of Procurement Services will, by written notice, notify the Bidder that is, per the Basis of Award, the lowest responsive and responsible Bidder of the City’s award of a Contract.

1.26. Title VI Solicitation Notice
The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
1.27. Policy Prohibiting Sexual Harassment (Section 2-92-612 of the Chicago Municipal Code)
If this Contract was advertised on or after June 30, 2018, Bidder shall, as prescribed by the Chief Procurement Officer, attest by affidavit (in the form of the “Sexual Harassment Policy Affidavit” Exhibit attached hereto) that Bidder has a written policy prohibiting sexual harassment that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment; and (iii) the legal recourse available for victims of sexual harassment.

In accordance with Section 2-92-385, Bidder shall, as prescribed by the Chief Procurement Officer, attest by affidavit (in Appendix C to Bidder’s Economic Disclosure Statement) that Bidder has a written policy (i) against screening job applicants based on their wage or salary history and (ii) seeking an applicant’s wage or salary history.
ARTICLE 2. INCORPORATION OF EXHIBITS

The following attached Exhibits are made a part of this agreement:

- Exhibit 1: Contractors Performance & Payment Bond
- Exhibit 2: Example Insurance Certificate of Coverage
- Exhibit 3: Sexual Harassment Policy Affidavit (MCC 2-92-612)
ARTICLE 3.  STANDARD TERMS AND CONDITIONS


3.1.1. Definitions

"Addendum" is an official revision of the Bid Documents issued by the Chief Procurement Office prior to Bid Opening Date.

"Airports" means Chicago O'Hare International Airport and Chicago Midway International Airport.

"Airside" means, generally, those areas of an Airport which requires a person to pass through a security checkpoint to access. References to "sterile areas" generally mean Airside areas within terminal buildings. References to "Airfield", "Aircraft Operations Area", "AOA", or "Secured areas" generally mean outdoor Airside areas or areas not accessible to passengers.

"Attachments" are all the exhibits and other documents attached to the Bid Documents and/or incorporated into the Contract by reference.

"Bid" refers to an offer made by a Bidder in response to an invitation for bids which includes a binding proposal to perform the Contract which the City may rely on and accept, or in the case of an RFP or RFQ, the submission/proposal in response to that solicitation which may be subject to negotiation.

"Bidder" is a person, firm, or entity submitting a Bid in response to an invitation for bids; for RFPs and RFQs, references may be made to "Respondents." Once the Contract is awarded the Contractor shall assume that all references to a Bidder or Respondent and such attendant obligations apply to the Contractor.

"Bid Opening Date" is the date and time publicly advertised by the Chief Procurement Officer as the deadline for submission of Bids; this may be referred to as a "Proposal Due Date" for RFP and RFQ solicitations.

"Bid Documents" means all the documents issued by the Chief Procurement Officer, or referenced by the Chief Procurement Officer as being available on the City's website and incorporated by such reference, in connection with an invitation for bids or proposals. Except for such Bid Documents as are posted on the City's website and incorporated by reference, all Bid Documents must be submitted by a bidder on the Bid Opening Date.

"Business Day" means business days (Monday through Friday, excluding legal holidays, or City shut-down days) in accordance with the City of Chicago business calendar.

"Calendar Day" means all calendar days in accordance with the world-wide accepted calendar.

"Chief Procurement Officer" abbreviated as "CPO" means the chief executive of the City's Department of Procurement Services ("DPS"), and any representative duly authorized in writing to act on the Chief Procurement Officer's behalf.

"City" means the City of Chicago, a municipal corporation and home rule government under Sections 1 and 6(a), Article VII, of the 1970 Constitution of the State of Illinois.

"Commissioner" means the chief executive of any City department that participates in this Contract (regardless of the actual title of such chief executive), and any representative duly authorized in writing to act on the Commissioner's behalf with respect to this Contract.

"Contact Person" means the Contractor's management level personnel who will work as liaison between the City and the Contractor and be available to respond to any problems that may arise in connection with Contractor's performance under the Contract.

"Contract" means, upon notice of award from the CPO, the contract consisting of all Bid Documents relating to a specific invitation for bids or proposals, and all amendments, modifications, or revisions made from time to time in accordance with the terms thereof. All such documents comprising the Contract are referred to as the "Contract Documents".
"Contractor" means the Bidder or Proposer (person, firm, or entity) that is awarded the Contract by the CPO. Any references to the Bidder or Proposer in the Contract Documents is understood to apply to the Contractor.

"Department" which may also be referred to as the using/user Department is the City Department which appears on the applicable Purchase Order Release for goods, work, or services provided under this Contract.

"Detailed Specifications" refers to the contract specific requirements that includes but is not limited to a detailed description of the scope, term, compensation, price escalation, and such other additional terms and conditions governing this specific Contract.

"Holidays" refers to the official City Holidays when the City is generally closed for business which includes: New Year’s Day, Dr. Martin Luther King Jr.’s Birthday, Lincoln’s Birthday, President’s Day, Pulaski Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day.

"MCC" is the abbreviation for the Municipal Code of Chicago.

"Party" or collectively "Parties" refers to the entities that have entered into this Contract including the Contractor and the City.

"Purchase Order" means a written purchase order from a Department referencing this Contract. Purchase Orders may also be referred to as "Blanket Releases".

"Services" refers to all work, services, and materials whether ancillary or as required by the Detailed Specifications that Contractor provides in performance of its obligations under this Contract.

"Specification" means the Bid Documents, including but not limited to the Detailed Specifications.

"Subcontractor" means any person or entity with whom the Contractor contracts to provide any part of the goods, services or work to be provided by Contractor under the Contract, including subcontractors of any tier, suppliers and material men, whether or not in privity with the Contractor.

3.1.2. Interpretation of Contract

3.1.2.1. Order of Precedence

The order of precedence of the component contract parts will be as follows:

- If funded by the Federal government or State of Illinois, terms required by the Federal Government or State of Illinois, as applicable, whether set out in this document, in a Task Order Request (if applicable), or otherwise.
- Standard provisions and form provisions relating to this procurement type
- Scope of Work and Detailed Specifications
- Task Order (if applicable)
- All other parts of this Contract.

Provided, however, in the event of an inconsistency between terms set out among different component parts of the Contract, or terms set out within a Contract part, notwithstanding the order of precedence noted above, the term that is most favorable to the City controls, unless expressly stated otherwise.

3.1.2.2. Interpretation and Rules

Unless a contrary meaning is specifically noted elsewhere, the phrases "as required", "as directed", "as permitted", and similar words mean the requirements, directions, and permissions of the Commissioner or CPO, as applicable. Similarly, the words "approved", "acceptable", "satisfactory", and similar words mean approved by, acceptable to, or satisfactory to the Commissioner or the CPO, as applicable.

The words "necessary", "proper", or similar words used with respect to the nature or extent of work or services mean that work or those services must be conducted in a manner, or be of a character
which is necessary or proper for the type of work or services being provided in the opinion of the Commissioner and the CPO, as applicable. The judgment of the Commissioner and the CPO in such matters will be considered final.

Wherever the imperative form of address is used, such as "provide equipment required" it will be understood and agreed that such address is directed to the Contractor unless the provision expressly states that the City will be responsible for the action.

3.1.2.3. Severability
The invalidity, illegality, or unenforceability of any one or more phrases, sentences, clauses, or sections in this Contract does not affect the remaining portions of this Contract.

3.1.2.4. Entire Contract
The Contract Documents constitute the entire agreement between the parties and may not be modified except by the subsequent written agreement of the parties.

3.1.3. Subcontracting and Assignment

3.1.3.1. No Assignment of Contract
Pursuant to 65 ILCS 8-10-14, Contractor may not assign this Contract without the prior written consent of the CPO. In no case will such consent relieve the Contractor from its obligations, or change the terms of the Contract. The Contractor must notify the CPO, in writing, of the name of any proposed assignee and the reason for the assignment; consent to which is solely in the CPO’s discretion.

3.1.3.2. Subcontracts
No part of the goods, work, or services to be provided under this Contract may be subcontracted without the prior written consent of the CPO; but in no case will such consent relieve the Contractor from its obligations, or change the terms of the Contract. Further, substitution of a previously approved Subcontractor without the prior written consent of the CPO is not permitted. The Contractor must notify the CPO of the names of all Subcontractors to be used and shall not employ any that the CPO has not approved. Prior to proposing the use of a certain Subcontractor, the Contractor must verify that neither the Subcontractor nor any of its owners is debarred from or otherwise ineligible to participate on City contracts. This information can be found on the City’s website: http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/debarred_firms_list.html

The Contractor will only subcontract with competent and responsible Subcontractors. If, in the judgment of the Commissioner or the CPO, any Subcontractor is careless, incompetent, violates safety or security rules, obstructs the progress of the services or work, acts contrary to instructions, acts improperly, is not responsible, is unfit, is incompetent, violates any laws applicable to this Contract, or fails to follow the requirements of this Contract, then the Contractor will, immediately upon notice from the Commissioner or the CPO, discharge or otherwise remove such Subcontractor and propose an acceptable substitute for CPO approval. Removal and substitution must be in compliance with any applicable requirements of the MBE/WBE or DBE program.

All subcontracts and all approvals of Subcontractors are, regardless of their form, considered conditioned upon performance by the Subcontractor in accordance with the terms and conditions of this Contract. Upon request of the City, Contractor must promptly provide a copy of its agreement(s) with its subcontractor(s). All subcontracts must contain provisions that require the subcontracted activity be performed in strict accordance with the requirements of this Contract, provide that the Subcontractors are subject to all the terms of this Contract, and are subject to the approval of the CPO. If the subcontract agreements do not prejudice any of the City’s rights under this Contract, such agreements may contain different provisions than are provided in this Contract with respect to extensions of schedule, time of completion, payments, guarantees and matters not affecting the quality of the activity to be performed.

3.1.3.3. No Pledging or Assignment of Contract Funds Without City Approval
The Contractor may not pledge, transfer, or assign any interest in this Contract or contract funds due or to become due without the prior written approval of the CPO. Any such attempted pledge, transfer, or assignment, without the prior written approval of the CPO is void as to the City and will be deemed an event of default under this Contract.

3.1.3.4. City’s Right to Assign
The City expressly reserves the right to assign or otherwise transfer all or any part of its interests in this Contract without the consent or approval of the Contractor.

3.1.3.5. Assigns
All of the terms and conditions of this Contract are binding upon and inure to the benefit of the parties hereto and their respective legal representatives, successors, transferees, and assigns.

3.1.4. Contract Governance
3.1.4.1. Governing Law and Jurisdiction
This Contract will be governed in accordance with the laws of the State of Illinois, without regard to choice of law principles. The Contractor hereby irrevocably submits, and will cause its Subcontractors to submit, to the original jurisdiction of those State or Federal courts located within the County of Cook, State of Illinois, with regard to any controversy arising out of, relating to, or in any way concerning the execution or performance of this Contract and irrevocably agrees to be bound by any final judgment rendered thereby from which no appeal has been taken or is available. The Contractor irrevocably waives any objection (including without limitation any objection of the laying of venue or based on the grounds of forum non conveniens) which it may now or hereafter have to the bringing of any action or proceeding with respect to this Contract in the jurisdiction set forth above.

3.1.4.2. Consent to Service of Process
The Contractor agrees that service of process on the Contractor may be made, at the option of the City, either by registered or certified mail addressed to the applicable office as provided for in this Contract, by registered or certified mail addressed to the office actually maintained by the Contractor, or by personal delivery on any officer, director, or managing or general agent of the Contractor. The Contractor designates and appoints the representative identified on the signature page hereto under the heading "Designation of Agent for Service Process", as its agent in Chicago, Illinois, to receive on its behalf service of all process (which representative will be available to receive such service at all times), such service being hereby acknowledged by such representative to be effective and binding service in every respect. Said agent may be changed only upon the giving of written notice by the Contractor to the City of the name and address of a new Agent for Service of Process who works within the geographical boundaries of the City of Chicago. Nothing herein will affect the right to serve process in any other manner permitted by law or will limit the right of the City to bring proceedings against the Contractor in the courts of any other jurisdiction.

3.1.4.3. Cooperation by Parties and between Contractors
The Parties hereby agree to act in good faith and cooperate with each other in the performance of this Contract. The Contractor further agrees to implement such measures as may be necessary to ensure that its staff and its Subcontractors will be bound by the provisions of this Contract. The City will be expressly identified as a third party beneficiary in the subcontracts and granted a direct right of enforcement thereunder.

Unless otherwise provided in Detailed Specifications, if separate contracts are let for work within or adjacent to the project site as may be further detailed in the Contract Documents, each Contractor must perform its Services so as not to interfere with or hinder the progress of completion of the work being performed by other contractors.

Each Contractor involved shall assume all liability, financial or otherwise, in connection with its contract, and shall protect and hold harmless the City from any and all damages or claims that may arise because of inconvenience, delay, or loss experienced by the Contractor because of the
presence and operations of other contractors working within the limits of its work or Services. Each Contractor shall assume all responsibility for all work not completed or accepted because of the presence and operations of other contractors.

The Contractor must as far as possible, arrange its work and space and dispose of the materials being used, so as not to interfere with the operations of the other contractors within or adjacent to the limits of the project site.

3.1.4.4. No Third Party Beneficiaries
The parties agree that this Contract is solely for the benefit of the parties and nothing herein is intended to create any third party beneficiary rights for subcontractors or other third parties.

3.1.4.5. Independent Contractor
This Contract is not intended to and does not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Contractor and the City. The rights and the obligations of the parties are only those set forth in this Contract. Contractor must perform under this Contract as an independent contractor and not as a representative, employee, agent, or partner of the City.

This Contract is between the City and an independent contractor and, if Contractor is an individual, nothing provided for under this Contract constitutes or implies an employer-employee relationship such that:

The City will not be liable under or by reason of this Contract for the payment of any workers’ compensation award or damages in connection with the Contractor performing the Services required under this Contract.

Contractor is not entitled to membership in any City Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the City.

The City is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to Contractor.

3.1.4.6. Authority
Execution of this Contract by the Contractor is authorized and signature(s) of each person signing on behalf of the Contractor have been made with complete and full authority to commit the Contractor to all terms and conditions of this Contract, including each and every representation, certification, and warranty contained herein, attached hereto and collectively incorporated by reference herein, or as may be required by the terms and conditions hereof. If other than a sole proprietorship, Contractor must provide satisfactory evidence that the execution of the Contract is authorized in accordance with the business entity’s rules and procedures.

3.1.4.7. Joint and Several Liability
In the event that Contractor, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination thereof), then and in that event, each and every obligation or undertaking herein stated to be fulfilled or performed by Contractor will be the joint and several obligation or undertaking of each such individual or other legal entity.

3.1.4.8. Notices
All communications and notices to the City from the Contractor must be faxed, delivered personally, electronically mailed or mailed first class, postage prepaid, to the Commissioner of the using Department that appears on the applicable Purchase Order, with a copy to the Chief Procurement Officer, Room 806, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602.
A copy of any communications or notices to the City relating to Contract interpretation, a dispute, or indemnification obligations shall also be sent by the same means set forth above to the Department of Law, Room 600, City Hall, 121 N LaSalle Street, Chicago, Illinois 60602.

All communications and notices from the City to the Contractor, unless otherwise provided for, will be faxed, delivered personally, electronically mailed or mailed first class, postage prepaid, to the Contractor care of the name and to the address listed on the Bid Documents' proposal page. If this contract was awarded through a process that does not use bid or proposal documents, notices to contractor will be sent to an address specified in the Contract.

3.1.4.9. Amendments
Following Contract award, no change, amendment, or modification of the Contract Documents or any part thereof, is valid unless stipulated in writing and signed by the Contractor, Mayor, CPO, and Comptroller, unless specifically allowed for by the Contract Documents.

3.1.4.10. No Waiver of Legal Rights
Neither the acceptance by the City, or any representative of the City, nor any payment for or acceptance of the whole or any part of the deliverables, nor any extension of time, nor any possession taken by the City, shall operate as a waiver by the City of any portion of the Contract, or of any power herein reserved or any right of the City to damages herein provided.

A waiver of any breach of the Contract shall not be held to be a waiver of any other or subsequent breach. Whenever under this Contract the City by a proper authority waives the Contractor's performance in any respect or waives a requirement or condition to either the City's or the Contractor's performance, the waiver so granted, whether express or implied, shall only apply to the particular instance and will not be deemed a waiver forever or for subsequent instance of the performance, requirement, or condition. No such waiver shall be construed as a modification of this Contract regardless of the number of time the City may have waived the performance, requirement, or condition.

3.1.4.11. Non-appropriation of Funds
Pursuant to 65 ILCS 5/8-1-7, any contract for the expenditure of funds made by a municipality without the proper appropriation is null and void.

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City for payments to be made under this Contract, then the City will notify the Contractor of that occurrence and this Contract shall terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Contract are exhausted.

No payments will be made to the Contractor under this Contract beyond those amounts appropriated and budgeted by the City to fund payments under this Contract.

3.1.4.12. Participation By Other Government Agencies
Other Local Government Agencies (defined below) may be eligible to participate in this Contract if (a) such agencies are authorized, by law or their governing bodies, to execute such purchases, (b) such authorization is consented to by the City of Chicago's CPO, and (c) such purchases have no net adverse effect on the City of Chicago and result in no diminished services from the Contractor to the City's Departments.

Examples of such Local Government Agencies are: the Chicago Board of Education, Chicago Park District, City Colleges of Chicago, Chicago Transit Authority, Chicago Housing Authority, Chicago Board of Elections, Metropolitan Pier and Exposition Authority (McCormick Place, Navy Pier), and the Municipal Courts.

Said purchases will be made upon the issuance of a purchase order directly from the Local Government Agency. The City will not be responsible for payment of any amounts owed by any
3.1.5. Confidentiality
All deliverables and reports, data, findings or information in any form prepared, assembled or encountered by or provided by Contractor under this Contract are property of the City and are confidential, except as specifically authorized in this Contract or as may be required by law. Contractor must not allow the Deliverables to be made available to any other individual or organization without the prior written consent of the City. Further, all documents and other information provided to Contractor by the City are confidential and must not be made available to any other individual or organization without the prior written consent of the City. Contractor must implement such measures as may be necessary to ensure that its staff and its Subcontractors are bound by the confidentiality provisions contained in this Contract.

Contractor must not issue any publicity news releases or grant press interviews, and except as may be required by law during or after the performance of this Contract, disseminate any information regarding its Services or the project to which the Services pertain without the prior written consent of the Commissioner.

If Contractor is presented with a request for documents by any administrative agency or with a subpoena duces tecum regarding any records, data or documents which may be in Contractor's possession by reason of this Contract, Contractor must immediately give notice to the Commissioner, CPO and the Corporation Counsel for the City with the understanding that the City will have the opportunity to contest such process by any means available to it before the records or documents are submitted to a court or other third party. Contractor, however, is not obligated to withhold the delivery beyond the time ordered by the court or administrative agency, unless the subpoena or request is quashed or the time to produce is otherwise extended.

3.1.6. Indemnity
Contractor must defend, indemnify, keep and hold harmless the City, its officers, representatives, elected and appointed officials, agents and employees (collectively, the “Indemnified Parties,”) from and against any and all Losses (as defined below), in consequence of the granting of this Contract or arising out of or being in any way connected with the Contractor's performance under this Contract, except as otherwise provided in 740 ILCS 35 “Construction Contract Indemnification for Negligence Act” if it applies, including those related to: injury, death or damage of or to any person or property; any infringement or violation of any property right (including any patent, trademark or copyright); failure to pay or perform or cause to be paid or performed Contractors covenants and obligations as and when required under this Contract or otherwise to pay or perform its obligations to any subcontractor; the City’s exercise of its rights and remedies under this Contract; and injuries to or death of any employee of Contractor or any subcontractor under any workers compensation statute. When 740 ILCS 35 applies, indemnification provided by the Contractor to the Indemnified Parties will be to the maximum extent permitted under applicable law.

"Losses" means, individually and collectively, liabilities of every kind, including monetary damages and reasonable costs, payments and expenses (such as, but not limited to, court costs and reasonable attorneys' fees and disbursements), claims, demands, actions, suits, proceedings, fines, judgments or settlements, any or all of which in any way arise out of or relate to the negligent or otherwise wrongful errors, acts, or omissions of Contractor, its employees, agents and subcontractors.

The Contractor will promptly provide, or cause to be provided, to the Commissioner and the Corporation Counsel copies of such notices as Contractor may receive of any claims, actions, or suits as may be given or filed in connection with the Contractor’s performance or the performance of any Subcontractor and for which the Indemnified Parties are entitled to indemnification hereunder.

At the City Corporation Counsel’s option, Contractor must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to
participate, at its own cost, in the defense of any suit, without relieving Contractor of any of its obligations under this Contract. Any settlement must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

The Contractor shall be solely responsible for the defense of any and all claims, demands, or suits against the Indemnified Parties, including without limitation, claims by an employee, subcontractors, agents, or servants of Contractor even though the claimant may allege that the Indemnified Parties were in charge of the work or service performed under the Contract, that it involves equipment owned or furnished by the Indemnified Parties, or allege negligence on the part of the Indemnified Parties. The City will have the right to require Contractor to provide the City with a separate defense of any such suit.

To the extent permissible by law, Contractor waives any limits to the amount of its obligations to indemnify, defend or contribute to any sums due to third parties arising out of any Losses, including but not limited to any limitations on Contractor's liability with respect to a claim by any employee of Contractor arising under the Workers Compensation Act, 820 ILCS 305/1 et seq. or any other related law or judicial decision (such as, Kotecki v. Cyclops Welding Corporation, 146 Ill. 2d 155 (1991)). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

The indemnities in this section survive expiration or termination of this Contract for matters occurring or arising during the term of this Contract or as the result of or during the Contractor's performance of work or services beyond the term. Contractor acknowledges that the requirements set forth in this section to indemnify, keep and save harmless and defend the City are apart from and not limited by the Contractor's duties under this Contract, including the insurance requirements set forth in the Contract.

3.1.7. Non-Liability of Public Officials
Contractor and any assignee or Subcontractor of Contractor must not charge any official, employee or agent of the City personally with any liability or expenses of defense or hold any official, employee or agent of the City personally liable to them under any term or provision of this Contract or because of the City's execution, attempted execution or any breach of this Contract.

3.1.8. Contract Extension Option
The City may extend this Contract once following the expiration of the contract term for up to 181 Calendar Days or until such time as a new contract has been awarded for the purpose of providing continuity of services and/or supply while procuring a replacement contract subject to acceptable performance by the Contractor and contingent upon the appropriation of sufficient funds. The CPO will give the Contractor notice of the City's intent to exercise its option to renew the Contract for the approaching option period.

3.2. Compensation Provisions
3.2.1. Ordering, Invoices, and Payment
3.2.1.1. Purchase Orders
Requests for work, services or goods in the form of a Purchase Order will be issued by the Department and sent to the Contractor to be applied against the Contract. The Contractor must not honor any order(s), perform work or services or make any deliveries of goods without receipt of a Purchase Order issued by the City of Chicago. Any work, services, or goods provided by the Contractor without a Purchase Order is made at the Contractor's risk. Consequently, in the event such Purchase Order is not provided by the City, the Contractor releases the City from any liability whatsoever to pay for any work, services, or goods provided without said Purchase Order.

Purchase Orders will indicate quantities ordered for each line item, unit/total cost, shipping address, delivery date, fund chargeable information, catalog information (if applicable), and other pertinent instructions regarding performance or delivery.

3.2.1.2. Invoices
If required by the Scope of Work / Detailed Specifications, original invoices must be sent by the Contractor to the Department to apply against the Contract. Invoices must be submitted in
accordance with the mutually agreed upon time period with the Department. All invoices must be signed, dated and reference the City’s Purchase Order number and Contract number. A signed work ticket, time sheets, manufacturer’s invoice, if applicable, or any documentation requested by the Commissioner must accompany each invoice. If a Contractor has more than one contract with the City, separate invoices must be prepared for each contract in lieu of combining items from different contracts under the same invoice. Invoice quantities, description of work, services or goods, unit of measure, pricing and/or catalog information must correspond to the items on the accepted Price List or Proposal Pages or of the Bid Documents. If invoicing Price List/Catalog items, indicate Price List/Catalog number, item number, Price List/Catalog date and Price List/Catalog page number on the invoice.

3.2.1.3. Payment
The City will process payment within sixty (60) calendar days after receipt of invoices and all supporting documentation necessary for the City to verify the satisfactory delivery of work, services or goods to be provided under this Contract.

Contractor may be paid, at the City’s option, by electronic payment method. If the City elects to make payment through this method, it will so notify the Contractor, and Contractor agrees to cooperate to facilitate such payments by executing the City’s electronic funds transfer form, available for download from the City’s website at: http://www.cityofchicago.org/content/dam/city/depts/fin/supp_info/DirectDepositCityVendor.pdf. The City reserves the right to offset mistaken or wrong payments against future payments.

The City will not be obligated to pay for any work, services or goods that were not ordered with a Purchase Order or that are non-compliant with the terms and conditions of the Contract Documents. Any goods, work, or services which fail tests and/or inspections are subject to correction, exchange or replacement at the cost of the Contractor.

3.2.1.4. Electronic Ordering and Invoices
The Contractor will cooperate in good faith with the City in implementing electronic ordering and invoicing, including but not limited to price lists/catalogs, purchase orders, releases and invoices. The electronic ordering and invoice documents will be in a format specified by the City and transmitted by an electronic means specified by the City. Such electronic means may include, but are not limited to, disks, e-mail, EDI, FTP, web sites, and third party electronic services. The CPO reserves the right to change the document format and/or the means of transmission upon written notice to the Contractor. Contractor will ensure that the essential information, as determined by the CPO, in the electronic document, corresponds to that information submitted by the Contractor in its paper documents. The electronic documents will be in addition to paper documents required by this Contract, however, by written notice to the Contractor, the CPO may deem any or all of the electronic ordering and invoice documents the official documents and/or eliminate the requirement for paper ordering and invoice documents.

3.2.1.5. City Right to Offset
The City may offset against any invoice from Contractor any costs incurred by the City as a result of event of default by Contractor under this Contract or otherwise resulting from Contractor’s performance or non-performance under this Contract, including but not limited to any credits due as a result of over-billing by Contractor or overpayments made by the City. If the amount offset is insufficient to cover those costs, Contractor is liable for and must promptly remit to the City the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the City.

3.2.1.6. Records
Upon request the Contractor must furnish to the City such information related to the progress, execution, and cost of the Services. All books and accounts in connection with this Contract must be open to inspection by authorized representatives of the City. The Contractor must make these records available at reasonable times during the performance of the Services and will retain them in
a safe place and must retain them for a period that is the longer of five (5) years or as required by relevant retention schedules after the expiration or termination of the Contract.

3.2.1.7. Audits

3.2.1.7.1. City’s Right to Conduct Audits
The City may, in its sole discretion, audit the records of Contractor or its Subcontractors, or both, at any time during the term of this Contract or within five years after the Contract ends, in connection with the goods, work, or services provided under this Contract. Each calendar year or partial calendar year may be deemed an "audited period".

3.2.1.7.2. Recovery for Over-Billing
If, as a result of such an audit, it is determined that Contractor or any of its Subcontractors has overcharged the City in the audited period, the City will notify Contractor. Contractor must then promptly reimburse the City for any amounts the City has paid Contractor due to the overcharges and, depending on the facts, also some or all of the cost of the audit, as follows:

If the audit has revealed overcharges to the City representing less than 5% of the total value, based on the contract prices, of the goods, work, or services provided in the audited period, then the Contractor must reimburse the City for 50% of the cost of the audit and 50% of the cost of each subsequent audit that the City conducts;

If, however, the audit has revealed overcharges to the City representing 5% or more of the total value, based on the contract prices, of the goods, work, or services provided in the audited period, then Contractor must reimburse the City for the full cost of the audit and of each subsequent audit.

Failure of Contractor to reimburse the City in accordance with the foregoing is an event of default under this Contract, and Contractor will be liable for all of the City’s costs of collection, including any court costs and attorneys’ fees.

3.2.2. Subcontractor Payment Reports
The Contractor must report payments to Subcontractors on a monthly basis in the form of an electronic report. Upon the first payment issued by the City to the Contractor for services performed, on the first day of each month and every month thereafter, email and/or fax notifications will be sent to the Contractor with instructions to report payments to Subcontractors that have been made in the prior month. This information must be entered into the Certification and Compliance Monitoring System (C2), or whatever reporting system is currently in place, on or before the fifteenth (15th) day of each month.

Once the Contractor has reported payments made to each Subcontractor, including zero dollar amount payments, the Subcontractor will receive an email and/or fax notification requesting that they log into the system and confirm payments received.

All monthly confirmations must be reported on or before the twentieth (20th) day of each month. Contractor and Subcontractor reporting to the C2 system must be completed by the 25th of each month or payments may be withheld.

All contracts between the Contractor and its Subcontractors must contain language requiring the Subcontractors to respond to email and/or fax notifications from the City requiring them to report payments received from the Contractor.

Access to the Certification and Compliance Monitoring System (C2), which is a web-based reporting system, can be found at: https://chicago.mwdbé.com

(Note: This site works for reporting all Subcontractor payments regardless of whether they are MBE/WBE/DBE or non-certified entities.)

If a Subcontractor has satisfactorily performed in accordance with the requirements of the Contract, Contractor must pay Subcontractor for such work, services, or materials within seven (7) calendar days.
of Contractor receiving payment from the City. Failure to comply with the foregoing will be deemed an event of default.

3.2.3. Prompt Payment to Subcontractors
   3.2.3.1. Incorporation of Prompt Payment Language in Subcontracts
   Contractor must state the requirements of these Prompt Payment provisions in all Subcontracts and purchase orders. If Contractor fails to incorporate these provisions in all Subcontracts and purchase orders, the provisions of this Section are deemed to be incorporated in all Subcontracts and purchase orders. Contractor and the Subcontractors have a continuing obligation to make prompt payment to their respective Subcontractors. Compliance with this obligation is a condition of Contractor’s participation and that of its Subcontractors on this Contract.

3.2.3.2. Payment to Subcontractors Within Seven Days
   The Contractor must make payment to its Subcontractors within 7 days of receipt of payment from the City for each invoice.

   Provided the Subcontractor’s performance has met the terms of the Contract Documents, and that Subcontractor has submitted its request for payment to the Contractor with such documentation as is reasonably necessary to substantiate such performance, the Contractor shall bill the City for such performance when the Contractor is first authorized under the payment schedule of the Contract to submit an invoice to the City for such performance. Contractor may only invoice the City at the rates contained in the Contract Documents.

3.2.3.2.1. Reporting Failures to Promptly Pay

   If the Contractor, without reasonable cause, fails to make any payment to its Subcontractors and material suppliers within 7 days after receipt of payment under a City contract, the Contractor shall pay to its Subcontractors and material suppliers, in addition to the payment due them, interest in the amount of 2% per month, calculated from the expiration of the 7-day period until fully paid.

   In the event that a Contractor fails to make payment to a Subcontractor within the 7-day period required above, the Subcontractor may notify the City by submitting a report form that may be downloaded from the DPS website at:

   The report will require the Subcontractor to affirm that (a) its invoice to the Contractor was included in the payment request submitted by the contractor to the City and (b) Subcontractor has not, at the time of the report, received payment from the contractor for that invoice. The report must reference the payment (voucher) number posted on-line by the City in the notice of the payment to the contractor.

   Subcontractors are hereby reminded that per Chapters 1-21, “False Statements,” and 1-22, “False Claims,” of the Municipal Code of Chicago, making false statements or claims to the City are violations of law and subject to a range of penalties including fines and debarment.

3.2.3.2.2. Whistleblower Protection
   Contractor shall not take any retaliatory action against any Subcontractor for reporting non-payment pursuant to this Sub-Section 0. Any such retaliatory action is an event of default under this Contract and is subject to the remedies set forth in Section 3.5 hereof, including termination. In addition to those remedies, any retaliatory action by a contractor may result in a contractor being deemed non-responsible for future City contracts or, if, in the sole judgment
of the Chief Procurement Officer, such retaliatory action is egregious, the Chief Procurement Officer may initiate debarment proceedings against the contractor. Any such debarment shall be for a period of not less than one year.

3.2.3.3. Liquidated Damages for Failure to Promptly Pay
Much of the City’s economic vitality derives from the success of its small businesses. The failure by contractors to pay their subcontractors in a timely manner, therefore, is clearly detrimental to the City. Inasmuch as the actual damages to the City due to such failure are uncertain in amount and difficult to prove, Contractor and City agree that the Chief Procurement Officer may assess liquidated damages against contractors who fail to meet their prompt payment requirements. Such liquidated damages shall be assessed to compensate the City for any and all damage incurred due to the failure of the Contractor to promptly pay its subcontractors, and does not constitute a penalty. Any and all such liquidated damages collected by the City shall be used to improve the administration and outreach efforts of the City’s Small Business Program.

3.2.3.4. Action by the City
Upon receipt of a report of a failure to pay, the City will issue notice to the contractor, and provide the contractor with an opportunity to demonstrate reasonable cause for failing to make payment within applicable period set forth in the Contract. The Chief Procurement Officer, in his or her sole judgment, shall determine whether any cause for nonpayment provided by a contractor is reasonable. In the event that the contractor fails to demonstrate reasonable cause for failure to make payment, the City shall notify the contractor that it will assess liquidated damages. Any such liquidated damages will be assessed according to the following schedule:

<table>
<thead>
<tr>
<th>Report Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Unexcused Report</td>
<td>$50</td>
</tr>
<tr>
<td>Second Unexcused Report</td>
<td>$100</td>
</tr>
<tr>
<td>Third Unexcused Report</td>
<td>$250</td>
</tr>
<tr>
<td>Fourth Unexcused Report</td>
<td>$500</td>
</tr>
</tbody>
</table>

3.2.3.5. Direct Payment to Subcontractors By City
The CPO may notify the Contractor that payments to the Contractor will be suspended if the CPO has determined that the Contractor has failed to pay any Subcontractor, employee, or workman, for work performed. If Contractor has not cured a failure to pay a Subcontractor, employee or workman within 10 days after receipt of such notice, the CPO may request the Comptroller to apply any money due, or that may become due, to Contractor under the Contract to the payment of such Subcontractors, workmen, and employees and the effect will be the same, for purposes of payment to Contractor of the Contract Price, as if the City had paid Contractor directly.

Further, if such action is otherwise in the City’s best interests, the CPO may (but is not obligated to) request that the Comptroller make direct payments to Subcontractors for monies earned on contracts and the effect will be the same, for purposes of payment to Contractor of the Contract Price, as if the City had paid Contractor directly. The City’s election to exercise or not to exercise its rights under this paragraph shall not in any way affect the liability of the Contractor or its sureties to the City or to any such Subcontractor, workman, or employee upon any bond given in connection with such Contract.

3.2.4. General Price Reduction – Automatic Eligibility for General Price Reductions
If at any time after the Bid Opening Date the Contractor makes a general reduction in the price of any goods, services or work covered by the Contract to its customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the Contract for the duration of the contract period (or until the price is further reduced). Such price reduction will be effective at the same time and in the same manner as the reduction in the price to customers generally.

For purpose of this provision, a general price reduction will mean any reduction in the price of an article or service offered (1) to Contractor’s customers generally, or (2) in the Contractor’s price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding
on this Contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, 
would not be considered a general price reduction under this provision.

The Contractor must invoice at such reduced prices indicating on the invoice that the reduction is 
pursuant to the General Price Reduction provision of the Contract. The Contractor, in addition, must 
within 10 calendar days of any general price reduction notify the CPO of such reduction by letter. 
Failure to do so will be an event of default. Upon receipt of any such notice of a general price reduction 
all participating Departments will be duly notified by the CPO.

Failure to notify the CPO of a General Price Reduction is an event of default, and the City’s remedies 
shall include a rebate to the City of any overpayments.

3.3. Compliance With All Laws
  3.3.1. General
  Contractor must observe and comply with all applicable federal, state, county and municipal laws, 
  statutes, regulations, codes, ordinances and executive orders, in effect now or later and as amended 
  whether or not they appear in the Contract Documents.

  Provisions required by law, ordinances, rules, regulations, or executive orders to be inserted in the 
  Contract are deemed inserted in the Contract whether or not they appear in the Contract.

  Contractor must pay all taxes and obtain all licenses, certificates, and other authorizations required in 
  connection with the performance of its obligations hereunder, and Contractor must require all 
  Subcontractors to also do so. Failure to do so is an event of default and may result in the termination of 
  this Contract.

  3.3.2. Certification of Compliance with Laws
  By entering into this Contract with the City, Contractor certifies to the best of its knowledge and belief 
  that it, its principals and any subcontractors used in the performance of this contract, meet City 
  requirements and have not violated any City or sister agency policy, codes, state, federal, or local laws, 
  rules or regulations and have not been subject to any debarment, suspension or other disciplinary action 
  by any government agency. Additionally, if at any time the contractor becomes aware of such 
  information, it must immediately disclose it to the City.

  3.3.3. Federal Affirmative Action
  It is an unlawful employment practice for the Contractor (1) to fail or refuse to hire or to discharge any 
  individual, or otherwise to discriminate against any individual with respect to his compensation, or the 
  terms, conditions, or privileges of his employment, because of such individuals race, color, religion, sex, 
  age, handicap or national origin; or (2) to limit, segregate, or classify his employees or applicants for 
  employment in any way which would deprive or tend to deprive any individual of employment 
  opportunities or otherwise adversely affect his status as an employee, because of such individuals race, 
  color, religion, sex, age, handicap or national origin.

  amended. Attention is called to: Exec. Order No. 11,246,30 Fed. Reg. 12,319 (1965), reprinted in 42 
  Order No. 12,086,43 Fed. Reg. 46,501 (1978); Age Discrimination Act, 42 U.S.C. sec. 61 01-61 06 (1988); 
  12102 et seq.; and 41 C.F.R. Part 60 et seq. (1990); and all other applicable federal laws, rules, 
  regulations and executive orders.

  3.3.4. Civil Rights Act of 1964, Title VI, Compliance With Nondiscrimination Requirements
  During the performance of this contract, the contractor, for itself, its assignees, and successors in 
  interest (hereinafter referred to as the "contractor") agrees as follows:

    3.3.4.1. Compliance with Federal Nondiscrimination Requirements
    The contractor will comply with federal nondiscrimination laws, regulations, and authorities, as they 
    may be amended from time to time ("Acts and Regulations"), which include:
• Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);

• 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);

• Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;

• The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);

• The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

• Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

• Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

• Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination under Title VI includes discrimination because of limited English proficiency (LEP). (70 Fed. Reg. at 74087 to 74100);

• Title IX of the Education Amendments of 1972, as amended, prohibits discrimination because of sex in education programs or activities (20 U.S.C. 1681 et seq);

• The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

• Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, religion, color, national origin, or sex in any activity carried out with a grant from the FAA).

3.3.4.2. Non-discrimination
The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21 (Nondiscrimination in Federally-Assisted Programs of the US Department of Transportation).

3.3.4.3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment
In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

3.3.4.4. Information and Reports
The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City or applicable federal agency (e.g. Federal Aviation Administration, Federal Highway Administration, Federal Transit Authority, Transportation Security Administration, Department of Housing and Urban Development, etc.) providing funding to the City department(s) on this contract to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the federal agency, as appropriate, and will set forth what efforts it has made to obtain the information.

3.3.4.5. Sanctions for Noncompliance
In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the City will impose such contract sanctions as it or the relevant federal funding agency may determine to be appropriate, including, but not limited to:

A. Withholding payments to the contractor under the contract until the contractor complies; and/or

B. Cancelling, terminating, or suspending a contract, in whole or in part.

3.3.4.6. Incorporation of Provisions
The contractor will include the provisions of above paragraphs 3.3.4.1, “Compliance With Regulations” through 3.3.4.6, “Incorporation of Provisions” in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the applicable federal agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

3.3.5. Other Non-Discrimination Requirements
3.3.5.1. Illinois Human Rights Act
3.3.5.1.1. Generally
Contractor must comply with the Illinois Human Rights Act, 775 ILCS 5/1-1 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, 44 III. Admin. Code 750 Appendix A, and as further described below.

Contractor must comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended; and all other applicable state laws, rules, regulations and executive orders.

3.3.5.1.2. State of Illinois Duties of Public Contractors (44 Ill. Admin. Code 750 et seq.)
Contractor shall comply with its obligations for public contractors under state law. These rules require that contractor examine all its job classifications to determine whether minorities or women are underutilized, and if underutilization exists in any job classification, the contractor must take appropriate affirmative action. 44 Ill. Admin. Code 750.110. Underutilization means
“having fewer minority/female workers in a particular job classification than would reasonably be expected by their availability. 44 Ill. Admin. Code 750.120.

When required by the state rules, contractors shall develop and implement written affirmative action plans to overcome underutilization of minorities and/or women, including, at minimum, a description of the contractor’s workforce analysis and goals and timetables for recruitment efforts, per 44 Ill. Admin. Code 750.130. Contractors shall also state in all solicitations that all applicants be afforded equal employment opportunity without discrimination (“because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status, order of protection status or unfavorable discharge from military service,” 44 Ill. Admin. Code 750.150), and advise in writing their personnel, referral sources, and labor organizations of the contractor’s obligations under state law and any affirmative action plan.

3.3.5.1.3. State of Illinois Equal Employment Opportunity Clause
In the event of the Contractor’s non-compliance with the provisions of this Equal Employment Opportunity Clause or the Illinois Human Rights Act, the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Contractor agrees as follows:

A) That Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.

B) That, if Contractor hires additional employees in order to perform this contract or any portion of this contract, Contractor will determine the availability (in accordance with 44 Ill. Admin. Code Part 750) of minorities and women in the areas from which Contractor may reasonably recruit and Contractor will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

C) That, in all solicitations or advertisements for employees placed Contractor or on Contractor’s behalf, Contractor will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.

D) That Contractor will send to each labor organization or representative of workers with which Contractor has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Contractor’s obligations under the Illinois Human Rights Act and 44 Ill. Admin. Code Part 750. If any labor organization or representative fails or refuses to cooperate with the Contractor in Contractor’s efforts to comply with the Act and this Part, the Contractor will promptly notify the Illinois Department of Human Rights and the City and will recruit employees from other sources when necessary to fulfill its obligations under the contract.

E) That Contractor will submit reports as required by 44 Ill. Admin. Code Part 750, furnish all relevant information as may from time to time be requested by the Illinois Department of Human Rights or the City, and in all respects comply with the Illinois Human Rights Act and 44 Ill. Admin. Code Part 750.
F) That Contractor will permit access to all relevant books, records, accounts and work sites by personnel of the City and the Illinois Department of Human Rights for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Illinois Department of Human Rights's Rules and Regulations.

G) That Contractor will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the City and the Illinois Department of Human Rights in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

3.3.5.2. Chicago Human Rights Ordinance MCC Ch. 2-160
Contractor must comply with the Chicago Human Rights Ordinance, MCC Ch. 2-160, Sect. 2-160-010 et seq., as amended; and all other applicable municipal code provisions, rules, regulations and executive orders.

Contractor must furnish or shall cause each of its Subcontractors to furnish such reports and information as requested by the Chicago Commission on Human Relations.

3.3.5.3. City of Chicago Equal Employment Opportunity Goals MCC 2-92-390
The City has established by ordinance equal employment opportunity goals for construction projects with an estimated contract value of $100,000 or more. The City’s yearly goals, as a percentage of construction aggregated work hours per category of worker, are as follows:

- 25% by minority journeyworkers and apprentices;
- 7% by women journey workers and apprentices;
- 40% by minority laborers; and
- 10% by women laborers.

The Contractor is encouraged to meet or exceed these goals. Contractor shall also comply with the State of Illinois equal employment opportunity requirements, as set forth above.

3.3.5.4. Business Enterprises Owned by People With Disabilities (BEPD)
Pursuant to MCC 2-92-586, Contractor is strongly encouraged to subcontract with businesses certified as business enterprises owned or operated by people with disabilities ("BEPD") as defined in that section or MCC 2-92-337, and to use BEPD businesses as suppliers.

3.3.6. Wages
Contractor must pay the highest of (1) prevailing wage/Davis-Bacon rate, if applicable; (2) minimum wage specified by Mayoral Executive Order 2014-4; "Living Wage" rate specified by MCC Sect. 2-92-610; (3) Chicago Minimum Wage rate specified by MCC Chapter 1-24, or (4) the highest applicable State or Federal minimum wage.

3.3.6.1. Minimum Wage, Mayoral Executive Order 2014-1
Mayoral Executive Order 2014-1 provides for a fair and adequate Minimum Wage to be paid to employees of City contractors and subcontractors performing work on City contracts.

If this contract was advertised on or after October 1, 2014, Contractor must comply with Mayoral Executive Order 2014-1 and any applicable regulations issued by the CPO. The Minimum Wage to
be paid pursuant to the Order as of July 1, 2018 is **$13.80 per hour**. The Minimum Wage must be paid to:

All employees regularly performing work on City property or at a City jobsite.

All employees whose regular work entails performing a service for the City under a City contract.

Beginning on July 1, 2015, and every July 1 thereafter, the hourly wage specified by the Executive Order shall increase in proportion to the increase, if any, in the Consumer Price Index for All Urban Consumers most recently published by the Bureau of Labor Statistics of the United States Department of Labor. Any hourly wage increase shall be rounded up to the nearest multiple of $0.05. Such increase shall remain in effect until any subsequent adjustment is made. On or before June 1, 2015, and on or before every June 1 thereafter, the City shall make available to City Concessionaires a bulletin announcing the adjusted minimum hourly wages for the upcoming year.

The Minimum Wage is not required to be paid to employees whose work is performed in general support of contractors operations, does not directly relate to the services provided to the City under the contract, and is included in the contract price as overhead, unless that employee's regularly assigned work location is on City property or at a City jobsite. It is also not required to be paid by employers that are 501(c)(3) not-for-profits.

Except as further described, the Minimum Wage is also not required to be paid to categories of employees subject to subsection 4(a)(2), subsection 4(a)(3), subsection 4(d), subsection 4(e), or Section 6 of the Illinois Minimum Wage Law, 820 ILCS 105/1 et seq., in force as of the date of this Contract or as amended. Nevertheless, the Minimum Wage is required to be paid to those workers described in subsections 4(a)(2)(A) and 4(a)(2)(B) of the Illinois Minimum Wage Law.

Additionally, the Minimum Wage is not required to be paid to employees subject to a collective bargaining agreement that provides for different wages than those required by Mayoral Executive Order 2014-1, if that collective bargaining agreement was in force prior to October 1, 2014 or if that collective bargaining agreement clearly and specifically waives the requirements of the order.

If the payment a Base Wage pursuant to Municipal Code of Chicago Sect. 2-92-610 is required for work or services done under this Contract, and the Minimum Wage is higher than the Base Wage, then the Contractor must pay the Minimum Wage. Likewise, if the payment of a prevailing wage is required and the prevailing wage is higher than the Minimum Wage, then the Contractor must pay the prevailing wage.

Contractors are reminded that they must comply with Municipal Code Chapter 1-24 establishing a minimum wage.

### 3.3.6.2. Living Wage Ordinance

MCC Sect. 2-92-610 provides for a living wage for certain categories of workers employed in the performance of City contracts, specifically non-City employed security guards, parking attendants, day laborers, home and health care workers, cashiers, elevator operators, custodial workers, and clerical workers ("Covered Employees"). Accordingly, pursuant to MCC Sect. 2-92-610 and regulations promulgated thereunder:

if the Contractor has 25 or more full-time employees, and if at any time during the performance of the contract the Contractor and/or any subcontractor or any other entity that provides any portion of the Services (collectively "Performing Parties") uses 25 or more full-time security guards, or any number of other full-time Covered Employees, then The Contractor's obligation to pay, and to assure payment of, the Base Wage will begin at any time during the Contract term when the conditions set forth in (1) and (2) above are met, and will continue thereafter until the end of the Contract term.

As of July 1, 2018 the Base Wage is $12.55. The current rate can be found on the Department of Procurement Services' website.
Note: As of July 1, 2018, the wage specified by Mayoral Executive Order 2014-1 is higher than the Base Wage rate. Therefore, the higher wage specified by the Executive Order (or other applicable rule or law) must be paid.

Each July 1st the Base Wage will be adjusted, using the most recent federal poverty guidelines for a family of four (4) as published annually by the U.S. Department of Health and Human Services, to constitute the following: the poverty guidelines for a family of four (4) divided by 2000 hours or the current base wage, whichever is higher. At all times during the term of this Contract, Contractor and all other Performing Parties must pay the Base Wage (as adjusted in accordance with the above). If the payment of prevailing wages is required for work or services done under this Contract, and the prevailing wages for Covered Employees are higher than the Base Wage, then the Contractor must pay the prevailing wage rates.

The Contractor must include provisions in all subcontracts requiring its Subcontractors to pay the Base Wage to Covered Employees. The Contractor agrees to provide the City with documentation acceptable to the CPO demonstrating that all Covered Employees, whether employed by the Contractor or by a subcontractor, have been paid the Base Wage, upon the City's request for such documentation. The City may independently audit the Contractor and/or subcontractors to verify compliance herewith.

Failure to comply with the requirements of this Section will be an event of default under this Contract, and further, failure to comply may result in ineligibility for any award of a City contract or subcontract for up to three years.

Not-for-Profit Corporations: If the Contractor is a corporation having Federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and is recognized under Illinois not-for-profit law, then the provisions above do not apply.

3.3.6.3. Chicago Paid Sick Leave Ordinance
The Paid Sick Leave Ordinance, which is published in the June 22, 2016 Council Journal, pages 27188 – 27197 and which will be codified at MCC 1-24-045, became effective July 1, 2017. Contractor understands that, to the extent that the Ordinance applies to its activities, it must comply with the Ordinance.

3.3.6.4. Equal Pay

3.3.7. Economic Disclosure Statement and Affidavit and Appendix A ("EDS")
Pursuant to MCC Ch. 2-154 and 65 ILCS 5/8-10-8.5 any person, business entity or agency submitting a bid or proposal to or contracting with the City of Chicago will be required to complete the Disclosure of Ownership Interests in the EDS. Failure to provide complete or accurate disclosure will render this Contract voidable by the City.

Contractors must complete an online EDS prior to the Bid Opening Date. Contractors are responsible for notifying the City and updating their EDS any time there is a change in circumstances that makes any information provided or certification made in an EDS inaccurate, obsolete or misleading. Failure to so notify the City and update the EDS is grounds for declaring the Contractor in default, terminating the Contract for default, and declaring the Contractor ineligible for future contracts.

Contractor makes certain representations and certifications that the City relies on in its decision to enter into a contract. The Laws and requirements that are addressed in the EDS include the following:

3.3.7.1. Business Relationships With Elected Officials MCC Sect. 2-156-030(b)
Pursuant to MCC Sect. 2-156-030(b), it is illegal for any elected official, or any person acting at the direction of such official, to contact either orally or in writing any other City official or employee...
with respect to any matter involving any person with whom the elected official has any business
relationship that creates a financial interest on the part of the official, or the domestic partner or
spouse of the official, or from whom or which he has derived any income or compensation during
the preceding twelve months or from whom or which he reasonably expects to derive any income
or compensation in the following twelve months. In addition, no elected official may participate in
any discussion in any City Council committee hearing or in any City Council meeting or vote on any
matter involving the person with whom the elected official has any business relationship that
creates a financial interest on the part of the official, or the domestic partner or spouse of the
official, or from whom or which he has derived any income or compensation during the preceding
twelve months or from whom or which he reasonably expects to derive any income or
compensation in the following twelve months. 

Violation of MCC Sect. 2-156-030 by any elected official with respect to this contract will be grounds
for termination of this contract. The term financial interest is defined as set forth in MCC Chapter 2-
156.

**3.3.7.2. MCC 1-23 and 720 ILCS 5/33E Bribery, Debts, and Debarment Certification**

The Contractor or each joint venture partner, if applicable, must complete the appropriate
subsections in the EDS which certify that the Contractor or each joint venture partner, its agents,
employees, officers and any subcontractors (a) have not been engaged in or been convicted of
bribery or attempted bribery of a public officer or employee of the City of Chicago, the State of
Illinois, any agency of the federal government or any state or local government in the United States
or engaged in or been convicted of bid-rigging or bid-rotation activities as defined in this section as
required by the Illinois Criminal Code; (b) do not owe any debts to the State of Illinois, in accordance
with 65 ILCS 5/11-42.1-1 and (c) are not presently debarred or suspended; Certification Regarding
Environmental Compliance; Certification Regarding Ethics and Inspector General; and Certification
Regarding Court-Ordered Child Support Compliance.

Contractor, in performing under this contract shall comply with MCC Sect. 2 -92-320, as follows:

No person or business entity shall be awarded a contract or sub-contract if that person or business
entity: (a) has been convicted of bribery or attempting to bribe a public officer or employee of the
City of Chicago, the State of Illinois, or any agency of the federal government or of any state or local
government in the United States, in that officers or employee's official capacity; or (b) has been
convicted of agreement or collusion among bidders or prospective bidders in restraint of freedom
of competition by agreement to bid a fixed price, or otherwise; or (c) has made an admission of guilt
of such conduct described in (a) or (b) above which is a matter of record but has not been
prosecuted for such conduct; or (d) has violated MCC Sect. 2-92-610; or (e) has violated any
regulation promulgated by the Chief Procurement Officer that includes ineligibility as a
consequence of its violation; or (f) has committed, within a 24-month period, three or more
violations of Chapter 1-24 of the MCC; or (g) has been debarred by any local, state or federal
government agency from doing business with such government agency, for any reason or offense
set forth in subsections (a), (b), or (c) of this section, or substantially equivalent reason or offense,
for the duration of the debarment by such government agency.

For purposes of this section, where an official, agent or employee of a business entity has
committed any offense under this section on behalf of such an entity and pursuant to the direction
or authorization of a responsible official thereof, the business entity will be chargeable with the
conduct.

One business entity will be chargeable with the conduct of an affiliated agency. Ineligibility under
this section will continue for three (3) years following such conviction or admission. The period of
ineligibility may be reduced, suspended, or waived by the CPO under certain specific circumstances.
Reference is made to Section 2-92-320 for a definition of affiliated agency, and a detailed
description of the conditions which would permit the CPO to reduce, suspend, or waive the period
of ineligibility.
3.3.7.3. Federal Terrorist (No-Business) List
Contractor warrants and represents that neither Contractor nor an Affiliate, as defined below, appears on the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List, or the Debarred List as maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or by the Bureau of Industry and Security of the U.S. Department of Commerce or their successors, or on any other list of persons or entities with which the City may not do business under any applicable law, rule, regulation, order or judgment.

"Affiliate" means a person or entity which directly, or indirectly through one or more intermediaries, controls, is controlled by or is under common control with Contractor. A person or entity will be deemed to be controlled by another person or entity if it is controlled in any manner whatsoever that results in control in fact by that other person or entity, either acting individually or acting jointly or in concert with others, whether directly or indirectly and whether through share ownership, a trust, a contract or otherwise.

3.3.7.4. Governmental Ethics Ordinance 2-156
Contractor must comply with MCC Ch. 2-156, Governmental Ethics, including but not limited to MCC Sect. 2-156-120 pursuant to which no payment, gratuity or offer of employment will be made in connection with any City contract, by or on behalf of a subcontractor to the prime Contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. Any contract negotiated, entered into, or performed in violation of any of the provisions of this Chapter will be voidable as to the City.

3.3.7.5. Lobbyists
Contractor must comply with Chapter 2-156 of the Municipal Code. Contractor acknowledges that any Agreement entered into, negotiated or performed in violation of any of the provisions of Chapter 2-156, including any contract entered into with any person who has retained or employed a non-registered lobbyist in violation of Section 2-156-305 of the Municipal Code is voidable as to the City.

3.3.8. Restrictions on Business Dealings
3.3.8.1. Prohibited Interests in City Contracts
No member of the governing body of the City or other unit of government and no other officer, employee or agent of the City or other unit of government who exercises any functions or responsibilities in connection with the work or services to which this Contract pertains is permitted to have any personal interest, direct or indirect, in this Contract. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no alderman of the City or City employee is allowed to be admitted to any share or part of this Contract or to any financial benefit to arise from it.

3.3.8.2. Conflicts of Interest
The Contractor covenants that it, and to the best of its knowledge, its subcontractors if any, presently have no interest and will not acquire any interest, direct or indirect, in any enterprise, project or contract which would conflict in any manner or degree with the performance of the work, services or goods to be provided hereunder. The Contractor further covenants that in the performance of the Contract no person having any such interest will be employed, either by Contractor or any subcontractor, to perform any work or services under the Contract or have access to confidential information.

If the City determines that the Contractor does have such a conflict of interest, the City will notify the Contractor in writing, stating the basis for its determination. The Contractor will thereafter have 30 days in which to respond with reasons why the Contractor believes a conflict of interest does not exist. If the Contractor does not respond or if the City still reasonably determines a conflict of interest to exist, the Contractor must terminate its interest in the other enterprise, project, or contract. Further, if the City in the reasonable judgment of the CPO or Commissioner determines that any subcontractor’s work or services for others conflicts with the work or services
to be provided by them, upon request of the City, Contractor must require that subcontractor to terminate such other work or services immediately.

If Contractor or any subcontractors become aware of a conflict, they must immediately stop work on the activity causing the conflict and notify the City.

If Contractor or any subcontractors ("Contracting Parties") assist the City in determining the advisability or feasibility of a project or in recommending, researching, preparing, drafting or issuing a request for proposals, bid specifications for a project, or other procurement solicitation document, the Contracting Parties must not participate, directly or indirectly, as a prime, subcontractor, subconsultant or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Contract or afterwards. The Contracting Parties may, however, assist the City in reviewing the proposals or bids for the project if none of the Contracting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.

3.3.8.3. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4

No Contractor or any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, Contractor’s Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (Contractor and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for this Contract or Other Contract, including while this Contract or Other Contract is executory, (ii) the term of this Contract or any Other Contract between City and Contractor, and/or (iii) any period in which an extension of this Contract or Other Contract with the City is being sought or negotiated.

Contractor represents and warrants that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Contractor or the date the Contractor approached the City, as applicable, regarding the formulation of this Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Contractor shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor’s political fundraising committee; (b) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor’s political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under this Contract, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under this Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Contractor violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Contract resulting from this specification, the CPO may reject Contractor’s bid.
For purposes of this provision:

"Other Contract" means any agreement entered into between the Contractor and the City that is (i) formed under the authority of MCC Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in MCC Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in MCC Ch. 2-156, as amended.

3.3.9. Debts Owed to the City; Anti-Scofflaw, MCC Sect. 2-92-380

In addition to the certifications regarding debts owed to the City in the EDS, Contractor is subject to MCC Sect. 2-92-380.

Pursuant to MCC Sect. 2-92-380 and in addition to any other rights and remedies (including set-off) available to the City under this Contract or permitted at law or in equity, the City will be entitled to set off a portion of the contract price or compensation due under the Contract, in an amount equal to the amount of the fines and penalties for each outstanding parking violation complaint and the amount of any debt owed by the contracting party to the City. For purposes of this section, outstanding parking violation complaint means a parking ticket, notice of parking violation, or parking violation complaint on which no payment has been made or appearance filed in the Circuit Court of Cook County within the time specified on the complaint, and debt means a specified sum of money owed to the City for which the period granted for payment has expired.

However no such debt(s) or outstanding parking violation complaint(s) will be offset from the contract price or compensation due under the contract if one or more of the following conditions are met:

the contracting party has entered into an agreement with the Department of Revenue, or other appropriate City department, for the payment of all outstanding parking violation complaints and debts owed to the City and the Contracting party is in compliance with the agreement; or

the contracting party is contesting liability for or the amount of the debt in a pending administrative or judicial proceeding; or the contracting party has filed a petition in bankruptcy and the debts owed the City are dischargeable in bankruptcy.

3.3.10. Other City Ordinances and Policies

3.3.10.1. False Statements

False statements made in connection with this Contract, including statements in, omissions from and failures to timely update the EDS, as well as in any other affidavits, statements or Contract Documents constitute a material breach of the Contract. Any such misrepresentation renders the Contract voidable at the option of the City, notwithstanding any prior review or acceptance by the City of any materials containing such a misrepresentation. In addition, the City may debar Contractor, assert any contract claims or seek other civil or criminal remedies as a result of a misrepresentation (including costs of replacing a terminated Contractor pursuant to MCC Sect. 1-21-010.

3.3.10.2. MacBride Principles Ordinance, MCC Sect. 2-92-580

This law promotes fair and equal employment opportunities and labor practices for religious minorities in Northern Ireland and provide a better working environment for all citizens in Northern Ireland.

If this contract was let by a competitive bidding process as set forth in the Municipal Purchasing Act for Cities of 500,000 or More Population, in accordance with MCC Sect. 2-92-580 if the primary Contractor conducts any business operations in Northern Ireland, it is hereby required that the Contractor will make all reasonable and good faith efforts to conduct any business operations in
Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390 (1988 Ill. Laws 3220).

The provisions of this Section will not apply to contracts for which the City receives funds administered by the United States Department of Transportation (USDOT) except to the extent Congress has directed that USDOT not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles for Northern Ireland, or to the extent that such funds are not otherwise withheld by the USDOT.

3.3.10.3. City Hiring Plan Prohibitions

A. The City is subject to the June 16, 2014 "City of Chicago Hiring Plan" (the "2014 City Hiring Plan") entered in Shackman v. Democratic Organization of Cook County, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2014 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

B. Contractor is aware that City policy prohibits City employees from directing any individual to apply for a position with Contractor, either as an employee or as a subcontractor, and from directing Contractor to hire an individual as an employee or as a Subcontractor. Accordingly, Contractor must follow its own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by Contractor under this Contract are employees or Subcontractors of Contractor, not employees of the City of Chicago. This Contract is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by Contractor.

C. Contractor will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under this Contract, or offer employment to any individual to provide services under this Contract, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of this Contract, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

D. In the event of any communication to Contractor by a City employee or City official in violation of paragraph B above, or advocating a violation of paragraph C above, Contractor will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General, and also to the head of the relevant City Department utilizing services provided under this Contract. Contractor will also cooperate with any inquiries by OIG Hiring Oversight.

3.3.10.4. Inspector General

It is the duty of any bidder, proposer or Contractor, all Subcontractors, every applicant for certification of eligibility for a City contract or program, and all officers, directors, agents, partners and employees of any bidder, proposer, Contractor, Subcontractor or such applicant to cooperate with the Inspector General in any investigation or hearing, if applicable, undertaken pursuant to MCC Ch. 2-56. Contractor understands and will abide by all provisions of MCC Ch. 2-56.

All subcontracts must inform Subcontractors of this provision and require understanding and compliance with them.

3.3.10.5. Duty to Report Corrupt Activity
Pursuant to MCC 2-156-018, it is the duty of the Contractor to report to the Inspector General, directly and without undue delay, any and all information concerning conduct which it knows to involve corrupt activity. “Corrupt activity” means any conduct set forth in Subparagraph (a)(1), (2) or (3) of Section 1-23-020 of the MCC. Knowing failure to make such a report will be an event of default under this Contract. Reports may be made to the Inspector General’s toll free hotline, 866-IG-TIPLINE (866-448-4754).

3.3.10.6. Electronic Mail Communication
Electronic mail communication between Contractor and City employees must relate only to business matters between Contractor and the City.

3.3.10.7. EDS Update Obligation
Contractor is required to notify the City and update the EDS whenever there is a change in circumstances that makes any certification or information provided in an EDS inaccurate, obsolete or misleading. Failure to notify the City and update the EDS is grounds for declaring the Contractor in default, termination of the Contract for default, and declaring that the Contractor is ineligible for future contracts.

3.3.10.8. Wheel Tax (City Sticker)
Contractor must pay all Wheel Tax required by Chapter 3-56 of the MCC, as amended from time to time. Contractor should take particular notice of MCC 3-56-020 and MCC 3-56-125 which relate to payment of the tax for vehicles that are used on City streets or on City property by City residents. For the purposes of Chapter 3-56, any business that owns, leases or otherwise controls a place of business within the City wherein motor vehicles or semi-trailers are stored, repaired, serviced, or loaded or unloaded in connection with the business is also considered to be a City resident.

3.3.10.9. Participation By Other Local Government Agencies
If Contractor consents, other local government agencies may be eligible to participate in this Contract pursuant to the terms and conditions of this Contract if such agencies are authorized, by law or their governing bodies, to execute such purchases, and if such authorization is allowed by the Chief Procurement Officer, if such purchases have no net adverse effect on the City and result in no diminished services from the bidder to the City’s user departments pursuant to such purchases. Examples of such Local Government Agencies are: Board of Education, Chicago Park District, City Colleges of Chicago, Chicago Transit Authority, Chicago Housing Authority, Chicago Board of Elections, Metropolitan Pier and Exposition Authority (McCormick Place, Navy Pier), and the Municipal Courts. Said purchases shall be made upon the issuance of a purchase order directly from the Local Government Agency. The City will not be responsible for payment of any amounts owed by any other Local Government Agencies, and will have no liability for the acts or omissions of any other Local Government Agency.

3.3.10.10. Policy Prohibiting Sexual Harassment (Section 2-92-612 of the Chicago Municipal Code)
For purposes of this section, the following definitions shall apply:

“Contract” means any contract, purchase order, construction project, or other agreement (other than a delegate agency contract or lease of real property or collective bargaining agreement) awarded by the city and whose cost is to be paid from funds belonging to or administered by the city.

“Contractor” means the person to whom a contract is awarded.

“Sexual harassment” means any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or (ii) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or (iii)
such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

“Subcontractor” means any person that enters into a contract with a contractor to perform work on a contract.

Contractor shall, as prescribed by the Chief Procurement Officer, attest by affidavit that Contractor has a written policy prohibiting sexual harassment that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment; and (iii) the legal recourse available for victims of sexual harassment. Contractor’s affidavit is attached hereto in the Exhibit titled “Sexual Harassment Policy Affidavit”.

Contractor’s failure to have a written policy prohibiting sexual harassment as provided above shall constitute an event of default. In the event of default, the Chief Procurement Officer shall notify Contractor of such noncompliance and may, as appropriate: (i) issue Contractor an opportunity to cure consistent with the default provisions in this Agreement; (ii) terminate the contract; or (iii) take any other action consistent with the default provisions in the contract. This section shall not be construed to prohibit the City from prosecuting any person who knowingly makes a false statement of material fact to the city pursuant to Chapter 1-21 of this Code, or from availing itself of any other remedies under contract or law.

3.3.10.11. Policy on Non-Disclosure of Salary History (Section 2-92-385 of the Chicago Municipal Code)

This section applies if this Contract was advertised on or after August 25, 2018.

For purposes of this section, the following definitions shall apply:

“Contract” means any Agreement or transaction pursuant to which a contractor (i) receives City funds in consideration for services, work or goods provided or rendered, including contracts for legal or other professional services, or (ii) pays the City money in consideration for a license, grant or concession allowing it to conduct a business on City premises, and includes any contracts not awarded or processed by the Department of Procurement Services.

“Contractor” means the person to whom a contract is awarded.

As a condition of contract award, Contractor shall, as prescribed by the Chief Procurement Officer, attest by affidavit that Contractor has a policy that conforms to the following requirements:

1. Contractor shall not screen job applicants based on their wage or salary history, including by requiring that an applicant’s prior wages, including benefits or other compensation, satisfy minimum or maximum criteria; or by requesting or requiring an applicant to disclose prior wages or salary, either (i) as a condition of being interviewed, (ii) as a condition of continuing to be considered for an offer of employment, (iii) as a condition of an offer of employment or an offer of compensation, or (iv) as a condition of employment; and

2. Contractor shall not seek an applicant’s wage or salary history, including benefits or other compensation, from any current or former employer.

Contractor’s affidavit is included in Appendix C to Contractor’s Economic Disclosure Statement.

If Contractor violates the above requirements, Contractor may be deemed ineligible to contract with the City; any contract, extension, or renewal thereof awarded in violation of the above requirements may be voidable at the option of the City. Provided, however, that upon a finding of a violation by Contractor, no contract shall be voided, terminated, or revoked without consideration by the Chief Procurement Officer of such action’s impact on the Contractor’s MBE or WBE subcontractors.
3.3.11. Compliance with Environmental Laws and Related Matters

3.3.11.1. Definitions

For purposes of this section, the following definitions shall apply:

Environmental Agency: An Environmental Agency is any governmental agency having responsibility, in whole or in part, for any matter addressed by any Environmental Law. An agency need not be responsible only for matters addressed by Environmental Law(s) to be an Environmental Agency for purposes of this Contract.

Environmental Claim: An Environmental Claim is any type of assertion that Contractor or any Subcontractor is liable, or allegedly is liable, or should be held liable, under any Environmental Law, or that Contractor or any Subcontractor has or allegedly has violated or otherwise failed to comply with any Environmental Law. A non-exhaustive list of Environmental Claims includes, without limitation: demand letters, lawsuits and citations of any kind regardless of originating source.


Law(s): The word "Law" or "Laws," whether or not capitalized, is intended in the broadest possible sense, including without limitation all federal, state and local: statutes; ordinances; codes; rules; regulations; administrative and judicial orders of any kind; requirements and prohibitions of permits, licenses or other similar authorizations of any kind; court decisions; common law; and all other legal requirements and prohibitions.

Routine: As applied to reports or notices, "routine" refers to a report or notice that must be made, submitted or filed on a regular, periodic basis (e.g., quarterly, annually, biennially) and that in no way arises from a spill or other release or any kind, or from an emergency response situation, or from any actual, possible or alleged noncompliance with any Environmental Law.

3.3.11.2. Joint Ventures

If Contractor or any Subcontractor is a joint venture, then every party to every such joint venture is deemed a Subcontractor for purposes of this section, which is entitled "Compliance with Environmental Laws and Related Matters" and every subsection thereof.

3.3.11.3. Compliance With Environmental Laws

As part of or in addition to its obligation to observe and comply with all applicable laws, Contractor must observe and comply with all applicable Environmental Laws and ensure that all Subcontractors observe and comply with all applicable Environmental Laws.

Any noncompliance, by Contractor or any Subcontractor, with any Environmental Law during the time that this Contract is effective is an event of default, regardless of whether the noncompliance relates to performance of this Contract. This includes without limitation any failure by Contractor or any Subcontractor to keep current, throughout the term of this Contract, all insurance certificates, permits and other authorizations of any kind that are required, directly or indirectly, by any Environmental Law.

3.3.11.4. Costs
Any cost arising directly or indirectly, in whole or in part, from any noncompliance, by Contractor or any Subcontractor, with any Environmental Law, will be borne by the Contractor and not by the City. This includes, but is not limited to, any cost associated with removal of waste or other material from a facility lacking any required permit. No provision of this Contract is intended to create or constitute an exception to this provision.

3.3.11.5. Proof of Noncompliance; Authority; Cure
Any adjudication, whether administrative or judicial, against Contractor or any Subcontractor, for a violation of any Environmental Law, is sufficient proof of noncompliance, and therefore of an event of default, for purposes of this Contract.

Any citation issued to/against Contractor or any Subcontractor, by any government agent or entity, alleging a violation of any Environmental Law, is sufficient proof of noncompliance for purposes of this Contract, and therefore of an event of default, if the citation contains or is accompanied by, or the City otherwise obtains, any evidence sufficient to support a reasonable conclusion that a violation has occurred.

Any other evidence of noncompliance with any Environmental Law is sufficient proof of noncompliance for purposes of this Contract, and therefore of an event of default, if the evidence is sufficient to support a reasonable conclusion that noncompliance has occurred.

The CPO shall have the authority to determine whether noncompliance with an Environmental Law has occurred, based on any of the foregoing types of proof. Upon determining that noncompliance has occurred, s/he may in his/her discretion declare an event of default and may in his/her discretion offer Contractor an opportunity to cure the event of default, such as by taking specified actions, which may include without limitation ceasing and desisting from utilizing a Subcontractor.

The CPO may consider many factors in determining whether to declare an event of default, whether to offer an opportunity to cure, and if so any requirements for cure, including without limitation: the seriousness of the noncompliance, any effects of the noncompliance, Contractor’s and/or Subcontractor’s history of compliance or noncompliance with the same or other Laws, Contractor’s and/or Subcontractor’s actions or inaction towards mitigating the noncompliance and its effects, and Contractor’s or Subcontractor’s actions or inaction towards preventing future noncompliance.

3.3.11.6. Copies of Notices and Reports; Related Matters
If any Environmental Law requires Contractor or any Subcontractor to make, submit or file any non-Routine notice or report of any kind, to any Environmental Agency or other person, including without limitation any agency or other person having any responsibility for any type of emergency response activity, then Contractor must deliver a complete copy of the notice or report (or, in the case of legally required telephonic or other oral notices or reports, a comprehensive written summary of same) to the Law Department within 24 hours of making, submitting or filing the original report.

Additionally, to the extent not already achieved by Contractor’s compliance with this paragraph 3.3.10.6 and paragraph 3.3.10.8, Contractor must notify the Commissioner of the Department, within 24 hours of learning of any of the following:

(i) any release, suspected release, or threatened release of any waste or other material relating to the work performed under the Contract;

(ii) any notice of any kind received by Contractor, any Subcontractor, or any employee or agent of Contractor or any Subcontractor, from an Environmental Agency or any other person, of or relating to any release, suspected release, or threatened release of any waste or other material relating to the work performed under the Contract.

This notification must be in writing, must be submitted by a fast method such as email, and must include, to the best of Contractor’s knowledge at the time of submittal: the types and amounts of the waste or other material at issue; the location; the cause and any contributing factors; all actions
taken, being taken, and intended to be taken by Contractor and any Subcontractors; and a copy of any notice received by Contractor, any Subcontractor, or any employee or agent of Contractor or any Subcontractor. Contractor must also provide written updates to the Commissioner by email or other method as indicated by the Commissioner whenever Contractor becomes aware of information that is different from or additional to the information provided in the initial notification.

The requirements of this provision apply, regardless of whether the subject matter of the required notice or report concerns performance of this Contract.

Failure to comply with any requirement of this provision is an event of default.

3.3.11.7. Requests for Documents and Information
If the Commissioner requests documents or information of any kind that directly or indirectly relate(s) to performance of this Contract, Contractor must obtain and provide the requested documents and/or information to the Commissioner within 5 business days.

Failure to comply with any requirement of this provision is an event of default.

3.3.11.8. Environmental Claims and Related Matters
Within 24 hours of receiving, or of any Subcontractor’s receiving, notice of any Environmental Claim, Contractor must submit copies of all documents constituting or relating to the Environmental Claim to the Law Department. Thereafter, Contractor must submit copies of related documents if requested by the Law Department. These requirements apply, regardless of whether the Environmental Claim concerns performance of this Contract.

Failure to comply with any requirement of this provision is an event of default.

3.3.11.9. Preference for Recycled Materials
To the extent practicable and economically feasible and to the extent that it does not reduce or impair the quality of any work or services, Contractor must use recycled products in performance of the Contract pursuant to U.S. Environment Protection Agency (U.S. EPA) guidelines at 40 CFR Parts 247-253, which implement section 6002 of the Resource Conservation and Recovery Act, as amended, 42 USC § 6962.

3.3.11.10. No Waste Disposal in Public Way MCC 11-4-1600(E)
Contractor warrants and represents that it, and to the best of its knowledge, its Subcontractors have not violated and are not in violation of the following sections of the Code (collectively, the Waste Sections):

7-28-390 Dumping on public way;
7-28-440 Dumping on real estate without permit;
11-4-1410 Disposal in waters prohibited;
11-4-1420 Ballast tank, bilge tank or other discharge;
11-4-1450 Gas manufacturing residue;
11-4-1500 Treatment and disposal of solid or liquid waste;
11-4-1530 Compliance with rules and regulations required;
11-4-1550 Operational requirements; and
11-4-1560 Screening requirements.

During the period while this Contract is executory, Contractor’s or any Subcontractor’s violation of the Waste Sections, whether or not relating to the performance of this Contract, constitutes a breach of and an event of default under this Contract, for which the opportunity to cure, if curable, will be granted only at the sole discretion of the CPO. Such breach and default entitles the City to all remedies under the Contract, at law or in equity.

This section does not limit the Contractor’s and its Subcontractors’ duty to comply with all applicable federal, state, county and municipal laws, statutes, ordinances and executive orders, in effect now or later, and whether or not they appear in this Contract.
Non-compliance with these terms and conditions may be used by the City as grounds for the termination of this Contract, and may further affect the Contractor’s eligibility for future contract awards.

3.4. Contract Disputes

3.4.1. Procedure for Bringing Disputes to the Department

The Contractor and using Department must attempt to resolve all disputes arising under this Contract in good faith, taking such measures as, but not limited to investigating the facts of the dispute and meeting to discuss the issue(s).

In order to bring a dispute to the Commissioner of a Department, Contractor must provide a general statement of the basis for its claim, the facts underlying the claim, reference to the applicable Contract provisions, and all documentation that describes, relates to and supports the claim. By submitting a Claim, the Contractor certifies that:

A. The Claim is made in good faith;
B. The Claim’s supporting data are accurate and complete to the best of the person’s knowledge and belief;
C. The amount of the Claim accurately reflects the amount that the claimant believes is due from the City; and
D. The certifying person is duly authorized by the claimant to certify the Claim.

The Commissioner shall have 30 days from receipt of the Claim to render a written “final decision of the Commissioner” stating the Commissioner’s factual and contractual basis for the decision. However, the Commissioner may take an additional period, not to exceed 10 days, to render the final decision. If the Commissioner does not render a “final decision of the Commissioner” within the prescribed time frame, then the Claim should be deemed denied by the Commissioner.

3.4.2. Procedure for Bringing Disputes before the CPO

Only after the Commissioner has rendered a final decision denying the Contractor’s claim may a dispute be brought before the CPO.

If the Contractor and using Department are unable to resolve the dispute, prior to seeking any judicial action, the Contractor must and the using Department may submit the dispute the CPO for an administrative decision based upon the written submissions of the parties. The party submitting the dispute to the CPO must include documentation demonstrating its good faith efforts to resolve the dispute and either the other party’s failure to exercise good faith efforts or both parties’ inability to resolve the dispute despite good faith efforts.

The decision of the CPO is final and binding. The sole and exclusive remedy to challenge the decision of the CPO is judicial review by means of a common law writ of certiorari.

The administrative process is described more fully in the “Regulations of the Department of Procurement Services for Resolution of Disputes between Contractors and the City of Chicago”, which are available in City Hall, 121 N. LaSalle Street, Room 103, Bid and Bond Room, and on-line at:


3.5. Events of Default and Termination

3.5.1. Events of Default

In addition to any breach of contract and events of default described within the Contract Documents, the following constitute an event of default:

A. Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the City.
B. Contractor’s material failure to perform any of its obligations under this Contract including the following:

C. Failure to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the timely performance of the Services

D. Failure to have and maintain all professional licenses required by law to perform the Services;

E. Failure to timely perform the Services;

F. Failure to perform the Services in a manner reasonably satisfactory to the Commissioner or the CPO or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;

G. Failure to promptly re-perform, as required, within a reasonable time and at no cost to the City, Services that are rejected as erroneous or unsatisfactory;

H. Discontinuance of the Services for reasons within Contractor’s reasonable control;

I. Failure to update promptly EDS(s) furnished in connection with this Contract when the information or responses contained in it or them is no longer complete or accurate;

J. Failure to comply with any other term of this Contract, including the provisions concerning insurance and nondiscrimination; and

K. Any change in ownership or control of Contractor without the prior written approval of the CPO, which approval the CPO will not unreasonably withhold.

L. Contractor’s default under any other Contract it may presently have or may enter into with the City during the life of this Contract. Contractor acknowledges and agrees that in the event of a default under this Contract the City may also declare a default under any such other agreements.

M. Contractor’s repeated or continued violations of City ordinances unrelated to performance under the Contract that in the opinion of the CPO indicate a willful or reckless disregard for City laws and regulations.

N. Contractor’s use of a subcontractor that is currently debarred by the City or otherwise ineligible to do business with the City.

3.5.2. Cure or Default Notice

The occurrence of any event of default permits the City, at the City’s sole option, to declare Contractor in default.

The CPO will give Contractor written notice of the default, either in the form of a cure notice ("Cure Notice"), or, if no opportunity to cure will be granted, a default notice ("Default Notice").

If a Cure Notice is sent, the CPO may in his/her sole discretion will give Contractor an opportunity to cure the default within a specified period of time, which will typically not exceed 30 days unless extended by the CPO. The period of time allowed by the CPO to cure will depend on the nature of the event of default and the Contractor’s ability to cure. In some circumstances the event of default may be of such a nature that it cannot be cured. Failure to cure within the specified time may result in a Default Notice to the Contractor.

Whether to issue the Contractor a Default Notice is within the sole discretion of the CPO and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Contract.

If the CPO issues a Default Notice, the CPO will also indicate any present intent the CPO may have to terminate this Contract. The decision to terminate is final and effective upon giving the notice. If the CPO decides not to terminate, this decision will not preclude the CPO from later deciding to terminate.
the Contract in a later notice, which will be final and effective upon the giving of the notice or on such later date set forth in the Default Notice.

When a Default Notice with intent to terminate is given, Contractor must discontinue any Services, unless otherwise directed in the notice.

3.5.3. Remedies
After giving a Default Notice, the City may invoke any or all of the following remedies:

   A. The right to take over and complete the Services, or any part of them, at Contractor's expense and as agent for Contractor, either directly or through others, and bill Contractor for the cost of the Services, and Contractor must pay the difference between the total amount of this bill and the amount the City would have paid Contractor under the terms and conditions of this Contract for the Services that were assumed by the City as agent for Contractor.

   B. The right to terminate this Contract as to any or all of the Services yet to be performed effective at a time specified by the City;

   C. The right to seek specific performance, an injunction or any other appropriate equitable remedy;

   D. The right to seek money damages;

   E. The right to withhold all or any part of Contractor's compensation under this Contract;

   F. The right to deem Contractor non-responsible in future contracts to be awarded by the City.

3.5.4. Non-Exclusivity of Remedies
The remedies under the terms of this Contract are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the City considers expedient.

3.5.5. City Reservation of Rights
If the CPO considers it to be in the City's best interests, the CPO may elect not to declare default or to terminate this Contract. The parties acknowledge that this provision is solely for the benefit of the City and that if the City permits Contractor to continue to provide the Services despite one or more events of default, Contractor is in no way relieved of any of its responsibilities, duties or obligations under this Contract, nor does the City waive or relinquish any of its rights.

3.5.6. Early Termination
The City may terminate this Contract, in whole or in part, at any time by a notice in writing from the City to the Contractor. The effective date of termination will be the date the notice is received by the Contractor or the date stated in the notice, whichever is later.

After the notice is received, the Contractor must restrict its activities, and those of its Subcontractors, to activities pursuant to direction from the City. No costs incurred after the effective date of the termination are allowed unless the termination is partial.

Contractor is not entitled to any anticipated profits on services, work, or goods that have not been provided. The payment so made to the Contractor is in full settlement for all services, work or goods satisfactorily provided under this Contract. If the Contractor disputes the amount of compensation determined by the City to be due Contractor, then the Contractor must initiate dispute settlement procedures in accordance with the Disputes provision.

If the City's election to terminate this Contract for default pursuant to the default provisions of the Contract is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be deemed to be an early termination pursuant to this Early Termination provision.
3.6. Department-specific Requirements
Contractor must comply with the relevant user Department’s specific requirements in the performance of this Contract if applicable.

3.6.1. Department of Aviation Standard Requirements
For purposes of this section "Airport" refers to either Midway International Airport or O’Hare International Airport, which are both owned and operated by the City of Chicago.

3.6.1.1. Confidentiality of Airport Security Data
Contractor has an ongoing duty to protect confidential information, including but not limited to any information exempt from disclosure under the Illinois Freedom of Information Act such as information affecting security of the airport ("Airport Security Data"). Airport Security Data includes any Sensitive Security Information as defined by 49 CFR Part 1520. Contractor acknowledges that information provided to, generated by, or encountered by Contractor may include Airport Security Data. If Contractor fails to safeguard the confidentiality of Airport Security Data, Contractor is liable for the reasonable costs of actions taken by the City, the airlines, the Federal Aviation Administration ("FAA"), or the Transportation Security Administration ("TSA") that the applicable entity, in its sole discretion, determines to be necessary as a result, including without limitation the design and construction of improvements, procurement and installation of security devices, and posting of guards. All Subcontracts or purchase orders entered into by the Contractor, with parties providing material, labor or services to complete the Work, must contain the language of this section. If the Contractor fails to incorporate the required language in all Subcontracts or purchase orders, the provisions of this section are deemed incorporated in all Subcontracts or purchase orders.

3.6.1.2. Aviation Security
This Contract is subject to the airport security requirements of 49 United States Code, Chapter 449, as amended, the provisions of which govern airport security and are incorporated by reference, including without limitation the rules and regulations in 14 CFR Part 107 and all other applicable rules and regulations promulgated under them. All employees providing services at the City’s airports must be badged by the City. (See Airport Security Badges.) Contractor, Subcontractors and the respective employees of each are subject to such employment investigations, including criminal history record checks, as the Administrator of the Federal Aviation Administration ("FAA"), the Under Secretary of the Transportation Security Administration ("TSA"), and the City may deem necessary. Contractor, Subcontractors, their respective employees, invites and all other persons under the control of Contractor must comply strictly and faithfully with any and all rules, regulations and directions which the Commissioner, the FAA, or the TSA may issue from time to time may issue during the life of this Contract with regard to security, safety, maintenance and operation of the Airport and must promptly report any information regarding suspected violations in accordance with those rules and regulations.

Gates and doors that permit entry into restricted areas at the Airport must be kept locked by Contractor at all times when not in use or under Contractor’s constant security surveillance. Gate or door malfunctions must be reported to the Commissioner without delay and must be kept under constant surveillance by Contractor until the malfunction is remedied.

3.6.1.3. Airport Security Badges
As part of airport operations and security, the Contractor must obtain from the airport badging office Airport Security Badges for each of his employees, subcontractors, material men, invites or any person(s) over whom Contractor has control, which must be visibly displayed at all times while at the airport. No person will be allowed beyond security checkpoints without a valid Airport Security Badge. Each such person must submit signed and properly completed application forms to receive Airport Security Badges. Additional forms and tests may be required to obtain Airport Drivers Certification and Vehicle Permits. The application forms will solicit such information as the Commissioner may require in his discretion, including but not limited to name, address, date of
The Contractor is responsible for requesting and completing the form for each employee and subcontractor employee who will be working at the Airport and all vehicles to be used on the job site. Upon signed approval of the application by the Commissioner or his designee, the employee will be required to attend a presentation regarding airport security and have his or her photo taken for the badge. The Commissioner may grant or deny the application in his sole discretion. The Contractor must make available to the Commissioner, within one day of request, the personnel file of any employee who will be working on the project.

As provided in Aviation Security above, in order for a person to have an Airport Security Badge that allows access to the airfield or aircraft, a criminal history record check (CHRC) conducted by the Department of Aviation will also be required. The CHRC will typically include a fingerprint analysis by the Federal Bureau of Investigation and such other procedures as may be required by the TSA.

Airport Security Badges, Vehicle Permits and Drivers Licenses will only be issued based upon properly completed application forms. Employees or vehicles without proper credentials may be removed from the secured area and may be subject to fine or arrest. Contractor will be jointly and severally liable for any fines imposed on its employees or its Subcontractors employees.

In addition to other rules and regulations, the following rules related to Airport Security Badges, Vehicle Permits and Drivers Licenses must be adhered to:

A. Each person must wear and display his or her Airport Security Badge on their outer apparel at all times while at the airport.

B. All individuals operating a vehicle on the Aircraft Operations Area (AOA) must be familiar and comply with motor driving regulations and procedures of the State of Illinois, City of Chicago and the Department of Aviation. The operator must be in possession of a valid, State-issued Motor Vehicle Operators Driver’s License. All individuals operating a vehicle on the AOA without an escort must also be in possession of a valid Aviation-issued Airport Drivers Permit.

C. All operating equipment must have an Airport Vehicle Access Permit affixed to the vehicle at all times while operating on the Airport. All required City stickers and State Vehicle Inspection stickers must be valid.

D. Individuals must remain within their assigned area and haul routes unless otherwise instructed by the Department of Aviation.

E. The Contractors personnel who function as supervisors, and those that escort the Contractors equipment/operators to their designated work sites, may be required to obtain an added multi-area access designation on their personnel Airport Security Badge which must also be displayed while on the AOA.

3.6.1.4. General Requirements Regarding Airport Operations

3.6.1.4.1. Priority of Airport Operations

Where the performance of the Contract may affect airport operation, the Contractor must cooperate fully with the Commissioner and his representatives in all matters pertaining to public safety and airport operation. Whether or not measures are specifically required by this Contract, the Contractor at all times must maintain adequate protection to safeguard aircraft, the public and all persons engaged in the work and must take such precaution as will accomplish such end, without interference with aircraft, the public, or maintenance and operations of the airport.

The Contractor's attention is drawn to the fact that airport facilities and infrastructure, including but not limited to runways, taxiways, vehicular roadways, loadways, loading aprons, concourses, holdrooms, gates, and passenger right-of-ways, are being used for scheduled and unscheduled civilian air transportation. Arrivals and departures are under the control of the
FAA control tower(s). Use of the Airport for air transportation takes precedence over all of the Contractor’s operations. No extra compensation will be allowed for any delays brought about by the operations of the Airport which require that Contractor’s work must be interrupted or moved from one part of the work site to another.

3.6.1.4.2. Interruption of Airport Operations
If Contractor requires interruption of Airport facilities or utilities in order to perform work, Contractor must notify the Deputy Commissioner in charge of the project at least five (5) working days in advance of such time and must obtain the Deputy Commissioner’s approval prior to interrupting the service. Interruption of service must be kept to an absolute minimum, and to the extent practicable the work which occasions such interruptions must be performed in stages in order to reduce the time of each interruption. In case of interruptions of electrical services, service must be restored prior to sunset of the same day.

Prior to start of work, the Contractor must request of the Deputy Commissioner in charge of the project to provide specific requirements and instructions which are applicable to the particular work site areas, including, but not limited to, areas available for storage of any equipment, materials, tools and supplies needed to perform the work. Contractors must advise the Deputy Commissioner in charge of the project of the volume of equipment, materials, tools, and supplies that will be required in the secured areas of the airport in order to make arrangements for inspection of such equipment, materials, tools, and supplies at a security checkpoint.

3.6.1.4.3. Safeguarding of Airport Property and Operations
The Contractor must not permit or allow its employees, subcontractors, material men, invitees or any other persons over whom Contractor has control to enter or remain upon, or to bring or permit any equipment, materials, tools, or supplies to remain upon any part of the work site if any hazard to aircraft, threat to airport security, or obstruction of airport maintenance and operations, on or off the ground, would be created in the opinion of either the Commissioner or the Deputy Commissioner. Contractors must safeguard, and may be required to account for, all items brought beyond a security checkpoint, especially with respect to tools used in a terminal building.

3.6.1.4.4. Work on the Airfield
For any work on the airfield, between sunset and sunrise, any equipment and materials stored outside must be marked with red obstruction lights acceptable to the Commissioner and in conformity with all FAA requirements, including Advisory Circular 150/5345-43F. All obstruction lights must be kept continuously in operation between sunset and sunrise 7 days a week and also during any daylight periods when aircraft ceiling is below 500 feet and visibility is less than 5 miles. Information on ceiling and visibility may be obtained by the Contractor on request at the office of the Deputy Commissioner of Operations or from the FAA Control Tower Operator. Proper compliance with these obstruction light requirements is essential to the protection of aircraft and human life and the Contractor has the responsibility of taking the initiative at all times to be aware of ceiling and visibility conditions, without waiting for the FAA Control Tower Operator or any other City representative to ask the Contractor to post obstruction lights.

For any work on the airfield, the Contractor must furnish aircraft warning flags, colored orange and white, in two sizes, one size 2’ x 3’ for hand use, and one size 3’ x 5’. Each separate group or individual in all work areas, regardless of whether or not near runways, taxiways or aprons, must display a flag which must be maintained vertical at all times. Each truck or other piece of equipment of the Contractor must have attached to it, in a vertical and clearly visible position, a warning flag of the larger size. Except as otherwise agreed by the Commissioner or his designee, all cranes or booms used for construction work on the airfield must be lowered to ground level and moved 200 feet off the runways, taxiways and aprons during all hours of
darkness and during all daylight hours when the aircraft ceiling is below the minimums specified in this section.

The Contractor acknowledges the importance of fully complying with the requirements of this section in order to protect aircraft and human life, on or off the ground. Failure on the part of the Contractor to perform the work in accordance with the provisions of this section and to enforce same with regard to all subcontractors, material men, laborers, invitees and all other persons under the Contractor's control is an event of default.

3.6.1.4.5. Parking Restrictions
Prior to commencing work, the Contractor must provide the Deputy Commissioner in charge of the project with an estimate of the number of vehicles that will require parking. Contractors are encouraged to provide employee parking elsewhere and shuttle their employees to the work site. The Department of Aviation may, but is not required to, provide parking areas for a limited number of vehicles in designated storage areas. All other vehicles must be parked in the public parking lots at the Airport, and there will be no reduced rate or complimentary parking for such vehicles. Employees must not, at any time, park their personal automobiles, no matter how short the duration, in any drive, road, or any other non-parking lot location at the airport. Such vehicles will be subject to immediate towing at the employees expense.

3.6.1.5. General Civil Rights (Airport and Airway Improvement Act of 1982, Section 520)
The contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

3.6.2. Emergency Management and Communications (OEMC) Security Requirements
3.6.2.1. Identification of Workers and Vehicles
All employees and vehicles working within O.E.M.C facilities must be properly identified. All vehicles and personnel passes will be issued to the Contractor by the Executive Director, as required. Contractor, Subcontractors, and employees must return identification material to the Executive Director upon completion of their respective work within the Project, and in all cases, the Contractor must return all identification material to the Executive Director after completion of the Project. Final Contract Payment will not be made until all passes issued have been returned to O.E.M.C Security.

3.6.2.2. Access to Facilities
For purposes of this section, "employee" refers to any individual employed or engaged by Contractor or by any Subcontractor. If the Contractor, or any employee, in the performance of this Contract, has or will have access to a Office of Emergency Management and Communications (O.E.M.C) facility, the City may conduct such background and employment checks, including criminal history record checks and work permit documentation, as the Executive Director of the Office of Emergency Management and Communications and the City may deem necessary, on the Contractor, any Subcontractor, or any of their respective employees. The Executive Director of the Office of Emergency Management and Communications has the right to require the Contractor to supply or provide access to any additional information the Executive Director deems relevant.
Before beginning work on the project, Contractor must:

Provide the City with a list of all employees requiring access to enable the City to conduct such background and employment checks;

Deliver to the City consent forms signed by all employees who will work on the project consenting to the City's and the Contractor's performance of the background checks described in this Section; and
Deliver to the City consent forms signed by all employees who will require access to the O.E.M.C facility consenting to the searches described in this Section.

The Executive Director may preclude Contractor, any Subcontractor, or any employee from performing work on the project. Further, the Contractor must immediately report any information to the Executive Director relating to any threat to O.E.M.C infrastructure or facilities or the water supply of the City and must fully cooperate with the City and all governmental entities investigating the threat. The Contractor must, notwithstanding anything contained in the Contract Documents to the contrary, at no additional cost to the City, adhere, and cause its Subcontractors to adhere, to any security and safety guidelines developed by the City and furnished to the Contractor from time to time during the term of the Contract and any extensions of it.

Each employee whom Contractor wishes to have access to an O.E.M.C facility must submit a signed, completed "Area Access Application" to the O.E.M.C to receive a O.E.M.C Security Badge. If Contractor wishes a vehicle to have access to a O.E.M.C facility, Contractor must submit a vehicle access application for that vehicle. The applications will solicit such information as the Executive Director may require in his discretion, including name, address, date of birth (and for vehicles, driver’s license and appropriate stickers). The Contractor is responsible for requesting and completing these forms for each employee who will be working at O.E.M.C facilities and all vehicles to be used on the job site. The Executive Director may grant or deny the application in his sole discretion. The Contractor must make available to the Executive Director, within one (1) day of request, the personnel file of any employee who will be working on the project.

At the Executive Director’s request, the Contractor and Subcontractor must maintain an employment history of employees going back five years from the date Contractor began Work or Services on the project. If requested, Contractor must certify that it has verified the employment history as required on the form designated by the Executive Director. Contractor must provide the City, at its request, a copy of the employment history for each employee. Employment history is subject to audit by the City.

3.6.2.3. Security Badges and Vehicle Permits

O.E.M.C Security Badges and Vehicle Permits will only be issued based upon properly completed Area Access Application Forms. Employees or vehicles without proper credentials will not be allowed on O.E.M.C property.

The following rules related to Security Badges and Vehicle Permits must be adhered to:

A. Each employee must wear and display the O.E.M.C Security Badge issued to that employee on his or her outer apparel at all times.

B. At the sole discretion of the Executive Director and law enforcement officials, including but not limited to the Chicago Police Department, Cook County Sheriffs Office, Illinois State Police or any other municipal, state or federal law enforcement agency, all vehicles (and their contents) are subject to interior and/or exterior inspection entering or exiting O.E.M.C facilities, and all employees and other individuals entering or exiting O.E.M.C facilities are subject to searches. Vehicles may not contain any materials other than those needed for the project. The Executive Director may deny access to any vehicle or individual in his sole discretion.

C. All individuals operating a vehicle on O.E.M.C property must be familiar and comply with motor driving regulations and procedures of the State of Illinois and the City of Chicago. The operator must be in possession of a valid, state-issued Motor Vehicle Operator’s Driver License.

D. All required City stickers and State Vehicle Inspection stickers must be valid.

E. Individuals must remain within their assigned area and haul routes unless otherwise instructed by the City.
F. Access to the Work sites will be as shown or designated on the Contract Documents Drawings or determined by the Executive Director. The Executive Director may deny access when, in his sole discretion, the vehicle or individual poses some security risk to O.E.M.C.

3.6.2.4. Gates and Fences
Whenever the Contractor receives permission to enter O.E.M.C property in areas that are exit/entrance points not secured by the City, the Contractor may be required to provide gates that comply with O.E.M.C design and construction standards. Contractor must provide a licensed and bonded security guard, subject to the Executive Director’s approval and armed as deemed necessary by the Executive Director, at the gates when the gates are in use. O.E.M.C Security will provide the locks. Failure to provide and maintain the necessary security will result in an immediate closure by O.E.M.C personnel of the point of access.

Stockpiling materials and parking of equipment or vehicles near O.E.M.C security fencing is prohibited.

Any security fencing, gates, or alarms damaged by the Contractor or its Subcontractors must be manned by a licensed and bonded security guard of the Contractor at Contractor's expense until the damaged items are restored. Contractor must restore them to their original condition within an eight (8) hour period from the time of notice given by the Executive Director.

Temporary removal of any security fencing, gate or alarm to permit construction must be approved by the Executive Director, and Contractor must man the site by a licensed and bonded security guard, approved by and armed as deemed necessary by the Executive Director, at Contractor’s expense, on a twenty-four (24) hour basis during the period of temporary removal. Contractor must restore the items removed to their original condition when construction is completed.

3.6.2.5. Hazardous or Illegal Materials
Unauthorized hazardous or illegal materials, including but not limited to hazardous materials as defined in 49 C.F.R. Parts 100-185 (e.g. explosives, oxidizers, radiological materials, infectious materials), contraband, firearms and other weapons, illegal drugs and drug paraphernalia, may not be taken on O.E.M.C property. Alcoholic beverages are also prohibited.

3.6.3. Chicago Police Department Security Requirements
As part of Police operations and security, the Contractor must obtain from the Police Department, Security Badges for each of its employees, subcontractors, material men, invitees or any person(s) over whom Contractor has control, which must be visibly displayed at all times while at any Police Department facility. No person will be allowed beyond security checkpoints without a valid Security Badge. Each such person must submit signed and properly completed application forms to receive Security Badges. The application forms will solicit such information as the Superintendent may require; including but not limited to name, address, date of birth (driver's license). The Contractor is responsible for requesting and completing the form for each employee and subcontractors employee. The Superintendent may grant or deny the application in his sole discretion. The Contractor must make available to the Superintendent, within one (1) day of request, the personnel file of any employee who will be working on the project.

In addition to other rules and regulations, the following rules related to Security Badges, must be adhered to:

A. Each person must wear and display his or her Security Badge on their outer apparel at all times while at any Chicago Police Department facility.

B. Individuals must remain within their assigned area unless otherwise instructed by the Chicago Police Department.

3.6.4. Department of Water Management ("DOWM") Security Requirements

3.6.4.1. Identification of Workers and Vehicles
All employees and vehicles working within DOWM facilities must be properly identified. All vehicles and personnel passes will be issued to the Contractor by the Commissioner, as required. Contractor, Subcontractors, and employees must return identification material to the Commissioner upon completion of their respective work within the Project, and in all cases, the Contractor must return all identification material to the Commissioner after completion of the Project. Final Contract Payment will not be made until all passes issued have been returned to DOWM Security.

3.6.4.2. Access to Facilities
For purposes of this section, "employee" refers to any individual employed or engaged by Contractor or by any Subcontractor. If the Contractor, or any employee, in the performance of this Contract, has or will have access to a Department of Water Management (DOWM) facility, the City may conduct such background and employment checks, including criminal history record checks and work permit documentation, as the Commissioner of the Department of Water Management and the City may deem necessary, on the Contractor, any Subcontractor, or any of their respective employees. The Commissioner of the Department of Water Management has the right to require the Contractor to supply or provide access to any additional information the Commissioner deems relevant. Before beginning work on the project, Contractor must:

Provide the City with a list of all employees requiring access to enable the City to conduct such background and employment checks;

Deliver to the City consent forms signed by all employees who will work on the project consenting to the City's and the Contractor's performance of the background checks described in this Section; and

Deliver to the City consent forms signed by all employees who will require access to the DOWM facility consenting to the searches described in this Section.

The Commissioner may preclude Contractor, any Subcontractor, or any employee from performing work on the project. Further, the Contractor must immediately report any information to the Commissioner relating to any threat to DOWM infrastructure or facilities or the water supply of the City and must fully cooperate with the City and all governmental entities investigating the threat. The Contractor must, notwithstanding anything contained in the Contract Documents to the contrary, at no additional cost to the City, adhere, and cause its Subcontractors to adhere, to any security and safety guidelines developed by the City and furnished to the Contractor from time to time during the term of the Contract and any extensions of it.

3.6.4.3. Security Badges and Vehicle Permits
Each employee whom Contractor wishes to have access to a DOWM facility must submit a signed, completed "Area Access Application" to the DOWM to receive a DOWM Security Badge. If Contractor wishes a vehicle to have access to a DOWM facility, Contractor must submit a vehicle access application for that vehicle. The applications will solicit such information as the Commissioner may require in his discretion, including name, address, date of birth (and for vehicles, driver's license and appropriate stickers). The Contractor is responsible for requesting and completing these forms for each employee who will be working at DOWM facilities and all vehicles to be used on the job site. The Commissioner may grant or deny the application in his sole discretion. The Contractor must make available to the Commissioner, within one (1) day of request, the personnel file of any employee who will be working on the project.

At the Commissioner's request, the Contractor and Subcontractor must maintain an employment history of employees going back five years from the date Contractor began Work or Services on the project. If requested, Contractor must certify that it has verified the employment history as required on the form designated by the Commissioner. Contractor must provide the City, at its request, a copy of the employment history for each employee. Employment history is subject to audit by the City.
DOWM Security Badges and Vehicle Permits will only be issued based upon properly completed Area Access Application Forms. Employees or vehicles without proper credentials will not be allowed on DOWM property.

The following rules related to Security Badges and Vehicle Permits must be adhered to:

A. Each employee must wear and display the DOWM Security Badge issued to that employee on his or her outer apparel at all times.

B. At the sole discretion of the Commissioner and law enforcement officials, including but not limited to the Chicago Police Department, Cook County Sheriffs Office, Illinois State Police or any other municipal, state or federal law enforcement agency, all vehicles (and their contents) are subject to interior and/or exterior inspection entering or exiting DOWM facilities, and all employees and other individuals entering or exiting DOWM facilities are subject to searches. Vehicles may not contain any materials other than those needed for the project. The Commissioner may deny access to any vehicle or individual in his sole discretion.

C. All individuals operating a vehicle on DOWM property must be familiar and comply with motor driving regulations and procedures of the State of Illinois and the City of Chicago. The operator must be in possession of a valid, state-issued Motor Vehicle Operator’s Driver License.

D. All required City stickers and State Vehicle Inspection stickers must be valid.

E. Individuals must remain within their assigned area and haul routes unless otherwise instructed by the City.

F. Access to the Work sites will be as shown or designated on the Contract Documents Drawings or determined by the Commissioner. The Commissioner may deny access when, in his sole discretion, the vehicle or individual poses some security risk to DOWM.

3.6.4.4. Gates and Fences
Whenever the Contractor receives permission to enter DOWM property in areas that are exit/entrance points not secured by the City, the Contractor may be required to provide gates that comply with DOWM design and construction standards. Contractor must provide a licensed and bonded security guard, subject to the Commissioner’s approval and armed as deemed necessary by the Commissioner, at the gates when the gates are in use. DOWM Security will provide the locks. Failure to provide and maintain the necessary security will result in an immediate closure by DOWM personnel of the point of access.

Stockpiling materials and parking of equipment or vehicles near DOWM security fencing is prohibited.

Any security fencing, gates, or alarms damaged by the Contractor or its Subcontractors must be manned by a licensed and bonded security guard of the Contractor at Contractor’s expense until the damaged items are restored. Contractor must restore them to their original condition within an eight (8) hour period from the time of notice given by the Commissioner.

Temporary removal of any security fencing, gate or alarm to permit construction must be approved by the Commissioner, and Contractor must man the site by a licensed and bonded security guard, approved by and armed as deemed necessary by the Commissioner, at Contractor’s expense, on a twenty-four (24) hour basis during the period of temporary removal. Contractor must restore the items removed to their original condition when construction is completed.

3.6.4.5. Hazardous or Illegal Materials
Unauthorized hazardous or illegal materials, including but not limited to hazardous materials as defined in 49 C.F.R. Parts 100-185 (e.g. explosives, oxidizers, radiological materials, infectious
materials), contraband, firearms and other weapons, illegal drugs and drug paraphernalia, may not be taken on DOWM property. Alcoholic beverages are also prohibited.
ARTICLE 4. TERMS FOR WORK SERVICES CONTRACTS

4.1. The Services

4.1.1. Scope of Services
The scope of services ("Services") is described in the Scope of Work and Detailed Specifications article of this agreement.

Unless otherwise noted, the Contractor must take out, at Contractor’s own expense, all permits and licenses necessary to perform the Services in accordance with the requirements of this Contract.

4.1.2. Estimated Quantities/Level of Service
Any quantities or level of usage shown herein are estimated for the initial Contract term. The City reserves the right to increase or decrease the quantities or level of Services required under this Contract. Nothing herein will be construed as intent on the part of the City to contract for any Services other than those determined by the City to be necessary to meet its needs.

The City will only be obligated to pay for such Services as are from time to time requested, performed, and issued via a Purchase Order release directly by the City.

4.1.3. Unspecified Services
Any service not specifically included in the Scope of Work and Detailed Specifications article may be added to this Contract if it falls within the same general category of Services already specified in the Contract. Pursuant to MCC Section 2-92-646, the lifetime, aggregate value of the City’s purchase of any Services added to this Contract must not exceed ten percent (10%) of the original value of the Contract.

The Department will notify the Contractor in writing of the services which are necessary and request a written price proposal for the addition of the services to this Contract under the same terms and conditions of the original Contract, then forward the documents to the CPO. Such services may be added to the Contract only if the prices are competitive with current market prices and said services are approved by the CPO in writing. The CPO reserves the right to seek competitive pricing information on said services from other vendors and to solicit such services in a manner that serves the best interest of the City.

Any such services provided by the Contractor, without a written approval signed by the CPO, are done so entirely at the Contractor’s risk. Consequently, in the event that such addition to the Contract is not approved by the CPO, the Contractor hereby releases the City from any liability whatsoever to pay for any services provided prior to the Contractor’s receipt of the fully signed modification.

4.2. Performance of the Services

4.2.1. Standard of Performance
Contractor shall perform the Services with that degree of skill and care required to satisfactorily meet the requirements as set forth in the Detailed Specifications and to the satisfaction of the CPO. The Contractor will, at all times, act in the best interest of the City.

4.2.2. Standard Working Hours
Pursuant to MCC Section 2-92-220 a standard working day consists of 8 hours for this Contract; shifts must be coordinated with the Department. No overtime or premium pay is allowed unless otherwise specified in the Detailed Specifications and authorized by the Commissioner.

4.2.3. Character of Workers
The Contractor must employ only competent and efficient workers and whenever, in the opinion of the City, any such worker is careless, incompetent, violates safety or security rules, obstructs the progress of the work or services to be performed under this Contract, acts contrary to instructions or acts improperly, or fails to follow the safety requirements of this Contract, the Contractor must, upon request of the City, discharge or otherwise remove such worker from the work or services to be performed under this Contract and must not use such worker again, except with the written consent of
the City. The Contractor must not permit any person to work upon the work or services to be performed under this Contract or enter into any buildings connected therewith who is under the influence of intoxicating liquors or controlled substances.

4.2.4. Quality of Materials and Inspection
The City will have a right to inspect any material to be used in performance of the Services for this Contract.

The City is not responsible for the availability of any materials or equipment required under this Contract.

The Contractor is responsible for the meeting the contractual obligations and standards regarding the quality of all materials, components, or services performed under this Contract up to the time of final acceptance by the City.

Non-compliant materials, components, or Services may be rejected by the CPO and must be replaced or re-performed by the Contractor at no cost to the City.

The City shall provide written notice to the Contractor indicating the time period in which Contractor must, at its sole expense, remove from City premises, any materials or components rejected by the City.

Any and all labor and materials which may be required to correct or replace damaged, defective or non-conforming products must be provided by the Contractor at no cost to the City. The Contractor must correct or replace the incorrect, damaged or defective or non-conforming goods within seven business days of the return unless otherwise provided in the Detailed Specifications. The City of Chicago will not be subject to restocking charges.

Failure to correct or replace unacceptable goods, or repeated delivery of unacceptable goods, will be an event of default under this Contract.

4.2.5. Manufacturer’s Warranty and Product Information
If in performance of the Services, the Contractor provides any goods, the Contractor must have, and must demonstrate upon request, that it has authorization to transfer product warranties to the City of Chicago. The Contractor is required to provide and transfer all documentation issued by the manufacturer for the products to be provided under this Contract. This includes the manufacturer’s genuine parts/product information, recall notices, manuals, licenses, assemblies and/or accessories as supplied by the original equipment manufacturer (O.E.M.).

The Contractor must provide the original product warranty and related services for the goods provided under this Contract in accordance with the standard warranty regularly supplied.

4.2.6. Contractor’s Warranties
If in performance of the Services, the Contractor provides any goods, the Contractor warrants that the title to the goods to be provided under this Contract is good and its transfer is rightful, and that the goods will be delivered free from any security interest or other encumbrance of which Contractor has not informed the City.

The Contractor expressly warrants that all goods shall be merchantable within the meaning of Article 2-314(2) of the Uniform Commercial Code in effect on the date they are ordered. In addition to all warranties that may be prescribed by law, the goods shall conform to specifications, drawings, and other description and shall be free from defects in materials and workmanship. Contractor also warrants that, except where the goods are produced pursuant to detailed designs furnished by the City, they will be free from defects in design. Such warranties, including warranties prescribed by law, shall run to City, its successors, assigns, customers, and to users of the goods.

At a minimum, the Contractor hereby warrants for a period of at least one year from the date of final acceptance by the City, that it will, at its own expense and without any cost to the City, replace all defective parts that may be required or made necessary by reason of defective design, material or
workmanship, or by reason of non-compliance with the Contract Documents. The warranty period will commence on the first day the individual item is placed in service by the City. The City may revoke acceptance if the materials, goods, or components are later discovered not to be in conformance with this Contract.

For any construction work included in the Services, the Contractor’s Warranty means the Contractor’s representation as to the character and quality of the Services in accordance with the terms and conditions of the Contract Documents, and the Contractor’s promise to repair and replace the work not in conformance with such representations. Without limiting the scope or duration of any Manufacturer’s Warranty provided for specific parts of the work, all work furnished under this Contract is guaranteed by Contractor against defective materials and workmanship, improper installation or performance, and non-compliance with the Contract Documents for a period of one year. Unless otherwise specified, the one-year period will begin on the date of final acceptance by the Commissioner.

However, if at any time beyond the one-year Contractor’s Warranty period, a latent defect in the work is discovered, the Contractor shall be responsible for re-performance, payment of damages, or such other remedy as deemed appropriate by the City.

4.2.6.1. Correction or Re-Performance of Services
If the Contractor has failed to properly perform the Services, upon direction in writing from the Commissioner, Contractor will promptly re-perform or correct all work or Services identified to be defective or as failing to conform to the standards set forth in the Contract Documents, whether observed before or after completion of the Services. The Contractor is responsible for all costs of correcting such defective or nonconforming Services, including costs associated with fixing any damages, re-performing the Services, and any costs required due to Contractor’s inadequate performance.

4.2.6.2. Timeliness
The Contractor must provide the Services in the time-frame required in the Detailed Specifications. If Contractor’s response and/or completion time for performance of the Services fails to meet this standard, the CPO may declare the Contractor in default.

4.2.6.3. Delay
If the City has caused the Contractor be obstructed or delayed in the commencement, prosecution or completion of the Services by any act or delay of the City or by order of the Commissioner, then the time herein fixed for the completion of said Services will be extended for an equivalent period of time.

It is otherwise understood that no extension of time will be granted to the Contractor unless Contractor, immediately upon knowledge of the causes of an unavoidable delay, first notifies the Commissioner and CPO in writing, stating the approximate expected duration of delay. Contractor shall not be entitled to an extension of time without such prior notification and request for extension.

The CPO and the Commissioner will determine the number of days, if any, that the Contractor has been delayed. Such determination when approved and authorized in writing by the Commissioner and CPO, will be final and binding.

It is further expressly understood and agreed that the Contractor shall not be entitled to any damages or compensation from the City, or be reimbursed for any loss or expense on account of any delay or delays resulting from any of the causes aforesaid.

4.2.7. Public Convenience
All Services will be conducted in a manner that minimizes dust, noise, and inconvenience to the normal activities of the facility where the Services are performed. The Contractor is responsible for conducting Services in such a manner as to minimize debris left in the public way and shall provide clean-up as
required by the Commissioner. Whenever the Commissioner determines any type of operation constitutes a nuisance, the Contractor will immediately proceed to conduct its operations in an approved manner.

The Commissioner may at any time require additional provisions if such are deemed necessary for public safety or convenience.

4.2.8. Clean Up
The Contractor must, during the performance of Services, remove and dispose of all materials and the resultant dirt and debris on a daily basis and keep the work site(s) and adjacent premises in a clean condition satisfactory to the City. Upon completion of work activities, the Contractor must remove all materials, tools and machinery and restore the site to the same general condition that existed prior to the commencement of its operation.

4.2.9. Work Performed on City Property
Contractor's personnel will exercise safe and sound business practices with the skill, care, and diligence normally shown by professional technicians employed in the type of Services required under this Contract.

The Contractor will employ only competent and efficient employees, and whenever, in the opinion of the Commissioner, any employee is careless, incompetent, obstructs the progress of the Services, acts contrary to instructions or conducts themselves improperly, the Contractor will, upon the request of the Commissioner, remove the employee from the premises and will not employ such employee again for the Services under this Contract, except with the written consent of the Commissioner.

The Contractor will not permit any person to enter any part of a City facility or property while under the influence of intoxicating liquors or controlled substances. The Contractor will not permit obnoxious behavior, or possession or consumption of alcoholic beverages or drugs anywhere on the site of any Services to be performed under this Contract.

The Commissioner has authority to request the Contractor to remove any worker who proves to be incompetent or negligent in his/her duties.

If required by the Detailed Specifications, the Contractor’s employees or subcontractors are required to wear suitable uniforms during the time they are on duty on any City property.

The Contractor’s employees or subcontractors must wear an identification badge at all times while on duty on any City property.

The Contractor’s employees must have proper identification on their person before they will be allowed on any City property.

Smoking is prohibited in all City of Chicago facilities.

The Contractor will require that all employees refrain from disturbing papers on desks, opening desk drawers or cabinets.

While on City premises, the Contractor will not store any equipment, tools or materials without prior written authorization from the Commissioner. The City will not be responsible for or liable to pay the Contractor for any loss of equipment, tools or materials stored in unsecured areas without proper authorization.

4.2.10. Work In Progress
Any Services in progress at the termination date of the Contract will be completed by the Contractor in the most expedient method available. In no event will the Contractor be relieved of its obligations under this Contract until all Services requested prior to the expiration of the Contract has been completed and accepted by the Commissioner.
**4.3. Compensation**

The Services will be provided at the prices listed on the Proposal Pages submitted with the Contractor’s bid and as accepted by the City. Adjustments to prices will be as provided in the Scope of Work and Detailed Specifications, as applicable.

**4.4. Centralized Invoice Processing**

This Contract is subject to Centralized Invoice Processing ("CIP"). Invoices must be submitted directly to the Comptroller’s office by US Postal Service mail to the following address as appropriate:

*Invoices for any City department other than the Department of Aviation:*

Invoices
City of Chicago, Office of the City Comptroller
121 N. LaSalle St., Room 700
Chicago, IL 60602

*Invoices for the Department of Aviation:*

Chicago Department of Aviation
10510 W. Zemke Blvd.
P.O. Box 66142
Chicago, IL 60666
Attn: Finance Department

OR

Invoices for any department, including Aviation, may be submitted via email to: invoices@cityofchicago.org with the word "INVOICE" in the subject line.

All invoices must be signed, marked "original," and include the following information or payment will be delayed:

- Invoice number and date
- Contract/Purchase Order number
- Blanket Release number (if applicable)
- Vendor name and/or number
- Remittance address
- Name of City Department that ordered the goods or services
- Name and phone number of your contact at the ordering department
- Invoice quantities, commodity codes, description of deliverable(s)
- Amount due
- Receipt number (provided by the ordering department after delivery of goods/services)

Invoice quantities, service description, unit of measure, pricing and/or catalog information must correspond to the terms of the Bid Page(s).

If applicable, if invoicing Price List/Catalog items, indicate Price List/Catalog number, item number, Price List/Catalog date, and Price List/Catalog page number on the invoice.

Invoices for over-shipments or items with price/wage escalations will be rejected unless the Contract includes a provision for such an adjustment.

Freight, handling and shipping costs are not to be invoiced; deliveries are to be made F.O.B., City of Chicago. The City of Chicago is exempt from paying State of Illinois sales tax and Federal excise taxes on purchases.

The City may change its invoice submission and processing procedure during the term of this Contract. Should a change occur, the City will notify Contractor of the new procedure which the Contractor will then be required to follow.
4.5. Clean Diesel Fleet MCC 2-92-595

If this Contract is for construction, demolition, restoration, repair, renovation, environmental remediation or environmental abatement of any building, structure, tunnel, excavation, roadway, bridge, transit station or parcel of land and the estimated value of this Contract is $2,000,000 or more:

A. Contractor must comply with the Clean Diesel Contracting Ordinance, MCC Section 2-92-595.

B. Contractor and any Subcontractor(s) must utilize Ultra Low Sulfur Diesel Fuel (ULSD) for any heavy-duty diesel-powered vehicle, non-road vehicle or non-road equipment used in the performance of the Contract.

C. Contractor and any Subcontractor(s) must minimize idling of motor vehicles and non-road vehicles used in the performance of the Contract during periods of inactivity, and must comply with the anti-idling requirements imposed by any applicable federal, state, or local law.

D. Contractor and any Subcontractor(s), may not use any of the following vehicles and equipment in the performance of the contract:

   (i) any heavy-duty diesel vehicle not meeting or exceeding the US EPA’s emission standards for heavy-duty diesel vehicles for the 1998 engine model year, unless such vehicle is fitted with a verified diesel emission control retrofit device; or

   (ii) any non-road vehicle or non-road equipment not meeting or exceeding the US EPA’s Tier 1 Non-road Diesel Standards, unless such vehicle or equipment is fitted with a verified diesel emission control retrofit device.

E. Any heavy-duty diesel vehicles, non-road vehicles and non-road equipment used in the performance of this Contract must incorporate such engine or retrofit technology so that the Contractor, through such engine or retrofit technology used directly by the Contractor and all subcontractors, shall have a minimum of 3.0 clean fleet score per a reporting period, as calculated by using the methodology described in MCC subsection 2-92-595(c)(5). Contractor may exclude from the calculation of the clean fleet score up to fifty percent of all of the heavy-duty diesel vehicles, non-road vehicles and non-road equipment used in the performance of the contract during a reporting period that are owned or leased by any firm that the CPO has granted a clean fleet score annual waiver certificate pursuant to MCC subsection 2-92-595 (f). However, pursuant to MCC subsection 2-92-595(b)(6), if this contract is advertised after January 1, 2020, the minimum clean fleet score is increased to 4.0, and Contractor may exclude from the calculation up to only twenty five percent of vehicles owned or leased by a firm that has received a clean fleet score waiver certificate instead of fifty percent.

F. The City may conduct an audit of the Contractor or inspect any vehicle or equipment used in the performance of the Contract to ensure compliance with the requirements specified above. In the event that Contractor or any Subcontractor fails to utilize ULSD or fails to minimize idling or comply with antiidling requirements, Contractor will be subject to liquidated damages of $5,000 per day for each violation and each day of noncompliance will be a separate violation; provided, however, the damages will not exceed $50,000 for any one vehicle or piece of equipment, as specified in MCC Section 2-92-595(e). Such liquidated damages are imposed not as a penalty but as an estimate of the damages that the City will sustain from delay in completion of the project and inspection and other enforcement costs, as well as the resultant damages to the public health of its citizens, which damages by their nature are not capable of precise proof. The City is authorized to withhold and deduct from monies otherwise payable to the contractor the amount of liquidated damages due to the City.

Contractor understands that pursuant to MCC subsection 2-92-595(e)(6), any person knowingly making a false statement of material fact to any City department with respect to compliance with the contract provisions specified in MCC subsection 2-92-595(e) Chicago may be fined not less than $1,000 or more than $5,000 for each statement.
4.6. Multi Project Labor Agreement (PLA)

The City has entered into the PLA with various trades regarding projects involving construction, demolition, maintenance, rehabilitation, and/or renovation work, as described in the PLA, a copy of which may be found on the City’s website at: http://www.cityofchicago.org/dam/city/depts/dps/RulesRegulations/Multi-ProjectLaborAgreement-PLAandSignatoryUnions.pdf.

To the extent that this Contract involves a project that is subject to the PLA, Contractor acknowledges familiarity with the requirements of the PLA and its applicability to any Work under this Contract, and shall comply in all respects with the PLA.
ARTICLE 5. SCOPE OF WORK AND DETAILED SPECIFICATIONS

5.1. General
The Contractor will furnish, deliver, and supply F.O.B., to the City of Chicago Department of Aviation (CDA), all supervision, labor, material, equipment, transportation of equipment and materials, tools, traffic control, barricades, safety equipment, locating of utilities, and applicable permits (including FAA-7460); rental of equipment, equipment operators, laborers, and supplies as needed to provide comprehensive Airport Maintenance and Repairs (Work) at Chicago O’Hare and Midway International Airports (individually, the "Airport" or “O’Hare” and/or “Midway”, and collectively the "Airports"); all in accordance with the General Conditions, Special Conditions, and Detailed Specifications of this Contract.

5.2. Basis of Award
This Contract will be awarded to the responsive and responsible bidder offering the lowest total bid price and meeting the terms and conditions of these Specifications.

In the event that a Contract is awarded pursuant to these Specifications, the Chief Procurement Officer will award such Contract to the lowest responsive and responsible bidder as determined by the bid price, including any statutorily mandated adjustments to the bid price as applicable and meeting the terms and conditions set forth in these Specifications.

The Contractor’s bid pricing must incorporate any peripheral costs, including but not limited to, the costs of products, equipment and/or services, delivery/transportation charges, fuel, consumables, training, quality control, materials, insurance, permits, utility locates, applicable taxes, warranty, overhead and profit, etc. as required and set forth in these Specifications.

5.3. Illinois Prevailing Wage Act
This Contract calls for the construction of a “public work” within the meaning of the Illinois Department of Labor (IDOL), Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). If this Contract is not federally funded, the Act requires Contractors and subcontractor(s) to pay workers, operators and mechanics, etc., performing services on public works projects no less than the current IDOL Act “prevailing rate of wages” (hourly cash wages plus amount for fringe benefits) in the county where the Work is performed. The IDOL Act publishes the prevailing wage rates on its website at:

http://www.state.il.us/agency/idol/rates/rates.HTM

The IDOL Act revises the prevailing wage rates and the Contractor/subcontractor(s) has an obligation to check the IDOL’s web site regularly for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the IDOL’s website above. All Contractors and subcontractor(s) rendering services under this Contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

If this Contract is federally funded, the Contractor will ensure that it and its subcontractor(s) comply with the applicable provisions of the Davis-Bacon Act (prevailing wages) Act, 40 U.S.C. sec 276, as amended, and the Copeland (anti-kickback) Act, 18 U.S.C., sec 874 and related regulations, and pay such applicable prevailing wage rates. For wage rates and more information, please refer to:

http://www.wdol.gov

Additional or more detailed requirements may be set forth in other sections of this Contract (see Table of Contents).
As a condition of making payments to the Contractor, the City may require the Contractor to submit an affidavit to the effect that not less than the prevailing hourly wage rate is being paid to workers, operators, and mechanics, etc., employed on this Contract in accordance with state, federal or local regulations, as applicable.

5.4. Funding
The source of funds for payments under this Contract may vary and is subject to the availability of funds and their appropriation by the City Council of the City.

5.5. Contract Term
The term for this Contract will be sixty (60) months, unless terminated earlier pursuant to the Termination provision or extended according to the terms of the Contract Extension Option provision in the Standard Terms and Conditions section of this Contract.

The City will establish the start and expiration dates at the time of formal award and release of this Contract.

The start date will be no later than the first day of the succeeding month from the date shown as the Contract Award and Release Date on the Proposal Acceptance Page.

5.6. Safety Enhancing Vehicle Equipment Contracting (MCC 2-92-597)
5.6.1. Definitions
For purposes of this section, the following definitions shall apply:

"Commissioner of 2FM" means the City's Commissioner of Fleet and Facility Management.

"Conventional cab" means a large vehicle configuration in which the driver is behind the front axle and the engine is in front of the axle under a discrete hood.

"Convex mirrors" means wide-angle mirrors that enable the operator of a large vehicle to see along the left and right sides of the vehicle by allowing a view of all points on an imaginary horizontal line which is: (i) three feet above the road; and (ii) one foot outside the plane defined by the outer face of the wheels.

"Crossover mirror" means a fender-mounted or hood-mounted mirror that enables the operator of a large vehicle with a conventional cab to see: (i) any person or object at least three feet tall passing one foot in front of the vehicle; and (ii) the area from the front bumper to where direct vision is possible.

"Large vehicle" means any motor vehicle with a gross vehicle weight rating exceeding 10,000 pounds, except an ambulance, fire apparatus, low-speed vehicle with maximum speed under 15 mph, or agricultural tractor.

"Lateral protective device" or "vehicle side guard" means an apparatus installed between the front and rear wheels of a large vehicle that is designed to prevent road users from falling underneath the vehicle.

"Subcontractor" means any person that enters into any tier subcontract to perform work on this Contract.

"Volpe side guard standard" means the United States Department of Transportation's Volpe side guard standard published and referred to as US DOT Standard DOT-VNTSC-OSTR-16-05, as amended; or a functionally equivalent national vehicle side guard standard, as determined by the Commissioner of 2FM.

5.6.2. Safety Enhancing Requirements
Contractor and any Subcontractor must comply with MCC 2-92-597. Contractor and any Subcontractor must retrofit large vehicles used in the performance of the contract, in accordance with the Phase-In Period provided below, with:
(A) Lateral protective devices. This requirement shall be considered satisfied if: (i) the vehicle is equipped with vehicle side guards in accordance with the requirements of the Volpe side guard standard; or (ii) the vehicle is so designed or equipped at the side that, by virtue of its shape and characteristics, its component parts can be regarded as replacing or functioning as vehicle side guards in accordance with the Volpe side guard standard; or (iii) the vehicle cannot be retrofitted with lateral protective devices as attested by the contractor or the subcontractor in a statement accompanied by certification from two manufacturers of such devices.

(B) Left and right side convex mirrors; and

(C) At least one crossover mirror on the passenger side.

5.6.3. Phase-In Period
Except when a Contractor or a Subcontractor is granted a waiver pursuant to MCC 2-92-597(g), the Safety Enhancing Requirements set forth above shall apply to:

(A) one-fourth of a Contractor’s or a Subcontractor’s large vehicles used in the performance of the Contract on or after July 1, 2018 but before July 1, 2019;

(B) one-half of a Contractor’s or a Subcontractor’s large vehicles used in the performance of the Contract on or after July 1, 2019 but before July 1, 2020;

(C) three-fourths of a Contractor’s or a Subcontractor’s large vehicles used in the performance of the Contract on or after July 1, 2020 but before July 1, 2021;

(D) all of a Contractor’s or a Subcontractor’s large vehicles used in the performance of the Contract on or after July 1, 2021.

5.6.4. Compliance
Contractor shall submit a written compliance plan to the Commissioner of 2FM with respect to compliance with MCC 2-92-597 within 14-days following the notice to proceed or the placing of the first order under the contract, as applicable.

Every twelve-month period following the notice to proceed or the placing of the first order under the contract, as applicable, or when requested by the Commissioner of 2FM, the contractor must submit to the Commissioner of 2FM, in a form and manner provided by the CPO, a report that includes the following:

(A) the number of large vehicles used in the performance of the Contract by the Contractor and any Subcontractor;

(B) the number of large vehicles used in the performance of the Contract by the Contractor and any Subcontractor that are retrofitted with safety enhancing equipment as required as specified above and MCC 2-92-597(b);

(C) one or more photographs of each large vehicle used in the performance of the Contract by the Contractor and any Subcontractor that is retrofitted with required safety enhancing equipment as specified above and set forth in MCC 2-92-597(b). The photographs must show the large vehicle’s license plate number with the safety enhancing equipment fitted on the vehicle; and

(D) a certification that the Contractor and any Subcontractor in the contract have met the requirements MCC 2-92-597 and the terms of the contract specified pursuant to that section.

5.6.5. Time Extension and Annual Waiver Requests
Upon a written request, accompanied by a compliance plan, of a Contractor or Subcontractor of a Contract entered on or before December 31, 2018, the CPO, in consultation with the Department, may
grant a time extension of not more than six months for compliance with the requirements of MCC 2-92-597 with regard to the Contract.

Contractor and any Subcontractors may apply to the CPO for an annual waiver from the requirements of MCC 2-92-597. See MCC 2-92-597(g).

5.6.6. Costs
All costs that the contractor or any subcontractor may incur to comply with contract requirements imposed pursuant to this section are incidental to the overall contract. No additional time or monies shall be granted to the contractor for compliance with these requirements.

5.6.7. Enforcement
The CPO or Commissioner is authorized to inspect or to have inspected any large vehicle used in the performance of this Contract in order to ensure compliance with Safety Enhancing Equipment requirements and MCC 2-92-597.

In addition to other remedies provided by law or specified in the Contract, any person who knowingly makes a false statement of material fact to any city agency with respect to compliance with any contract requirements specified pursuant to MCC 2-92-597 or rules promulgated thereunder shall be fined not less than $1,000.00 nor more than $5,000.00 for each such false statement. For purposes of MCC 2-92-597, a person knowingly makes a false statement of material fact when such person makes a false statement of material fact as provided in subsection (d) of Section 1-21-010.

5.7. Price Adjustment – Line Items 1-76 and 78-85 Only
Original bid prices as set forth on the Proposal Pages of this Contract will remain in effect for the first thirty-six (36) months of the Contract term. The Contractor is not entitled to any price adjustment(s) during this thirty-six (36) month time period. The Contractor should factor in commodity and/or input price escalations, volatility, risks, and any other factors in its proposed prices on the Proposal Pages for the initial thirty-six (36) month period from the start date of this Contract.

After the initial thirty-six (36) month period, a price adjustment may be considered for the next twelve (12) month period and annually for each subsequent twelve (12) month period. For purposes of determining any price adjustments for this Contract, the City and Contractor will look to changes in the Consumer Price Index. All requests for price adjustments will reference the Consumer Price Index (CPI) - Non seasonally adjusted - all urban consumers - all items - for the Chicago-Gary-Kenosha, IL-IN-WI region series ID: CUURA207SA0, as it appears in the periodical CPI published by the U.S. Department of Labor, Bureau of Labor Statistics.

The Contractor may review the most current version at: http://data.bls.gov.

All price adjustment calculations will be based upon the latest version of the CPI available on the eighteenth (18th) day of the month following the anniversary of this Contract. The effective date of an adjustment will be the anniversary of the start date of this Contract.

If, during the term of this Contract, the manner in which the CPI as determined by Bureau of Labor Statistics is substantially revised, including a change in the base index year, the City will make an adjustment in the revised index that would produce results equivalent, as near as possible, to those that would have been obtained if the CPI had not been so revised. If the CPI becomes unavailable to the public because publication is discontinued or if equivalent data are not readily available to enable the City to make the adjustment, then the City will substitute a comparable index based upon changes in the cost of living or purchasing power of the consumer dollar published by any other governmental agency or, if no such index is available, then a comparable index published by a major bank or other financial institution, by a university or a recognized financial publication. A formal modification will not be required to change the index should the subject index (CPI) cease publication.
The Contractor must submit a written request for a positive price adjustment no later than thirty (30) calendar days after the first thirty-six (36) months of the term and no later than thirty (30) calendar days after each twelve (12) month anniversary of this Contract thereafter. If the Contractor does not request a price increase within such thirty (30) calendar day period, the Contractor will not be entitled to a price increase for the applicable twelve (12) month period.

After the initial thirty-six (36) month term, if the CPI has decreased resulting in a reduction of Contract prices, the City will notify the vendor in writing within sixty (60) days of the Contract’s anniversary stating the City’s intention to reduce prices retroactive to the anniversary date of this Contract. The City will adhere to such notification requirement for any price decreases for each subsequent twelve (12) month anniversary of this Contract thereafter.

The Contractor's unit prices for line items will be adjusted beginning the thirty-seventh (37th) month of this Contract, and each year thereafter by an amount determined in accordance with the following formula or .05 [e.g. five percent (5%)], whichever absolute value is smaller for each subsequent one (1) year period:

New Contract Price (each item) = Original Bid Price for line items x (1 + percentage change in the CPI)

The percentage change in the CPI should be expressed as a decimal point and rounded to the nearest thousandth (e.g. .015). Please note that the percentage change in the CPI may be positive or negative but will never be more than .05, therefore any new price will never be greater than 105% or less than 95% of the current Contract price. For purposes of determining the first percentage change in the CPI, the base CPI will be the CPI in the 24th completed month of this Contract, which will be compared to the CPI in the 36th completed month of this Contract. Subsequent price changes will be based on the year-over-year percentage change in the CPI. For example, for the adjustment at the beginning of the 5th year of this Contract (month 49) the CPI from month 36 will be compared to the CPI for month 48.

Any services provided by the Contractor at a price change without a properly executed Contract modification signed by the Chief Procurement Officer are made at the Contractor's risk. Consequently, in the event such modification is not executed by the City, the Contractor releases the City from any liability whatsoever to pay for any Work and/or services provided at an unapproved increased price.

It is the Contractor’s responsibility to request the increase(s). If the Contractor delivers products or services after the date requested for the escalation to begin (the anniversary date of the start of this Contract) but prior to the increase being granted, the Contractor may retroactively bill the City for the difference if and when the request is formally approved. In the interim, the Contractor must bill the City at the prices currently in effect on this Contract.

5.8. Permits and Licenses
The Contractor must obtain and maintain, at its own expense, all permits and licenses necessary to carry out the Work as specified in this Contract. All required permits and licenses will not be measured for payment and will be considered incidental to this Contract. The Contractor must provide the Commissioner with all applicable permits and/or licenses as specified herein with the bid proposal.

5.9. Work Hours
Where practical, and in the opinion of the Commissioner, Work under this Contract will be performed during normal Work hours defined as 0600 Monday to 2159 Friday. The majority of Work will occur during night time hours defined as 2200 Sunday to 0559 Saturday. No additional compensation will be provided for night time normal Work hours.
In the case of Laborers and Laborer Foreman, in the event the City requires these job classifications for less than four (4) hours in one day, such labor will be paid a minimum of four (4) hours at the applicable line item bid price for each labor line item as set forth on the Proposal Pages.

In the case of Motor Truck Drivers and Equipment Operating Engineers, in the event the City requires these job classifications for less than eight (8) hours in one day, such labor will be paid a minimum of eight (8) hours at the applicable line item bid price for each labor line item as set forth on the Proposal Pages.

The Contractor must be equipped and prepared to Work at both O’Hare and Midway simultaneously.

5.9.1. Emergency Call Out
Compensation for any emergency call out, defined as requirement of the Contractor to be onsite within 4 hours of notification from the Commissioner, will be no less than $2,500.

In the event the value of the completed Work does not meet or exceed $2,500, the City will pay the difference between said Work and $2,500 to the Contractor for Work that was completed.

Emergency Work will be initiated by call and/or email from the Commissioner. After notification the Contractor will begin the Work as stated above. The Commissioner will then initiate a PO Release for the Work in no less than 3 business days from the Work being performed. The Contractor will be paid under an Allowance as set forth on line item 87 of the Proposal Pages. Work not included in Contract line items but required to complete the job of this Contract and will be provided a modified PO. If the Contractor is not onsite and ready to work within the four (4) hours after being called out for the emergency, the Contractor is not entitled to the $2,500 minimum and will only be paid for the actual work performed.

The Commissioner will advise where and when equipment and/or workforces should be staged. The rental period for equipment begins at the scheduled time when the equipment is present and available for use or at the time the equipment is delivered and available for use, whichever is later. The Commissioner will make the sole determination of emergency situations and activation of the emergency call out.

The Contractor must be equipped and available to Work at both O’Hare and Midway simultaneously.

5.9.2. Holidays
Holidays under this Contract for the purpose of overtime Work hours are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

5.10. Qualifications of Bidder
Due of the critical nature of the Work involved, all bidders are required to provide proof of their capabilities and competence to perform the Work under this Contract.

All bidders must submit with their bid the following information so that their responsiveness, responsibility, and qualifications may be determined:

1. Bidders qualified and responsible to perform the specified scope of Work on both the airside and the landside of the Airports must submit with their bid documented proof of having adequately performed such Work within restricted Airport Operations Areas (AOA) of an Airport. Each bidder must include a complete list of similar projects with a description of Work performed by the company; the name, address, and telephone number of a contact person for each such listed project.
2. Bidders must submit a complete “Contractor’s Equipment Schedule”, “Affidavit of Ownership”, indicating which line item equipment, as indicated on the Proposal Pages, will be available for the contracted services. The Contractor will also be responsible for submitting complete “Contractor’s Equipment Schedule”, “Affidavit of Ownership” for all proposed subcontractor(s).

Due of the critical nature of the Work involved, the City reserves the right to perform on-site inspections to confirm equipment ownership. The Contractor must identify the supplier(s) of equipment that is not owned by the Contractor and provide proof that the supplier(s) can provide all the equipment required in “Attachment 1” which is not directly owned by the Contractor daily where required.

5.11. Contractor’s Responsibilities

The Contractor will ensure the following throughout the Contract term:

1. The Contractor must comply with all requirements of these Specifications.

2. The Contractor will not provide or rent any vehicles/equipment previously owned by the City.

3. The Contractor must submit an annual update of Contractor’s “Attachment 1”. The Contractor must submit copies of Illinois Commerce Commission (ICC) licenses upon request. The Contractor, at its sole cost, must also secure the proper street permits for transporting equipment to and from the worksite.

4. At the time of delivery, the Contractor must provide proof of valid equipment licenses and appropriate operator licenses for equipment rented with operators.

5. The Contractor must provide operators who are dependable, reliable, qualified and licensed to operate equipment and perform Work services in a professional manner.

6. The Contractor must immediately report any accidents/injuries or damage to airport property to the respective Airports’ Airfield Operations. The O’Hare Airfield Operations’ telephone number is 773-686-2255 and the Midway Airfield Operations’ telephone number is 773-838-0677.

7. The Contractor is responsible for fuel, maintenance, consumables, and repair of all equipment while rented at no additional cost to the City, and to ensure that equipment is fully operational at all times.

8. The Contractor must provide proof of ownership or leasing agreements upon request for any equipment that the Contractor proposes to rent to the City.

9. All construction shall comply with the CDA construction safety manual (CAS), latest edition. The Contractor shall procure a copy of this CAS manual upon contract award and before the start of Work to become familiar with the safety requirements contained therein.

5.12. Staging Area

The City shall provide a suitable staging area of approximately 1/2 acre for use by the Contractor at O’Hare. Where such staging area is provided, the Contractor understands that the staging area is temporary and that the Contractor may be asked to vacate and/or relocate such staging area at any time throughout the term of this Contract. All costs associated with establishment, relocation and restoration of the staging area to original condition will not be invoiced and will be the sole responsibility of the Contractor.

There is currently no staging area provided for the Contractor at Midway.

5.13. Sustainability and Environment
The Contractor will comply with the City’s Sustainable Airport Manual (SAM) and construction specifications, which can be found in the Appendices of the SAM concerning the use of clean emission construction vehicles, construction waste recycling, and use of recycled materials. SAM can be found at:

http://www.airportsgoinggreen.org/SAM

The Contractor will also ensure that all activities are consistent with the CDA construction Specifications and tracking and reporting requirements, which for example, require the use of Ultra Low Sulfur Diesel Fuel (ULSDF) and clean (Tier 2 or better) emission construction equipment.

The Contractor will conform to the following CDA construction Specifications:

- Specification 01111 – Construction Air Quality
- Specification 01524 – Construction Waste Management
- Specification 01355 – Regional Materials
- Specification 01356 – Recycled Materials
- Specification 02710 – Dust Control
- Specification P-152 – Excavation and Embankment
- Specification P156 – Temporary Air and Water Pollution, Soil, Erosion, and Sediment Control
- Specification 7-03 – Erosion Control Standards
- Specification 02905 – Sustainable Airport Landscaping

The CDA is committed to green and sustainable practices and good environmental stewardship. Consequently, bidders are encouraged to comply with SAM Operations and Maintenance Sections concerning materials and resources, innovation, training and monitoring, and to provide a Corporate Statement of Sustainability to insure Contractors are also incorporating sustainability into their firm’s practices, as well as a Statement of Sustainability to outline those specific sustainability practices proposed for this Contract.

Within fifteen (15) days after Contract award, the Contractor must submit to the Commissioner a clear written description of these practices, policies and procedures which should include, at minimum, the following:

- Office Waste Management
- Materials Waste Minimization/Management
- Green Purchasing Policies
- Office Utilities Efficiencies
- Vehicle and Equipment Efficiencies
- Staff Commitment
- Staff Education and Training

5.14. Notifications
Within twenty-four (24) hours of receipt the Contractor must notify the Commissioner and provide details of any environmental complaints, fines, citations, violations or issues concerning any government body or regulatory agency against the Contractor related to performance of Work under this Contract.
Contractor must also prove to the Commissioner that any of the issues have been satisfactorily addressed and resolved. Resolution of any issues shall be at the Contractor’s expense, will not be measured for payment, and will be considered incidental to the Work performed under this Contract.

5.15. Obstructions
The Contractor, subcontractor(s) and all employees must exercise extreme caution and care to avoid damage to any objects or structures on Airport property. The Contractor must pay particular attention to the locations of aircraft, surface lighting, electrical structures, vehicles, treadles, wheel stops, fuel stations, drains, Airport signage and lighting, signs and lighting standards, fences, gates, markers, new and existing building structures, material, equipment, plant stock, and apparatuses and (collectively, "Obstructions") prior to and during Work operations.

5.16. Losses or Damages to Property
The Contractor will be responsible for all losses or damage caused by the Contractor, subcontractor(s) and any employees to the obstructions and must immediately repair or reimburse the City for all incidental costs to repair/replace such obstructions. The Contractor will be responsible for and must pay for damages to obstructions where damages are related to Work performed under this Contract or when such damage is caused by the Contractor or subcontractor(s).

The Contractor must immediately report any accidents/injuries or damage to Airport property to the respective Airports' Airfield Operations. O'Hare Airfield Operations' telephone number is 773-686-2255 and Midway Airfield Operations' telephone number is 773-838-0677. If the Contractor causes damage to any Airport property, the Contractor must, at the sole option of the Commissioner, pay the cost of repair of the damage or repair or replace any property damaged to the satisfaction of the Commissioner. The City shall have the right to set-off against its payments to the Contractor the costs of any such repairs or replacements.

5.17. Labor Services
5.17.1. Description
These items of Work will consist of the Contractor furnishing various labor personnel to perform Work as directed by the Commissioner.

5.17.2. Laborer with Tools – Line Items 1-3
The Contractor will provide laborers with tools, certified where applicable, as requested by the City at the hourly rate as set forth on the Proposal Pages. Transportation of labor to and from worksites will not be invoiced separately and will be considered incidental to the respective Laborer line items as set forth on the Proposal Pages.

Straight time for laborers is defined as the first eight (8) hours per day Monday through Friday regardless of the time of the day. Overtime hours for laborers is defined as in excess of eight (8) hours per day Monday through Friday and all day Saturday. Premium time is defined as all day Sunday and designated holidays.

Laborers will be provided a minimum of four (4) hours compensation at the hourly rate as set forth on the Proposal Pages for hours worked should the Work needed be less than 4-hours in duration. If the hours worked are greater than 4-hours but less than eight (8) hours in a day, laborers will be compensated for the number of actual hours worked. In the event any laborer is late or leaves the job site prior to the end of the 8-hour period, each will only be compensated for the time they were on the job site.

The City reserves the right to assign workers other tasks at the Airport beyond what was scheduled for a particular day in order to ensure Work is provided for the entire day.
The laborers must be equipped with hand tools, including but not limited to, shovels, rakes, picks, brooms, etc., and must be able to operate appropriate laborer-operated equipment as listed on the Proposal Pages.

5.17.3. Motor Truck Driver – Line Items 4-6
The Contractor must provide licensed and qualified motor truck drivers for applicable equipment requiring CDL Class endorsements as requested by the City. Transportation of labor to and from worksites will not be invoiced separately and will be considered incidental to the respective line items as set forth on the Proposal Pages.

Straight time for motor truck drivers is defined as the first eight (8) hours per day Monday through Friday regardless of the time of the day. Overtime hours for motor truck drivers is defined as in excess of eight (8) hours per day Monday through Friday and all day Saturday. Premium Time is defined as all day Sunday and designated Holidays.

Motor truck drivers will be provided eight (8) hours compensation at the hourly rate as set forth on the Proposal Pages for hours worked should the work needed be less than 8-hours in duration provided that the motor truck driver was on time for the Work and remained at the job site for 8-hours. In the event any motor truck driver is late or leaves the job site prior to the end of the 8-hour period, each will only be compensated for the time they were on the job site.

The City reserves the right to assign workers other tasks at the Airport beyond what was scheduled for a particular day in order to ensure Work is provided for the entire day.

5.17.4. Equipment Operating Engineer – Line Items 7-9
The Contractor must provide qualified equipment operating engineers (operators) for construction equipment requiring such classifications as requested by the City. Transportation of labor to and from worksites will not be invoiced separately and will be considered incidental to the respective line items as set forth on the Proposal Pages.

The Contractor is responsible for providing the appropriate classification of operator for the equipment as requested by the City.

Operator rates shall be a blended rate for all classifications of equipment operators for each type of equipment utilized. The blended hourly rate as bid by the Contractor must be composite rates of the various classes of equipment operating engineers pursuant to IDOL Prevailing Wage Rates classifications that apply and may be utilized during the term of this Contract and will be a fully-loaded rate, including but not limited to, wages, fringe benefits, tax burdens, incidentals, insurance, overhead and profit.

Straight time for operators is defined as the first eight (8) hours per day Monday through Friday regardless of the time of the day. Overtime hours for operators is defined as in excess of eight (8) hours per day Monday through Friday and all day Saturday. Premium Time is defined as all day Sunday and designated Holidays.

Operators will be provided eight (8) hours compensation at the hourly rate as set forth on the Proposal Pages for hours worked should the Work needed be less than 8-hours in duration provided that the operator was on time for the Work and remained at the job site for 8-hours. In the event any operator is late or leaves the job site prior to the end of the 8-hour period, each will only be compensated for the time they were on the job site.

The City reserves the right to assign workers other tasks at the Airport beyond what was scheduled for a particular day in order to ensure Work is provided for the entire day.
5.17.5. Laborer Foreman with Utility Truck – Line Items 10-12
The Contractor must provide a laborer foreman with utility truck as requested by the City. Transportation of labor to and from worksites will not be invoiced separately and will be considered incidental to the respective line items as set forth on the Proposal Pages. The laborer foreman must be a working foreman and be able to perform all services of a laborer with tools. The Contractor will bid the laborer foremen rate to include the labor cost for the laborer foreman with tools and the cost of a utility truck as set forth on the Proposal Pages.

Straight time for laborer foreman with tools and utility truck is defined as the first eight (8) hours per day Monday through Friday regardless of the time of the day. Overtime hours for laborer foreman is defined as in excess of eight (8) hours per day Monday through Friday and all day Saturday. Premium Time is defined as all day Sunday and designated Holidays.

Laborer foremen will be provided a minimum of four (4) hours compensation at the hourly rate as set forth on the Proposal Pages for hours worked should the Work needed be less than 4-hours in duration. If the hours worked are greater than 4-hours but less than eight (8) hours in a day, laborer foremen will be compensated for the number of actual hours worked. In the event any laborer foreman is late or leaves the job site prior to the end of the 8-hour period, each will only be compensated for the time they were on the job site.

The City reserves the right to assign workers other tasks at the Airport beyond what was scheduled for a particular day in order to ensure Work is provided for the entire day.

The City reserves the right to cancel scheduled Work at any time. In the event of a cancellation the City will not pay for any labor or equipment where notification of cancellation is provided two (2) hours or more prior to the scheduled start time. If notification of Work cancellation is provided less than two (2) hours prior to the scheduled start time, the City will pay four (4) hours for scheduled laborer and laborer foremen, and a full day for scheduled equipment, motor truck drivers and operators.

In the event any laborer or laborer foreman is late or leaves the job site prior to the end of the 8-hour period, each will only be compensated for the time they were on the job site. In the event any motor truck driver is late or leaves the job site prior to the end of the 8-hour period, each will only be compensated for the time they were on the job site. In the event any operator is late or leaves the job site prior to the end of the 8-hour period, each will only be compensated for the time they were on the job site.

ITEMS 1-12 – LABOR SERVICES, PER HOUR

5.18. Disposal of Unclassified Materials – Line Item 13

5.18.1. O’Hare
When directed by the Commissioner, all unclassified materials, spoils, and debris generated from maintenance activities and not limited to unclassified excavation, curb, gutter, sidewalks, ramps, PCC pavements, bituminous pavements, structural slabs, foundations, concrete utility structures, etc. will be legally disposed at an approved, licensed and certified dump site off O’Hare property. Labor and equipment required for the onsite or offsite disposal of unclassified materials will not be invoiced separately and will be inclusive to the Work being performed under this Contract as determined by the Commissioner.

5.18.2. Midway
When directed by the Commissioner, all unclassified materials, spoils, and debris generated from maintenance activities and not limited to unclassified excavation, curb, gutter, sidewalks, ramps, PCC pavements, bituminous pavements, structural slabs, foundations, concrete utility structures, etc. will be legally disposed at an approved, licensed and certified dump site off Midway property. Labor and
equipment required for the onsite or offsite disposal of unclassified materials will not be invoiced separately and will be inclusive to the Work being performed under this Contract as determined by the Commissioner.

5.18.3. Method of Measurement
The quantity of disposal of unclassified materials, spoils, and debris generated from maintenance activities will be measured per ton for actual offsite disposal fees at a certified dump site verifiable by invoice; all labor, materials, equipment, tools, and incidentals required to complete the Work as specified or as directed by the Commissioner will be measured per the respective labor and equipment line item.

5.18.4. Basis of Payment
This item will be paid at the Contractor’s actual cost per ton for disposal of unclassified materials as measured by the certified dump site paid invoice only; all labor, materials, equipment, tools, and incidentals required to complete the Work as specified or as directed by the Commissioner will be paid per the respective labor and equipment line item inclusive to Work being performed.

ITEM 13 – DISPOSAL OF UNCLASSIFIED MATERIALS, PER TON

5.19. Rental of Equipment – Line Items 14-76
5.19.1. Description
These items of Work will consist of the Contractor providing the specified equipment at the worksite at the time and place as designated and directed by the Commissioner. All equipment will be rented without operators as set forth on the Proposal Pages. Equipment may be operated by City employees or Contractor employees. The Contractor’s proposed price for equipment without operators will include fuel and consumables, and shall include the cost of equipment for a twenty-four (24) hour day in the case of a daily rental or seven (7) 24-hour days in the case of a weekly rental.

The Contractor may only invoice for time that equipment is on site and staged to work. The City will pay for a full day in the event the City uses the equipment for less than 24-hours on that day, provided that the equipment was delivered at the time requested by the Commissioner. In the event the equipment is not delivered at the time requested by the Commissioner, the City will only pay for actual hours operated as a proration of the daily rental rate. The delivery, removal, and/or movement of equipment without operator to other worksites at the Airports shall not be invoiced and will be considered incidental to the respective line items as set forth on the Proposal Pages.

Equipment incidental to other Work as specified herein, such as traffic control barricades, arrow boards, etc., shall not be invoiced and will be considered incidental to the respective line items as directed by the Commissioner and as set forth on the Proposal Pages.

In the event that equipment is utilized more than 24 hours but less than 48 hours, the Contractor will be compensated at 1-day plus 1/24th (4.2%) of the daily rental rate for each additional hour the equipment is in operation for a daily rental, and 1/168th (.6%) of the weekly rate for each additional hour the equipment is in operation. Quantities in days or weeks will be rounded to the nearest two decimal places for invoicing purposes.

5.19.2. Rental Charges
The Contractor will be paid for equipment rental each day the equipment is retained by the City. Retained shall be defined as a piece of equipment staged at the Airport(s) and ready to Work as directed by the Commissioner. Any equipment not requested by the Commissioner and/or left at the Airport(s) will not be invoiced by the Contractor or paid by the City.
Rental charges will not accrue with respect to any equipment furnished by the Contractor in which the Chief Procurement Officer determines such charge(s) is not in accordance with the requirements of these Specifications.

Payments will be based upon verifiable daily or weekly Work activity and/or time sheets for the applicable time period. The Contractor will submit all properly completed invoices and any requested supporting documentation before payments will be processed.

All invoiced charges will be based upon the rates as accepted on the Proposal Pages and include transport, delivery, removal, maintenance, fuel, and consumables for all equipment as listed on the Proposal Pages.

Payment for equipment will be made on the daily or weekly rate basis inclusive of Saturdays, Sundays, and designated Holidays depending upon which method is to the advantage of the City in each instance. All costs associated with equipment rental shall be included in the unit cost for identified items as listed on the Proposal Pages.

In totaling up the number of regular working days to arrive at a weekly payment for any period of service, all Saturdays, Sundays and designated Holidays must be included in the computation.

The City will not pay the sum of daily rates if it exceeds the weekly price. For example, if the daily rate is $100/day and the weekly rate is $350, in the event the City rents for four (4) days, the City will be invoiced at the weekly rate of $350 rather than the sum of four (4) $100 daily rates.

Equipment rentals shall not be subject to overtime payments and will not be measured for payment, invoiced or paid by the City. Overtime rates only applies to Contractor-provided operators.

The Contractor will be paid for equipment at the rental rate(s) as accepted on the Proposal Pages upon receipt of complete and properly submitted invoice on respective PO releases. Unless otherwise specified, rental charges will accrue from the date in which the equipment is delivered to and accepted by the Commissioner and will continue until the earlier of:

1. The Contractor has been notified by the CDA that the rental equipment is no longer needed with the rental closing date; or
2. The termination of this Contract provided that rental charge(s) will accrue only for the period that the equipment is in the possession of the City.

The City reserves the right to cancel scheduled Work at any time. In the event of a cancellation the City will not pay for any labor or equipment where notification of cancellation is provided two (2) hours or more prior to the scheduled start time. If notification of Work cancellation is provided less than two (2) hours prior to the scheduled start time, the City will pay four (4) hours for scheduled labor and a full day for scheduled equipment. The Contractor invoices shall clearly note the date, time, and details where Work has been cancelled. Failure to provide such details may cause payment delays up to and including payment rejection for the subject Work cancellation.

5.19.3. Repair or Replacement of Equipment
The Contractor will be responsible for all repairs and consumables related to equipment rentals. If a piece of equipment becomes inoperative the Contractor must attempt to repair the equipment within the same business day. If the Contractor cannot repair the equipment within such period they must provide, within 24 hours, an equivalent piece of equipment to the worksite and remove the inoperative equipment at no cost to the City.
The City will not pay equipment rental charges for downtime. Should the lack of the equipment during the time it is inoperable create a delay or Work stoppage on the worksite, no payment will be made for any additional equipment and/or services on-site for the specific purpose of completing the Work.

5.19.4. Rejection and Replacement of Equipment
Each piece of equipment furnished under this Contract must be in good operating condition and must meet or exceed the requirements as described in these Specifications. The City will reject any piece of equipment which is found to be defective or which falls short of the requirements as determined by the Commissioner. Any piece of equipment rejected must be replaced with a suitable equivalent by the Contractor within two (2) hours of notification by the Commissioner to mitigate any interruptions to the Work.

The City will not pay rental charges for any equipment downtime. Should the lack of the equipment during the time the equipment is inoperable create a delay or Work stoppage on the worksite, no payment will be made for any additional equipment and/or services on-site for the specific purpose of completing the Work.

5.19.5. Method of Measurement
The quantity of Rental of Equipment without operator shall be measured per each on a per day or per week basis delivered as specified herein, determined by the Commissioner, and as set forth on the Proposal Pages. The delivery, removal, and/or movement of equipment without operator to other worksites at the Airports shall not be invoiced and will be considered incidental to the respective line items as set forth on the Proposal Pages.

5.19.6. Basis of Payment
These items will be paid at the Contract unit price per each DAY or per each WEEK for rental of equipment without operator delivered, complete and accepted; all labor, materials, equipment, tools, methods and materials for delivery, and all incidentals required to complete the Work item as specified or as directed by the Commissioner.

ITEMS 14-76 – RENTAL OF EQUIPMENT, PER DAY OR PER WEEK

5.20. Unlisted Equipment Rental – Line Item 77
This item of Work will consist of the Contractor providing equipment that is required to perform services requested by the City but which is not listed in on the Proposal Pages and may be provided under this unlisted equipment rental line item. The unlisted equipment rental must be justified and preapproved by the Commissioner. Upon approval, the Contractor will be directed to rent and invoice the City at the actual cost for unlisted equipment rental plus no more than a twelve percent (12%) mark-up over their net cost, where applicable, for each unlisted equipment rental under this Allowance pursuant to the following requirements:

- For equipment that the Contractor or its subcontractor(s) DO NOT already own, the Contractor will charge their actual cost for each unlisted equipment rental. The Contractor must use its best efforts to obtain no less than three (3) quotes from qualified providers, where the request for quote is presented to each equipment provider under the same terms and conditions to rent the same equipment, in the same quantity, and within the same delivery time. The Contractor must then provide its or the subcontractor(s) unlisted equipment to the City at the lowest of the obtained quotes PLUS no more than a twelve percent (12%) mark-up. The Contractor must include a copy of the invoice from their equipment provider to substantiate their billing as well as copies of the other quotes they received. The Contractor or subcontractor(s) may not charge more than the lowest unlisted equipment rental quote they received PLUS no more than a twelve percent (12%) mark-up.
For equipment that is **OWNED** by the Contractor or its subcontractor(s), the Contractor or subcontractor(s) must use its best efforts to obtain no less than three (3) quotes from qualified providers, where the request for quote is presented to each equipment provider under the same terms and conditions to rent the same equipment, in the same quantity, and within the same delivery time. The Contractor must then provide its or the subcontractor(s) unlisted equipment to the City at the lowest of the obtained quotes **PLUS** no more than a twelve percent (12%) mark-up. The Contractor must maintain complete records of all such transactions in an organized and professional manner. These records must be included with the Contractor’s invoice(s) to substantiate their costs as well as their compliance with these requirements. The Contractor or subcontractor(s) may elect to use their own equipment but can charge no more than the lowest unlisted equipment rental quote they received **PLUS** no more than a twelve percent (12%) mark-up.

Unlisted equipment rental provided under this Contract must be at the most economical of daily, weekly, or monthly rates as applicable to each Work assignment (and in consideration of Work assignments being efficiently scheduled so that the rented piece can be used concurrent with or after an existing Work assignment). For example, in the event the Contractor rents unlisted equipment for use on the other jobs and for which they are paying for an extended rental period, the Contractor may only charge the City the prorated fee for the unlisted equipment based on the number of days the unlisted equipment is being operated at a City worksite or a fraction thereof as indicated in Section 5.19.1.

**NOTE:** A Bid value has been included on the Proposal Pages. Bidder is not to remove or change this figure.

The Contractor is not entitled to any remaining Allowance upon termination or conclusion of this Contract.

Delivery of equipment, operators, labor and/or supplies must be made to the worksite at no charge to the City to any point within the Airport regardless of the PO release amount.

**5.20.1. Method of Measurement**
The quantity of unlisted equipment rental without operator shall be measured per each approved, delivered and as determined by the Commissioner.

**5.20.2. Basis of Payment**
This item will be paid at the Contractor’s actual cost-plus no more than twelve percent (12%) mark-up for unlisted equipment rental without operator verified by suppliers’ invoice delivered, complete and accepted; all labor, materials, equipment, tools, methods and materials for delivery, and all incidental costs required to complete the Work item as specified or as directed by the Commissioner.

**ITEM 77 – UNLISTED EQUIPMENT RENTAL - ALLOWANCE**

**5.21. Work Requirements**
Non-emergency Work will be performed within no less than 48 hours from issuance of a PO in accordance with the requirements stated in the specific items of Work shown herein or at a time as determined by the Commissioner. When directed by the Commissioner, the Work will include Saturdays, Sundays and designated Holidays.

Where applicable, reference to the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction (IDOT-SSRBC) within these Specifications applies to the most current version of the IDOT-SSRBC, most current version of Supplemental Specifications and Recurring Special Provisions, and the Bureau of Design and Environment (BDE) Special Provisions, as applicable. All references to the
“Department” shall mean “Commissioner”. All references to the “Engineer shall mean the “Commissioner’s Representative.” Where applicable, these Specifications take precedence to the IDOT-SSRBC.

The Contractor may review the most current version of the IDOT-SSRBC at:

http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/consultants-resources/

The Contractor will provide all necessary equipment, material and labor as requested to complete the Work and to restore the area to full operations as soon as possible. All Work will meet the requirements of these Specifications and will be under the direction of the Commissioner.

Removal of pavements and other miscellaneous items shall be as directed by the Commissioner.

**Short Term Closure Barricade Set-up**
Due to the limited time available for Airfield closures and to maximize productivity, daily and or nightly closures of taxiways and runways will be set up using Airport Operations approved barricade spacing criteria. Taxiway and/or runway closures of less than 24-hours duration will be permitted to use “A” Frame barricades spaced every fifteen-feet (15’). As best practice, barricades should always be set up outside the Object Free Area (OFA) of operations pavement. However, this may not be possible for all taxiway closure locations. Therefore, in these situations barricade locations will be closely coordinated with airport Airfield Operations and will be placed as close to the OFA outside of operations pavement as possible and may be within the OFA itself. All barricades lighting is required to be 100% operational. Barricades are to be clean and all reflective material clearly visible. The cost for required barricades will not be measured for payment and will be considered incidental to the applicable line item.

**Extended Closure Barricade Set-up**
Taxiway and/or runway closures that exceed 24-hours duration will use a combination of “A” frame barricades and low-mass-low-profile barricades. “A” frame barricades will be spaced at 15’ intervals with one low-mass-low-profile barricade between each of the “A” frames. One “A” frame is always to be placed on the centerline of the closed taxiway or runway evenly spaced every 15’ out from center.

If directed by CDA Airfield Operations, barricade spacing may need to be adjusted to provide emergency access into the closed section of the pavement. Any gaps are to be located on the taxiway or runway edge line, never on the centerline. For extended closures, barricades must be filled with sand or water, and all barricades lighting is required to be 100% operational. Barricades are to be clean and all reflective material clearly visible. The placement of barricades for extended closures will be located at the OFA for any intersecting taxiways or runways. On taxiways where the proximity of adjacent open taxiways will not permit the barricades to be placed at the OFA, barricades will be placed as far out as possible in coordination with CDA Airfield Operations. The cost for required barricades will not be measured for payment and will be considered incidental to the applicable line item.

**5.22. Erosion Control - Line Items 78-81**

**5.22.1. Description**
This item of Work will consist of the Contractor furnishing various erosion control, mitigation measures and techniques; preparation of seedbeds required in seeding operations in the performance of Work as directed by the Commissioner.

**5.22.2. Surface Preparation**
The Contractor will provide all labor, equipment, lighting, and materials necessary to complete all Work as specified herein, including all materials reasonably incidental to the satisfactory completion of the Work, including cleanup and restoration of the worksite. Approximately 60% of hydroseeding work is expected to be completed at night (10:00pm to 5:59am) and the Contractor is expected to utilize light towers to illuminate the worksite.

5.22.3. **Hydroseed, Fertilizer, Mulch and Mulch Super Tackifier Materials**

5.22.3.1. **Description**
These items of Work will consist of the Contractor providing the application of hydroseed, fertilizer, mulch, and mulch super tackifier materials as required in seeding operations at locations as determined and directed by the Commissioner.

5.22.3.2. **Hydroseeding**
The types of grass, legume, and cover-crop seed furnished must be those types as indicated within these Specifications. Seed must conform to the requirements of the IDOT-SSRBC, latest edition unless otherwise specified within these Specifications. The Contractor shall use tall fescue varieties shown below, and follow the IDOT-SSRBC for “Fescue Inferno Tall” as directed by the Commissioner.

A. Seed must be furnished separately or in mixtures in standard containers with the seed name, lot number, net weight, percentages of purity and of germination and hard seed, and percentage of maximum weed seed content clearly marked for each type of seed. The Contractor must furnish the Commissioner duplicate signed copies of a statement by the vendor certifying that each lot of seed has been tested by a recognized laboratory for seed testing within 6-months of date of delivery. This statement must include: name and address of laboratory, date of test, lot number for each type of seed, and the results of tests as to name, percentages of purity and of germination, and percentage of weed content for each type of seed furnished, and, in case of a mixture, the proportions of each type of seed.

B. Seeds must be spread uniformly at the rate and mixture specified below in pounds per acre of Pure Live Seed (PLS):

**Type 1 – CDA/OMP Permanent Seed Mix**

- Tall Fescue (Festuca arundinacea): 325 lbs./acre

Use a minimum of 3 varieties of tall fescue. Each variety should contain a minimum of 70% viable endophytes. Varieties should come from the following:

- 2nd Millennium
- Bonsai
- Cayenne
- Cochise III
- Constitution
- Covenant
- Coyote II
- Crossfire II
- Dakota
- Dynasty II
- Escalade
Scope of Work and Detailed Specifications

Type 2 – Late Fall Seed Mix

- Tall Fescue (Festuca arundinacea): 250 lbs./acre
- Perennial Ryegrass (Lolium perenne): 75 lbs./acre

Use Tall Fescue blend of varieties as listed above or within the IDOT-SSRBC-Schedule 1, including a blend of up to two cultivars of endophyte containing Perennial Ryegrass or as directed by the Commissioner.

Type 3 – Dormant Seed Mix

- Tall Fescue (Festuca arundinacea): 300 lbs./acre
- Perennial Ryegrass (Lolium perenne): 75 lbs./acre

Use Tall Fescue blend of varieties as listed above or within the IDOT-SSRBC-Schedule 1, including a blend of up to two cultivars of endophyte containing Perennial Ryegrass or as directed by the Commissioner.

Type 4 – Swale/Ditch Seed Mix

- Type 1: 325 lbs./acre
- Type 2: 325 lbs./acre
- Type 3: 375 lbs./acre
- Red Top (Agrostis alba): 10 lbs/acre
- Rough Bluegrass (Poa trivialis): 20 lbs./acre

Use swale mix in areas where irregular inundation is expected. The area to be seeded shall include the swale/ditch banks up to an elevation that is two feet above the normal water elevation for the channel. For normally dry channels, this shall be measured from the channel invert. The Red Top and Rough Bluegrass should be over seeded at the specified rates over the Type 1 or Type 2 seed application depending on application date.

C. The Contractor must store the Tall Fescue seed varieties in a cool dry place until planted to protect viable endophyte levels from high heat. The seed must not be stored in direct sunlight or be kept in an unconditioned storage area.

5.22.3.3. Fertilizer

Fertilizer must be standard commercial fertilizers supplied separately or in mixtures containing the percentages of total nitrogen, available phosphorus, and water-soluble potash. They must be applied at the rate and to the depth as specified in these Specifications, and must meet the specified requirements of applicable state and federal standards. They must be furnished in
standard containers with name, weight, and guaranteed analysis of contents clearly marked. No cyanamide compounds or hydrated lime will be permitted in mixed fertilizers.

The fertilizers may be supplied as a finely-ground fertilizer soluble in water, suitable for application by power sprayers or granules for dry applications.

5.22.3.4. Mulch/Mulch Super Tackifier
The Contractor installed mulch must be a hydraulic mulch that meets the requirements of the IDOT-SSRBC, latest edition for Light-Duty Hydraulic Mulch; except that the minimum application rate must be 2,500 lbs./acre instead of 2,000 lbs./acre as further specified herein or as directed by the Commissioner.

Mulch fiber must be colored green to contrast the area on which the mulch is being applied and must not stain concrete or other surfaces with which it comes in contact.

Prior to the use of mulch, the Contractor must submit the following to the Commissioner for review and approval:

- A notarized certification by the manufacturer that the mulch meets the requirements of these specifications
- Property test results for the mulch including the C factor analytical results performed and certified by an approved accredited independent laboratory

5.22.3.5. Advance Preparation and Cleanup
After grading of areas has been completed and before applying fertilizer and ground limestone, areas to be seeded must be raked or otherwise cleared of stones, sticks, stumps, and other debris which might interfere with sowing of seed, growth of grasses, or subsequent maintenance of grass-covered areas. If any damage by erosion or other causes has occurred after the completion of grading and before beginning the application of fertilizer and ground limestone, the Contractor must repair such damage. This may include filling gullies, smoothing irregularities, and repairing other Work-related damages.

The area to be seeded must be considered a satisfactory seedbed without additional treatment if it has recently been thoroughly loosened and worked to a depth of not less than 5-inches after grading operations, and if immediately prior to seeding, the top 3-inches of soil is loose, friable, reasonably free from large clods, rocks, large roots, or other undesirable matter, and if shaped to the required grade.

Where the area to be seeded is sparsely sodded, weedy, barren and unworked, or packed and hard, any grass and weeds must first be cut or otherwise satisfactorily disposed of, and the soil then scarified or otherwise loosened to a depth not less than 5-inches. Clods must be broken and the top 3-inches of soil must be worked into a satisfactory seedbed by disking, or appropriate means.

Lime, if required, must be sprayed only upon previously prepared seedbeds. After the applied lime mixture has dried the lime must be worked into the top 3-inches after which the seedbed must again be properly graded and dressed to a smooth finish.

The Contractor shall apply a starter fertilizer derived from quick release or mineral sources of nutrients, containing a minimum of 45-pounds of nitrogen per acre, 45-pounds of phosphorus (P2O5) per acre, and 45-pounds of potassium (K2O) per acre immediately prior to the seed application. Additionally, apply a minimum of 70/lbs. N/acre containing at least 75% SCU, XCU or
nitroform type slow release nitrogen immediately prior to the application described in 5.22.3.6 “Application Methods” below. These products can be applied separately or may be combined into a single application, provided that a fertilizer formulator does the mixing. No on-site mixing will be allowed.

5.22.3.6. Application Methods

Seed Application
The Contractor must apply seed uniformly to the prepared seedbed in two directions perpendicular to each other using a hydraulic seeder in a mixture not exceeding 220-pounds solids per 100-gallons of water.

Mulch Application
After application of the seed using the approved methods above, mulch and mulch super tackifier must be applied immediately over the freshly seeded areas in opposing directions using the following rates:

- Mulch 2500 lbs/acre
- Mulch super tackifier per manufacturer recommendations

Mulch must be applied in accordance with Article 251.03 (c), Method 3 of the IDOT-SSRBC, except that mulch super tackifier must be applied concurrently with mulch.

Spraying Equipment
The spraying equipment must have a container or water tank equipped with a liquid level gauge calibrated to read in increments not larger than 50 gallons over the entire range of the tank capacity mounted to be visible to the applicator. The container or tank must also be equipped with a mechanical power-driven agitator capable of keeping all the solids in the mixture in complete suspension throughout the operation.

- The unit must also be equipped with a pressure pump capable of delivering 100 gallons per minute at a pressure of 100 psi. The pump must be mounted in a line which will recirculate the mixture through the tank whenever it is not being sprayed from the nozzle. All pump passages and pipe lines must be capable of providing clearance for 5/8-inch solids. The power unit for the pump and agitator must have controls mounted so as to be accessible to the applicator. There must be an indicating pressure gauge connected and mounted immediately at the back of the nozzle.

- The nozzle pipe must be mounted on an elevated supporting stand in such a manner that it can be rotated through 360° horizontally and inclined vertically from at least 20° below to at least 60° above the horizontal. There must be a quick-acting, three-way control valve connecting the recirculating line to the nozzle pipe and mounted so that the applicator can control and regulate the amount of flow of mixture delivered to the nozzle. At least three different types of nozzles must be supplied so that mixtures may be properly sprayed over distance varying from 20-feet to 100-feet. One must be a close-range ribbon nozzle, one a medium-range ribbon nozzle, and one a long-range jet nozzle. For ease of removal and cleaning, all nozzles must be connected to the nozzle pipe by means of quick-release couplings.

- To reach inaccessible areas, an extension hose at least 50-feet in length must be provided to which the nozzles may be connected for remote area applications.
Mixtures
Lime, if required, must be applied separately, in the quantity specified, prior to the fertilizing and seeding operations. Not more than 220-pounds of lime may be added to and mixed with each 100-gallons of water. Mulch and mulch super tackifier must be mixed together and applied after seed application at the specified rates above but not more than 220-pounds combined solids per 100-gallons of water.

All water used must be obtained from fresh water sources and must be free from injurious chemicals and other toxic substances harmful to plant life. Brackish water must not be used at any time. The Contractor must make available all sources of water at least 2-weeks prior to use. The Commissioner may take samples of the water at the source of from the tank at any time and have a laboratory test the samples for chemical and saline content. The Contractor must not use any water from any source which is disapproved by the Commissioner following such tests.

The Contractor will be allowed to access water from designated City water source locations at the Airports. There will be no cost for accessing the water. The Contractor must provide and utilize a backflow preventer at no cost to the City when connecting to a City-owned hydrant or water source.

Supplemental watering following hydroteeding shall follow the specific schedule for the types of grass, legume, and cover-crop seed furnished as required to ensure proper seed germination. Supplemental watering will not be invoiced separately and is considered incidental to the Work under this Contract.

All mixtures must be constantly agitated from the time they are mixed until they are applied to the seedbed. All such mixtures must be used within 2-hours from the time they were mixed or they must be wasted and disposed of off-site at no additional cost to the City.

The mixtures must be applied by means of a high-pressure spray which will always be directed upward into the air so that the mixtures will fall to the ground in a uniform rain-like pattern. Nozzles or sprays will never be directed toward the ground in such a manner as might cause erosion or runoff.

Care must be exercised to ensure that the application is made uniformly and at the prescribed rate and to guard against misses and overlapped areas. Proper predetermined quantities of the mixture, in accordance with these Specifications, must be used to cover specified sections of known areas. Checks on the rate and uniformity of application may be made by observing the degree of wetting of the ground or by distributing test sheets or paper or pans over the area at intervals and observing the quantity of material deposited.

Time of Seeding
The seeding and related operations must be performed during the following periods:

1. Standard seeding must occur between March 15 and September 15. Application shall be at specified rates and mixes following methods for Type 1 application as detailed in Section 5.22.3.2

2. Late fall seeding must occur between September 16 and October 15. Application shall be at specified rates and mixes following methods for Type 2 application as detailed in Section 5.22.3.2.
3. Late fall seeding can be done between October 16 and November 14. Application shall be at specified rates and mixes following methods for Type 1 application as detailed in Section 5.22.3.2., and as directed by the Commissioner.

4. Dormant seeding must occur between June 15 and August 15. Application shall be at specified rates and mixes following methods for Type 3 application as detailed in Section 5.22.3.2., and as directed by the Commissioner.

5. Seeding must be done immediately upon completion of Work in each area. The outlet channel, peripheral drain and other areas of Work completed during the Contract must be permanently seeded during the next seeding period after completion. If it is more than 45-days until the period, the Contractor must use temporary protection measures to prevent soil erosion as acceptable to the Commissioner.

6. No seeding may occur between October 16 and March 14 except, and in the opinion of the Commissioner, application shall be at specified rates and mixes following methods for Type 1 application as detailed in Section 5.22.3.2.

5.22.4. Method of Measurement

Hydroseeding - Type 1 – CDA/OMP Permanent Seed Mix
The quantity of hydroseeding – Type 1-CDA/OMP permanent seed mix, including seeding or inter-seeding, erosion control, fertilizer, mulch, and mulch super tackifier will be measured per square yard for labor, materials and equipment as specified and directed by the Commissioner.

Hydroseeding - Type 2 – Late Fall Seed Mix
The quantity of hydroseeding – Type 2-late fall seed mix, including seeding or inter-seeding, erosion control, fertilizer, mulch, and mulch super tackifier will be measured per square yard for labor, materials and equipment as specified and directed by the Commissioner.

Hydroseeding - Type 3 – Dormant Seed Mix
The quantity of hydroseeding – Type 3-dormant seed mix, including seeding or inter-seeding, erosion control, fertilizer, mulch, and mulch super tackifier will be measured per square yard for labor, materials and equipment as specified and directed by the Commissioner.

Hydroseeding - Type 4 – Swale/Ditch Seed Mix (See CDA/OMP Standard Detail 7-03-01)
The quantity of hydroseeding – Type 3-dormant seed mix, including seeding or inter-seeding, erosion control, fertilizer, mulch, and mulch super tackifier will be measured per square yard for labor, materials and equipment as specified and directed by the Commissioner.

The quantity of lighting of the worksite for nighttime work as required will not be measured for payment and will be considered incidental to the installed unit prices as quoted on the Proposal Pages.

The City will guarantee a minimum of fifty (50) square yards to place in one night provided the Contractor is ready to Work at the requested time and the inability to place fifty (50) yards of material is due either to weather or the City’s inability to provide access to the area or is due to Airport operations delays. If the Contractor is not prepared to work at the time requested by the City, there will be no guaranteed minimum payment.

5.22.5. Basis of Payment

Hydroseeding - Type 1 – CDA/OMP Permanent Seed Mix
This item will be paid at the Contract unit price per square yard for hydroseeding - Type 1 – CDA/OMP permanent seed mix, including seeding or inter-seeding, erosion control, fertilizer, mulch, mulch super tackifier, and supplemental watering in place complete and accepted; all labor, materials, equipment, tools, lighting, supplemental watering, and methods for seedbed preparation; all incidentals required to complete the Work item as specified or as directed by the Commissioner.

Hydroseeding - Type 2 – Late Fall Seed Mix
This item will be paid at the Contract unit price per square yard for hydroseeding - Type 2 – late fall seed mix, including seeding or inter-seeding, erosion control, fertilizer, mulch, mulch super tackifier, and supplemental watering, in place complete and accepted; all labor, materials, equipment, tools, lighting, supplemental watering, and methods for seedbed preparation; all incidentals required to complete the Work item as specified or as directed by the Commissioner.

Hydroseeding - Type 3 – Dormant Seed Mix
This item will be paid at the Contract unit price per square yard for hydroseeding - Type 3 – dormant seed mix, including seeding or inter-seeding, erosion control, fertilizer, mulch, mulch super tackifier, and supplemental watering in place complete and accepted; all labor, materials, equipment, tools, lighting, supplemental watering, and methods for seedbed preparation; all incidentals required to complete the Work item as specified or as directed by the Commissioner.

Hydroseeding - Type 4 – Swale/Ditch Seed Mix (See CDA/OMP Standard Detail 7-03-01)
This item will be paid at the Contract unit price per square yard for hydroseeding - Type 4 – swale/ditch seed mix (See CDA/OMP Standard Detail 7-03-01), including seeding or inter-seeding, erosion control, fertilizer, mulch, mulch super tackifier, and supplemental watering in place complete and accepted; all labor, materials, equipment, tools, lighting, supplemental watering, and methods for seedbed preparation; all incidentals required to complete the Work item as specified or as directed by the Commissioner.

The City will guarantee a minimum of fifty (50) square yards to place in one night provided the Contractor is ready to Work at the requested time and the inability to place fifty (50) yards of material is due either to weather or the City’s inability to provide access to the area or is due to Airport operations delays. If the Contractor is not prepared to Work at the time requested by the City, there will be no guaranteed minimum payment.

ITEM 78 – HYDROSEEDING - TYPE 1 – CDA/OMP PERMANENT SEED MIX, PER SY
ITEM 79 – HYDROSEEDING - TYPE 2 – LATE FALL SEED MIX, PER SY
ITEM 80 – HYDROSEEDING - TYPE 3 – DORMANT SEED MIX, PER SY
ITEM 81 – HYDROSEEDING - TYPE 4 – SWALE/DITCH MIX (CDA/OMP STANDARD DETAIL 7-03-01), PER SY

5.23. Limestone (Lime) – Line Item 82

5.23.1. Description
This item of Work will consist of the Contractor providing the installation of limestone (lime) when required to adjust soil pH levels. The lime must be ground limestone containing not less than 85% of total carbonates and must be ground to such fineness that 90% will pass through a No. 20 mesh sieve and 50% will pass through a No. 100 mesh sieve. Coarser material will be acceptable, providing the rates of application are increased to provide not less than the minimum quantities and depth specified in the special provision on the basis of the two sieve requirements above. Dolomitic lime or a high magnesium lime must contain at least 10% magnesium oxide.

To determine if lime is required, the Contractor must perform four (4) pH tests at least 50 feet apart on the soil for each acre to be seeded. The average value of the test results must be the pH value for that
acre tested. If the pH value is less than 5.5 the soil must be amended to raise the pH to the acceptable range. Lime requirement must be determined by soil test of the buffering capacity of the soil. Sufficient lime must be applied to raise soil pH to a minimum 6.5. Copies of the test results must be transmitted to the Commissioner upon receipt by the Contractor. Soil pH testing will not be measured for payment, and will be considered incidental to the Work performed under this Contract.

5.23.2. Method of Measurement
The quantity of lime, including lighting of the worksite for nighttime work as required will be measured per pound for material only when used in conjunction with line items 78-81 as specified and directed by the Commissioner.

5.23.3. Basis of Payment
This item will be paid at the Contract unit price per pound for Lime materials only applied in place complete and accepted. All labor, materials, equipment, tools, lighting, methods and materials for application will not be measured for payment and will be considered incidental to the installed unit prices as quoted on the Proposal Pages under line items 78-81; all incidentals required to complete the Work item as specified or as directed by the Commissioner.

ITEM 82 – LIMESTONE, PER LB

5.24. Topsoil – Line Item 83
5.24.1. Description
This item of Work will consist of the Contractor providing and installing topsoil as required during seedbed preparation. The topsoil shall be loamy soil from the A horizon of soil profiles of local soils. It must have an organic content between 1%-10%. It shall be relatively free from large roots, sticks, weeds, brush, or stones larger than 25 mm (1 in.) in diameter, or other litter and waste products. At least ninety percent (90%) must pass the 2.00 mm (No. 10) sieve and the pH must be between 5.0 and 8.0. Topsoil shall be capable of supporting and germinating vegetation.

5.24.2. Method of Measurement
The quantity of topsoil as required during seedbed preparation Work will be measured per cubic yard as specified and directed by the Commissioner.

5.24.3. Basis of Payment
This item will be paid at the Contract unit price per cubic yard for Contractor provided topsoil applied in place complete and accepted; all labor, materials, equipment, tools, lighting, methods and materials for application, and all incidentals required to complete the Work item as specified or as directed by the Commissioner.

ITEM 83 – TOPSOIL, PER CY

5.25. Synthetic Safety Surface/Airside Artificial Turf – Line Item 84
5.25.1. Description
This item of Work will consist of the Contractor providing installation and/or repair of synthetic safety surface/airside artificial turf. The synthetic safety surface/airside artificial turf shall be heavy metal-free polypropylene fiber tufted on a double-woven polypropylene primary backing with a secondary polyurethane backing that meets or exceeds IDOT-SSRBC specifications, latest revisions, and the Federal Aviation Administration (FAA), 14 CFR Part 139 Advisory Circulars, latest revisions.

5.25.2. Design Requirements
The synthetic safety surface/airside artificial turf shall meet the following minimal material test and design standards:

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>TESTING STANDARD</th>
<th>MATERIAL REQUIREMENT</th>
</tr>
</thead>
</table>
| TOTAL WEIGHT              | ASTM D5848-07 - STANDARD TEST METHOD FOR MASS PER UNIT AREA OF PILE YARN FLOOR COVERINGS | MIN. TOTAL WEIGHT: 105 OZ PER SY  
MAX. TOTAL WEIGHT: 115 OZ PER SY  
MANUFACTURING TOLERANCE: +/- 5% PER SY |
| PILE WEIGHT               | ASTM D5848-07 - STANDARD TEST METHOD FOR MASS PER UNIT AREA OF PILE YARN FLOOR COVERINGS | GRASS ZONE FIBER – SLIT FILM  
MIN. PILE WEIGHT: 38 OZ PER SY  
MAX. PILE WEIGHT: 44 OZ PER SY  
MANUFACTURING TOLERANCE: +/- 1 OZ PER SY  
MICRO BED FIBER - POLYETHYLENE  
MIN. PILE WEIGHT: 38 OZ PER SY  
MAX. PILE WEIGHT: 44 OZ PER SY  
MANUFACTURING TOLERANCE: +/- 1 OZ PER SY |
| PRIMARY BACKING WEIGHT    | ASTM D5848-07 STANDARD TEST METHOD FOR MASS PER UNIT AREA OF PILE YARN FLOOR COVERINGS | MIN. PRIMARY BACKING WEIGHT: 7 OZ PER SY  
MAX. PRIMARY BACKING WEIGHT: 8 OZ PER SY  
MANUFACTURING TOLERANCE: +/-1 OZ PER SY |
| SECONDARY BACKING WEIGHT  | ASTM D5848-07 STANDARD TEST METHOD FOR MASS PER UNIT AREA OF PILE YARN FLOOR COVERINGS | MIN. SECONDARY BACKING WEIGHT: 18 OZ PER SY  
MAX. SECONDARY BACKING WEIGHT: 22 OZ PER SY  
MANUFACTURING TOLERANCE: +/-2 OZ PER SY |
| PILE HEIGHT               | ASTM D5823-05A STANDARD TEST METHOD FOR TUFT HEIGHT OF PILE FLOOR COVERINGS        | PILE HEIGHT: 1.5 INCH  
MANUFACTURING TOLERANCE: +/- ¼ INCH |
| GRAB TEAR STRENGTH        | ASTM D5034-05 - STANDARD TEST METHOD FOR BREAKING STRENGTH AND ELONGATION OF TEXTILE FABRICS (GRAB TEST) MODIFIED FOR SEAM STRENGTH | MIN. GRAB TEAR STRENGTH-LENGTH (MD) 210 LBS  
MIN. GRAB TEAR STRENGTH-WIDTH (CMD) 190 LBS |
<p>| STICHES PER 3-INCH        | ASTM D5793-05 STANDARD TEST METHOD FOR BINDING SITES PER UNIT LENGTH OR WIDTH OF PILE YARN FLOOR COVERINGS | STITCHES PER 3 INCHES: 10 STITCHES MANUFACTURING TOLERANCE: +/-1 STITCH |
| MACHINE GAUGE             | ASTM D5793-05 STANDARD TEST METHOD FOR BINDING SITES PER UNIT LENGTH OR WIDTH OF PILE YARN FLOOR COVERINGS | MACHINE GAUGE: 5/32” TO ¾ INCH MANUFACTURING TOLERANCE: ½ INCH |
| FIBER DENIER              | ASTM D1907-07 STANDARD TEST METHODS FOR LINEAR                                    | MIN. AVERAGE LINEAR DENSITY: 7,500 DENIER |</p>
<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>TESTING STANDARD</th>
<th>MATERIAL REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENSITY OF TEXTILE FIBERS BY THE SKEIN METHOD</td>
<td>PREFERRED MIN. LINEAR DENSITY: 10,000 DENIER</td>
<td></td>
</tr>
<tr>
<td>FIBER THICKNESS</td>
<td>ASTM D3218-07 STANDARD SPECIFICATION FOR POLYOLEFIN MONOFILAMENTS</td>
<td>MIN. RIBBON THICKNESS; 0.007 INCHES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIN. MICRONS; 150 MICRONS</td>
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<tr>
<td>FIBER WIDTH</td>
<td>ASTM D3218-07 STANDARD SPECIFICATION FOR POLYOLEFIN MONOFILAMENTS</td>
<td>MIN. RIBBON WIDTH: 0.030 INCHES</td>
</tr>
<tr>
<td>FIBER MELTING POINT</td>
<td>ASTM D789-07 STANDARD TEST METHODS FOR DETERMINATION OF SOLUTION VISCOSITIES OF POLYAMIDE (PA)</td>
<td>MIN. MELTING POINT - POLYETHYLENE 120°C/248°F</td>
</tr>
<tr>
<td>FIBER SPECIFIC GRAVITY</td>
<td>ASTM D792-08 STANDARD TEST METHODS FOR DENSITY AND SPECIFIC GRAVITY (RELATIVE DENSITY) OF PLASTICS BY DISPLACEMENT</td>
<td>MIN. SPECIFIC GRAVITY: 0.90</td>
</tr>
<tr>
<td>FIBER BREAKING STRENGTH</td>
<td>ASTM D2256-02 STANDARD TEST METHOD FOR TENSILE PROPERTIES OF YARNS BY THE SINGLE-STRAND METHOD</td>
<td>MIN. AVERAGE BREAKING STRENGTH: 18 LBS/FORCE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MIN. AVERAGE BREAKING STRENGTH: 80 N</td>
</tr>
<tr>
<td>FIBER ELONGATION</td>
<td>ASTM D2256-02 STANDARD TEST METHOD FOR TENSILE PROPERTIES OF YARNS BY THE SINGLE-STRAND METHOD</td>
<td>MIN. AVERAGE ELONGATION: 100 %</td>
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<td></td>
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<td>MAX. AVERAGE ELONGATION: 110 %</td>
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</tbody>
</table>

5.25.3. Installation
The Contractor will install and/or repair synthetic safety surface/airside artificial turf per the manufacturer recommendations to meet or exceed the requirements of the IDOT-SSRBC and the FAA, 14 CFR Part 139 Advisory Circular (AC-150/5370-15B), latest revisions as applicable.

5.25.4. Method of Measurement
The quantity of synthetic safety surface/airside artificial turf will be measured per square yard for new installations or repairs as specified and directed by the Commissioner.

5.25.5. Basis of Payment
This item will be paid at the Contract unit price per square yard for synthetic safety surface/airside artificial turf applied in place complete and accepted; all labor, materials, equipment, tools, lighting, methods and materials for application, and all incidentals required to complete the Work item as specified or as directed by the Commissioner.

ITEM 84 – SYNTHETIC SAFETY SURFACE/AIRSIDE ARTIFICIAL TURF, PER SY

5.26.1. Description
This item of Work will consist of the Contractor mixing and the application of broadleaf weed control herbicides for pre-emergent and/or post-emergent invasive broadleaf forbs and legumes, e.g. clover, Trifolium spp, etc. as approved by the Commissioner. The Contractor must also provide detailed site-specific recommendations necessary to achieve target, selective broadleaf weed control, prevention, and mitigation. All services will provide and maintain an effective broadleaf weed management program in accordance with the best practices, procedures and techniques of an Integrated Weed Management System (IWMS), and the Integrated Pest Management (IPM) industry. The cost of the actual herbicide concentrate is not included in this line item and will be paid for under bid line item 86.

5.26.2. Qualifications
The Contractors’ laborer(s) providing on-site herbicide application must meet State and local requirements in the jurisdiction where the Work or services are performed for training, registration or certification as applicable and possess, at a minimum, valid State of Illinois Department of Agriculture “Applicator and Operator Licenses.” The Contractor and personnel trained to perform herbicide application Work services must possess and maintain the applicator and operator license while performing Work services at the Airports. The Contractor must provide copies of all certificates with the proposal.

5.26.3. Application
The Contractor must follow applicable federal, state and local laws utilizing qualified applicators by training in the handling, preparation, storage, recordkeeping, disposal, and application of herbicides.

Herbicide application rates will depend upon several factors including pre-emergent or post-emergent application, height/density of existing foliage, weather and wind conditions, etc. The Contractor must follow manufacturer’s recommendations for proper mix and application methods in herbicide use for weed control in non-cropland areas (airfields, roadsides, vacant lots, drainage ditches, fencerows, industrial sites, rights-of-ways, utility power lines, railroads, etc.) as indicated and recommended by the product manufacturer.

The Contractor must submit with their bid the MSDS and any other product literature describing the product they are proposing to use under these Specifications.

5.26.4. Method of Measurement
The quantity of Contractor mixed and applied herbicide will be measured per pre-emergent and/or post-emergent herbicide application as specified and applied per Square Yard per label instruction; all labor, materials, equipment, tools, lighting, methods and materials for application, and all incidentals required to complete the Work item as specified or as directed by the Commissioner.

5.26.5. Basis of Payment
This item will be paid at the Contract unit price per square yard for labor and equipment to mix and apply pre-emergent and/or post-emergent herbicides in place complete and accepted; all labor, materials, equipment, tools, lighting, methods and materials for application, and all incidentals required to complete the Work item as specified or as directed by the Commissioner. The cost of the actual herbicide concentrate is not included in this line item and will be paid for under bid line item 86.

ITEM 85 – HERBICIDE MIXED AND APPLICATION, PER SY

5.27. Herbicides – Line Item 86
5.27.1. Description
This item of Work will consist of the Contractor providing broadleaf weed control herbicides concentrates for pre-emergent and/or post-emergent invasive broadleaf forbs and legumes, e.g. clover, Trifolium spp, etc. as approved by the Commissioner.

5.27.2. Materials
The Contractor will procure herbicide concentrates for pre-emergent and/or post-emergent weed control as required in the performance of other Work and as determined by the Commissioner. The City may procure herbicides with or without application by the Contractor as determined by the Commissioner.

The Contractor must submit with their bid the MSDS and any other product literature describing the products they are proposing to use under these Specifications.

5.27.3. Herbicide Materials at a Mark-Up
Herbicide concentrate materials will be invoiced by the Contractor at a twelve percent (12%) mark-up over supplier costs verifiable by invoice per line item 86 of the Proposal Pages. The mark-up percentage will remain constant throughout the Contract term and any extension periods that the City may elect to exercise. The mark-up percentage as quoted on the Proposal Pages may not exceed 12%.

NOTE: A Bid value has been included on the Proposal Pages. Bidder is not to remove or change this figure.

The Contractor is not entitled to any remaining Allowance upon termination or conclusion of this Contract.

5.27.4. Method of Measurement
The quantity of herbicide concentrate will be measured at a 12% mark-up over Contractor’s actual cost as specified and directed by the Commissioner.

5.27.5. Basis of Payment
These items will be paid at the Contractor’s cost plus a 12% mark-up for herbicide concentrate verifiable by suppliers’ invoice delivered, complete and accepted; all incidentals required for materials only as specified or as directed by the Commissioner.

ITEM 86 – HERBICIDES AT A MARK-UP, ALLOWANCE

5.28. Exceptions
Any deviations from these specifications must be noted on the Proposal Pages or pages attached thereto, with the exact nature of the change outlined in sufficient detail. The reason for which deviations were made should also follow if not self-explanatory. Failure of a bidder to comply with the terms of this paragraph may be a cause for the rejection of its bid.

The City reserves the right to disqualify bids which do not completely meet outlined specifications. The impact of exceptions to the specification will be evaluated by the City in determining its need.

The Chief Procurement Officer hereby reserves the right to approve as an equal, or to reject as not being an equal, any item the bidder proposes to furnish which contains major or minor variations from specification requirements but which may comply substantially therewith.

5.29. Notices from Contractor
Notices provided herein, unless expressly provided for otherwise in this Contract, will be in writing and must be delivered by United States mail, first class and certified, return receipt requested, with postage prepaid and addressed as follows:

Originals: Commissioner of Aviation
O'Hare International Airport
10510 Zemke Road, Bldg. 400
Chicago, IL 60666

With Copies to: Chief Procurement Officer
City Hall, Room 806
121 North LaSalle Street
Chicago, IL 60602
ARTICLE 1. SPECIAL CONDITIONS REGARDING MINORITY BUSINESS ENTERPRISE COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT FOR COMMODITIES OR SERVICES

1.1. Policy and Terms

It is the policy of the City of Chicago that Local Businesses certified as Minority Owned Business Enterprises (MBE) and Women Owned Business Enterprises (WBE) in accordance with Section 2-92-420 et seq. of the Municipal Code of Chicago and Regulations Governing Certification of Minority and Women-owned Businesses and all other Regulations promulgated under the aforementioned sections of the Municipal Code, as well as MBEs and WBEs certified by Cook County, Illinois, will have full and fair opportunities to participate fully in the performance of this contract. Therefore, the Contractor will not discriminate against any person or business on the basis of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status or source of income and will take affirmative action to ensure that women and minority businesses will have the maximum opportunity to compete for and perform subcontracts for supplies or services.

Pursuant to Section 2-92-430 of the Municipal Code of Chicago, the Chief Procurement Officer has established a goal of awarding not less than 25% of the annual dollar value of all non-construction contracts to certified MBEs and 5% of the annual dollar value of all non-construction contracts to certified WBEs.

Accordingly, the Contractor commits to make Good Faith Efforts to expend at least the following percentages of the total contract price (inclusive of any and all modifications and amendments), if awarded, for contract participation by MBEs and WBEs:

<table>
<thead>
<tr>
<th>MBE Percentage</th>
<th>WBE Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>5%</td>
</tr>
</tbody>
</table>

(See Form "Bidders Commitment to Utilize MBE and WBE Firms on No Stated Goals Contract" for Contract Specific Goals in the case of a contract subject to a bid preference pursuant to MCC 2-92-525.)

This commitment is met by the Contractor's status as a MBE or WBE, or by a joint venture with one or more MBEs or WBEs as prime contractor (to the extent of the MBE or WBE participation in such joint venture), or by subcontracting a portion of the work to one or more MBEs or WBEs, or by the purchase of materials used in the performance of the contract from one or more MBEs or WBEs, or by any combination of the foregoing.

**Note:** MBE/WBE participation goals are separate and those businesses certified with the City of Chicago as both MBE and WBE may only be listed on a bidder’s compliance plan as either an MBE or a WBE, but not both, to demonstrate compliance with the Contract Specific Goals.

The Contractor also may meet all or part of this commitment through credits received pursuant to Section 2-92-530 of the Municipal Code of Chicago for the voluntary use of MBEs or WBEs in private sector contracts.
Pursuant to MCC 2-92-535, the prime contractor may apply be awarded an additional 0.5 percent credit, up to a maximum of a total of 5% additional credit, for every 1% of the value of a contract self-performed by MBEs or WBEs, or combination thereof, that have entered into a mentoring agreement with the contractor or subcontractor-to-subcontractor mentoring agreement. This up to 5% may be applied to the Contract Specific Goals, or it may be in addition to the Contract Specific Goals.

1.2. Definitions

"Area of Specialty" means the description of an MBE or WBE firm’s business which has been determined by the Chief Procurement Officer to be most reflective of the MBE or WBE firm’s claimed specialty or expertise. Each MBE/WBE letter of certification contains a description of the firm’s Area of Specialty. This information is also contained in the Directory (defined below). Credit toward this Contract’s MBE and WBE participation goals shall be limited to the participation of firms performing within their Area of Specialty.

**NOTICE:** The City of Chicago does not make any representation concerning the ability of any MBE/WBE to perform work within their Area of Specialty. It is the responsibility of all contractors to determine the capability and capacity of MBEs/WBEs to satisfactorily perform the work proposed.

"Bid" means a bid, proposal, or submittal detailing a description of the services or work to be provided by the contractor in response to a bid solicitation, request for proposal, request for qualification of task order request (issued in accordance with the Master Consulting Agreement) that is issued by the City.

"Bidder" means any person or business entity that submits a bid, proposal, qualification or submittal that seeks to enter into a contract with the City, and includes all partners, affiliates and joint ventures of such person or entity.

"Broker" means a person or entity that fills orders by purchasing or receiving supplies from a third party supplier rather than out of its own existing inventory and provides no commercially useful function other than acting as a conduit between his or her supplier and his or her customer.

"Chief Procurement Officer" or "CPO" means the chief procurement officer of the City of Chicago or his or her designee.

"Commercially Useful Function" means responsibility for the execution of a distinct element of the work of the contract, which is carried out by actually performing, managing, and supervising the work involved, evidencing the responsibilities and risks of a business owner such as negotiating the terms of (sub)contracts, taking on a financial risk commensurate with the contract or its subcontract, responsibility for acquiring the appropriate lines of credit and/or loans, or fulfilling responsibilities as a joint venture partner as described in the joint venture agreement.

"Contract Specific Goals" means the subcontracting goals for MBE and WBE participation established for a particular contract. In the case of a contract subject to the bid incentive set forth in MCC 2-92-525, "Contract Specific Goals" means the utilization percentage for MBEs or WBEs to which contractor committed with its bid.

"Contractor" means any person or business entity that has entered into a contract with the City as described herein, and includes all partners, affiliates, and joint ventures of such person or entity.

"Direct Participation" means the value of payments made to MBE or WBE firms for work that is performed in their Area of Specialty directly related to the performance of the subject matter of the Contract will count as Direct Participation toward the Contract Specific Goals.

"Directory" means the Directory of Certified "Minority Business Enterprises" and "Women Business Enterprises" maintained and published by the City of Chicago. The Directory identifies firms that have been certified as MBEs and WBEs, and includes both the date of their last certification and the area of specialty in which they have been certified. Contractors are responsible for verifying the current certification status of all proposed MBE, and WBE firms.
"Good Faith Efforts" means actions undertaken by a bidder or contractor to achieve a Contract Specific Goal that the CPO or his or her designee has determined, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program’s requirements.

"Indirect Participation" refers to the value of payments made to MBE or WBE firms for work that is done in their Area of Specialty related to other aspects of the Contractor’s business. (Note: no dollar of such indirect MBE or WBE participation shall be considered in a Good Faith Efforts determination more than once against a contractor’s MBE or WBE commitment with respect to all government contracts held by that contractor.)

"Joint venture" means an association of a MBE or WBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which each joint venture partner contributes property, capital, efforts, skills and knowledge, and in which the MBE or WBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

"Mentor-Protégé Agreement" means an agreement between a prime and MBE or WBE subcontractor (“Mentoring Agreement”) or an agreement between a prime’s subcontractor and MBE or WBE subcontractor (“Subcontractor-to-Subcontractor Mentoring Agreement”), pursuant to MCC 2-92-535, that is approved by the City of Chicago and complies with all requirements of MCC 2-92-535 and any rules and regulations promulgated by the Chief Procurement Officer.

"Minority Owned Business Enterprise" or "MBE" means a firm awarded certification as a minority owned and controlled business in accordance with City Ordinances and Regulations as well as a firm awarded certification as a minority owned and controlled business by Cook County, Illinois. However, it does not mean a firm that has been found ineligible or which has been decertified by the City or Cook County.


"Supplier" or "Distributor" refers to a company that owns, operates, or maintains a store, warehouse or other establishment in which materials, supplies, articles or equipment are bought, kept in stock and regularly sold or leased to the public in the usual course of business. A regular distributor or supplier is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for performance of a contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular distributor the firm must engage in, as its principal business and in its own name, the purchase and sale of the products in question. A regular distributor in such bulk items as steel, cement, gravel, stone, and petroleum products need not keep such products in stock if it owns or operates distribution equipment.

"Women Owned Business Enterprise" or "WBE" means a firm awarded certification as a women owned and controlled business in accordance with City Ordinances and Regulations as well as a firm awarded certification as a women owned business by Cook County, Illinois. However, it does not mean a firm that has been found ineligible or which has been decertified by the City or Cook County.

1.3. Joint Ventures
The formation of joint ventures to provide MBEs and WBEs with capacity and experience at the prime contracting level, and thereby meet Contract Specific Goals (in whole or in part) is encouraged. A joint venture may consist of any combination of MBEs, WBEs, and non-certified firms as long as one member is an MBE or WBE.

a. The joint venture may be eligible for credit towards the Contract Specific Goals only if:

i. The MBE or WBE joint venture partner’s share in the capital contribution, control, management, risks and profits of the joint venture is equal to its ownership interest;

ii. The MBE or WBE joint venture partner is responsible for a distinct, clearly defined portion of the requirements of the contract for which it is at risk;

iii. Each joint venture partner executes the bid to the City; and
iv. The joint venture partners have entered into a written agreement specifying the terms and conditions of the relationship between the partners and their relationship and responsibilities to the contract, and all such terms and conditions are in accordance with the conditions set forth in Items i, ii, and iii above in this Paragraph a.

b. The Chief Procurement Officer shall evaluate the proposed joint venture agreement, the Schedule B submitted on behalf of the proposed joint venture, and all related documents to determine whether these requirements have been satisfied. The Chief Procurement Officer shall also consider the record of the joint venture partners on other City of Chicago contracts. The decision of the Chief Procurement Officer regarding the eligibility of the joint venture for credit towards meeting the Contract Specific Goals, and the portion of those goals met by the joint venture, shall be final.

The joint venture may receive MBE or WBE credit for work performed by the MBE or WBE joint venture partner(s) equal to the value of work performed by the MBE or WBE with its own forces for a distinct, clearly defined portion of the work.

Additionally, if employees of the joint venture entity itself (as opposed to employees of the MBE or WBE partner) perform the work, then the value of the work may be counted toward the Contract Specific Goals at a rate equal to the MBE or WBE firm’s percentage of participation in the joint venture as described in Schedule B.

The Chief Procurement Officer may also count the dollar value of work subcontracted to other MBEs and WBEs. Work performed by the forces of a non-certified joint venture partner shall not be counted toward the Contract Specific Goals.

c. Schedule B: MBE/WBE Affidavit of Joint Venture

Where the bidder’s Compliance Plan includes the participation of any MBE or WBE as a joint venture partner, the bidder must submit with its bid a Schedule B and the proposed joint venture agreement. These documents must both clearly evidence that the MBE or WBE joint venture partner(s) will be responsible for a clearly defined portion of the work to be performed, and that the MBE’s or WBE’s responsibilities and risks are proportionate to its ownership percentage. The proposed joint venture agreement must include specific details related to:

i. The parties’ contributions of capital, personnel, and equipment and share of the costs of insurance and bonding;

ii. Work items to be performed by the MBE’s or WBE’s own forces and/or work to be performed by employees of the newly formed joint venture entity;

iii. Work items to be performed under the supervision of the MBE or WBE joint venture partner; and

iv. The MBE’s or WBE’s commitment of management, supervisory, and operative personnel to the performance of the contract.

NOTE: Vague, general descriptions of the responsibilities of the MBE or WBE joint venture partner do not provide any basis for awarding credit. For example, descriptions such as "participate in the budgeting process," "assist with hiring," or "work with managers to improve customer service" do not identify distinct, clearly defined portions of the work. Roles assigned should require activities that are performed on a regular, recurring basis rather than as needed. The roles must also be pertinent to the nature of the business for which credit is being sought. For instance, if the scope of work required by the City entails the delivery of goods or services to various sites in the City, stating that the MBE or WBE joint venture partner will be responsible for the performance of all routine maintenance and all repairs required to the vehicles used to deliver such goods or services is pertinent to the nature of the business for which credit is being sought.

**1.4. Counting MBE/WBE Participation Toward the Contract Specific Goals**
Refer to this section when preparing the MBE/WBE compliance plan and completing Schedule D-1 for guidance on what value of the participation by MBEs and WBEs will be counted toward the stated Contract Specific Goals. The "Percent Amount of Participation" depends on whether and with whom a MBE or WBE subcontracts out any portion of its work and other factors.

Firms that are certified as both MBE and WBE may only be listed on a bidder’s compliance plan as either a MBE or a WBE to demonstrate compliance with the Contract Specific Goals. For example, a firm that is certified as both a MBE and a WBE may only be listed on the bidder’s compliance plan under one of the categories, but not both. Except as provided in MCC 2-92-525(b)(2), only Payments made to MBE and WBE firms that meet BOTH the Commercially Useful Function and Area of Specialty requirements above will be counted toward the Contract Specific Goals.

a. Only expenditures to firms that perform a Commercially Useful Function as defined above may count toward the Contract Specific Goals.
   i. The CPO will determine whether a firm is performing a commercially useful function by evaluating the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the credit claimed for its performance of the work, industry practices, and other relevant factors.
   ii. A MBE or WBE does not perform a commercially useful function if its participation is only required to receive payments in order to obtain the appearance of MBE or WBE participation. The CPO may examine similar commercial transactions, particularly those in which MBEs or WBEs do not participate, to determine whether non MBE and non WBE firms perform the same function in the marketplace to make a determination.
   iii. Indications that a subcontractor is not performing a commercially useful function include, but are not limited to, labor shifting and equipment sharing or leasing arrangements with the prime contractor or a first tier subcontractor.

b. Only the value of the dollars paid to the MBE or WBE firm for work that it performs in its Area of Specialty in which it is certified counts toward the Contract Specific Goals, except as provided in MCC 2-92-525(b)(2).

c. For maintenance, installation, repairs or inspection, or professional services, if the MBE or WBE performs the work itself: 100% of the value of work actually performed by the MBE’s or WBE’s own forces shall be counted toward the Contract Specific Goals, including the cost of supplies and materials purchased or equipment leased by the MBE or WBE from third parties or second tier subcontractors in order to perform its (sub)contract with its own forces (except supplies and equipment the MBE or WBE subcontractor purchases or leases from the prime contractor or its affiliate). 0% of the value of work at the project site that a MBE or WBE subcontracts to a non-certified firm counts toward the Contract Specific Goals.

d. If the MBE or WBE is a manufacturer: 100% of expenditures to a MBE or WBE manufacturer for items needed for the Contract shall be counted toward the Contract Specific Goals. A manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the bidder or contractor.

e. If the MBE or WBE is a distributor or supplier: 60% of expenditures for materials and supplies purchased from a MBE or WBE that is certified as a regular dealer or supplier shall be counted toward the Contract Specific Goals.

f. If the MBE or WBE is a broker:
   i. Zero percent (0%) of expenditures paid to brokers will be counted toward the Contract Specific Goals.
   ii. As defined above, Brokers provide no commercially useful function.
g. If the MBE or WBE is a member of the joint venture contractor/bidder:
   i. A joint venture may count the portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the MBE or WBE performs with its own forces toward the Contract Specific Goals; or
   ii. If employees of this distinct joint venture entity perform the work then the value of the work may be counted toward the Contract Specific Goals at a rate equal to the MBE or WBE firm’s percentage of participation in the joint venture as described in the Schedule B.
   iii. A joint venture may also count the dollar value of work subcontracted to other MBEs and WBEs.

h. If the MBE or WBE subcontracts out any of its work:
   i. 100% of the value of the work subcontracted to other MBEs or WBEs performing work in its Area of Specialty may be counted toward the Contract Specific Goals.
   ii. 0% of the value of work that a MBE or WBE subcontracts to a non-certified firm counts toward the Contract Specific Goals (except as allowed by (c) above).
   iii. The fees or commissions charged for providing a bona fide service, such as professional, technical, consulting or managerial services or for providing bonds or insurance and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the Contract, provided that the fee or commission is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.
   iv. The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fee is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.
   v. The fees or commissions charged for providing any bonds or insurance, but not the cost of the premium itself, specifically required for the performance of the Contract, provided that the fee or commission is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.

1.5. Regulations Governing Reductions to or Waiver of MBE/WBE Goals

The following Regulations set forth the standards to be used in determining whether or not a reduction or waiver of the MBE/WBE commitment goals of a particular contract is appropriate. If a bidder determines that it is unable to meet the MBE and/or WBE Contract-Specific Goals on a City of Chicago contract, a written request for the reduction or waiver of the commitment must be included in the bid or proposal.

The written request for reduction or waiver from the commitment must be in the form of a signed petition for grant of relief from the MBE/WBE percentages submitted on the bidder’s letterhead, and must demonstrate that all required efforts as set forth in this document were taken to secure eligible Minority and Women Business Enterprises to meet the commitments. The Chief Procurement Officer or designee shall determine whether the request for the reduction or waiver will be granted.

A bidder will be considered responsive to the terms and conditions of these Regulations if, at the time of bid, it submits a waiver request and all supporting documentation that adequately addresses the conditions for waiver of MBE/WBE goals, including proof of notification to assist agencies except:

- Bidders responding to Request for Proposals (RFPs) who have been identified as a short listed candidate and/or a prospective awardee will be given a designated time allowance, but no more than
fourteen (14) calendar days to submit to the Department of Procurement Services complete documentation that adequately addresses the conditions for waiver described herein; and

- Bidders responding to Request for Information and or Qualifications (RFI/RFQs) deemed by the Chief Procurement Officer or authorized designee to be the most responsive and responsible shall submit documentation that adequately addresses the conditions for waiver described herein during negotiations.

Failure to submit documentation sufficient to support the waiver request will cause the bid/proposal to be found non-responsive by the Chief Procurement Officer, and the bid/proposal will be rejected. In such cases the remedies to be taken by the Chief Procurement Officer, in his or her discretion, may include, but are not limited to, forfeiture of bid deposit; negotiating with the next lowest bidder; or re-advertising the bid/proposal. All bidders must submit all required documents at the time of bid opening to expedite the contract award.

1.5.1. Direct Participation
Each of the following elements must be present in order to determine whether or not such a reduction or waiver is appropriate.

a. The bidder has documented the unsuccessful solicitation for either subcontractors or joint venture partners of at least 50% (or at least five when there are more than eleven certified firms in the commodity area) of the appropriate certified MBE/WBE firms to perform any direct work identified or related to the advertised bid/proposal. Documentation must include but is not necessarily limited to:

   1. A detailed statement of efforts to identify and select portions of work identified in the bid solicitation for subcontracting to certified MBE/WBE firms;

   2. A listing of all MBE/WBE firms contacted that includes:
      - Name, address, telephone number and email of MBE/WBE firms solicited;
      - Date and time of contact;
      - Method of contact (written, telephone, transmittal of facsimile documents, email, etc.)

   3. Copies of letters or any other evidence of mailing that substantiates outreach to MBE/WBE vendors that includes:
      - Project identification and location;
      - Classification/commodity of work items for which quotations were sought;
      - Date, item and location for acceptance of subcontractor bid proposals;
      - Detailed statement which summarizes direct negotiations with appropriate MBE/WBE firms for specific portions of the work and indicates why negotiations were unsuccessful;
      - Affirmation that Good Faith Efforts have been demonstrated by:
         - choosing subcontracting opportunities likely to achieve MBE/WBE goals; and
         - not imposing any limiting conditions which were not mandatory for all subcontractors; and
providing notice of subcontracting opportunities to M/WBE firms and assist agencies at least five (5) business days in advance of the initial bid due date; and

documented efforts or actual commitment to the indirect participation of MBE/WBE firms.

OR

b. Subcontractor participation will be deemed excessively costly when the MBE/WBE subcontractor proposal exceeds the average price quoted by more than twenty percent (20%). In order to establish that a subcontractor’s quote is excessively costly, the bidder must provide the following information:

1. A detailed statement of the work identified for MBE/WBE participation for which the bidder asserts the MBE/WBE quote(s) were excessively costly (in excess of 20% higher).
   - A listing of all potential subcontractors contacted for a quotation on that work item;
   - Prices quoted for the subcontract in question by all such potential subcontractors for that work item.

2. Other documentation which demonstrates to the satisfaction of the Chief Procurement Officer that the MBE/WBE proposals are excessively costly, even though not in excess of 20% higher than the average price quoted. This determination will be based on factors that include, but are not limited to the following:
   - The City's estimate for the work under a specific subcontract;
   - The bidder’s own estimate for the work under the subcontract;
   - An average of the bona fide prices quoted for the subcontract;
   - Demonstrated increase in other contract costs as a result of subcontracting to the M/WBE or other firm.

1.5.2. Assist Agency Participation in waiver/reduction requests

Every waiver and/or reduction request must include evidence that the bidder has provided timely notice of the need for subcontractors to an appropriate association/assist agency representative of the MBE/WBE business community. This notice must be given at least five (5) business days in advance of the initial bid due date.

The notice requirement of this Section will be satisfied if a bidder contacts at least one of the associations on Attachment A to these Regulations when the prime contractor seeks a waiver or reduction in the utilization goals. Attachment B to these Regulations provides the letter format that a prime contractor may use. Proof of notification prior to bid submittal (e.g. certified mail receipt or facsimile transmittal receipt) will be required to be submitted with the bid for any bid/proposal to be deemed responsive. If deemed appropriate, the Contract Compliance Officer may contact the assist agency for verification of notification.

1.5.3. Impracticability

If the Chief Procurement Officer determines that a lesser MBE and/or WBE percentage standard is appropriate with respect to a particular contract subject to competitive bidding prior to the bid solicitations for such contract, bid specifications shall include a statement of such revised standard.
The requirements set forth in these Regulations (this subsection 1.5 "Regulations Governing Reductions to or Waiver of MBE/WBE Goals") shall not apply where the Chief Procurement Officer determines prior to the bid solicitations that MBE/WBE subcontractor participation is impracticable.

This may occur whenever the Chief Procurement Officer determines that for reasons of time, need, industry practices or standards not previously known by the Chief Procurement Officer, or such other extreme circumstances as may be deemed appropriate, such a Waiver is in the best interests of the City. This determination may be made in connection with a particular contract, whether before the contract is let for bid, during the bid or award process, before or during negotiation of the contract, or during the performance of the contract.

For all notifications required to be made by bidders, in situations where the Chief Procurement Officer has determined that time is of the essence, documented telephone contact may be substituted for letter contact.

1.6. Procedure to Determine Bid Compliance

A bid may be rejected as non-responsive if it fails to submit one or more of the following with its bid demonstrating its Good Faith Efforts to meet the Contract Specific Goals by reaching out to MBEs and WBEs to perform work on the contract:

- An MBE/WBE compliance plan demonstrating how the bidder plans to meet the Contract Specific Goals; and/or
- A request for reduction or waiver of the Contract Specific Goals in accordance with Section 2-92-450 of the MCC.

In the case of a bid utilizing the "Bid Incentive to Encourage MBE and WBE Utilization" pursuant to MCC 2-92-525(b)(2), failure to submit an MBE/WBE compliance plan demonstrating how the bidder plans to meet the Contract Specific Goal to which the bidder has committed will not result in rejection of the bid, but the bidder may be found ineligible for the bid incentive.

Except as provided in MCC 2-92-525(b)(2), only compliance plans utilizing MBE and WBE firms that meet BOTH the Commercially Useful Function and Area of Specialty requirements will be counted toward the Contract Specific Goals.

The following Schedules and described documents constitute the bidder's MBE/WBE proposal, and must be submitted in accordance with the guidelines stated:

(1) Schedule C-1: Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant.

The bidder must submit the appropriate Schedule C-1 with the bid for each MBE and WBE included on the Schedule D-1. Suppliers must submit the Schedule C-1 for Suppliers, first tier subcontractors must submit a Schedule C-1 for Subcontractors to the Prime Contractor and second or lower tier subcontractors must submit a Schedule C-1 for second tier Subcontractors. The City encourages subcontractors to utilize the electronic fillable format Schedule C-1, which is available at the Department of Procurement Services website, http://cityofchicago.org/forms. Each Schedule C-1 must be executed by each MBE and WBE and accurately detail the work to be performed by the MBE or WBE and the agreed upon rates/prices. Each Schedule C must also include a separate sheet as an attachment on which the MBE or WBE fully describes its proposed scope of work, including a description of the commercially useful function being performed by the MBE or WBE in its Area of Specialty. If a facsimile copy of the Schedule C-1 has been submitted with the bid, an executed original Schedule C-1 must be submitted by the bidder for each MBE and WBE included on the Schedule D-1 within five business days after the date of the bid opening.

Failure to submit a completed Schedule C-1 in accordance with this section shall entitle the City to deem the bid/proposal non-responsive and therefore reject the bid/proposal.
(2) **Letters of Certification.**
A copy of each proposed MBE/WBE firm's current Letter of Certification from the City of Chicago or Cook County Illinois, must be submitted with the bid/proposal. All Letters of Certification issued by the City of Chicago and Cook County include a statement of the MBE/WBE firm’s Area of Specialty. The MBE/WBE firm’s scope of work, as detailed by their Schedule C-1, must conform to their stated Area of Specialty. Letters of Certification for firms that the City or Cook County has found ineligible or has decertified will not be accepted.

(3) **Schedule B: Affidavit of Joint Venture, and Joint Venture Agreements (if applicable).**
If the bidder’s MBE/WBE proposal includes the participation of a MBE/WBE as joint venture on any tier (either as the bidder or as a subcontractor), the bidder must provide a copy of the joint venture agreement and a Schedule B along with all other requirements listed in Section 1.3, "Joint Ventures," above. In order to demonstrate the MBE/WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) contributions of capital and equipment; (2) work responsibilities or other performance to be undertaken by the MBE/WBE; and (3) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the contract. The joint venture agreement must also clearly define each partner’s authority to contractually obligate the joint venture and each partner's authority to expend joint venture funds (e.g., check signing authority).

(4) **Schedule D-1: Required Schedules Regarding MBE/WBE Utilization**
Bidders must submit, together with the bid, a completed Schedule D-1 committing them to the utilization of each listed MBE/WBE firm. The City encourages bidders to utilize the electronic fillable format Schedule D-1, which is available at the Department of Procurement Services website, http://cityofchicago.org/forms. Except in cases where the bidder has submitted a request for a complete waiver of or variance from the MBE/WBE commitment in accordance with Section 1.5 "Regulations Governing Reductions to or Waiver of MBE/WBE Goals" herein, the bidder must commit to the expenditure of a specific dollar amount of participation by each MBE/WBE firm included on their Schedule D-1. The total dollar commitment to proposed MBEs must at least equal the MBE goal, and the total dollar commitment to proposed WBEs must at least equal the WBE goal. Bidders are responsible for calculating the dollar equivalent of the MBE and WBE goals as percentages of their total base bids or in the case of Term Agreements, depends upon requirements agreements and blanket agreements, as percentages of the total estimated usage. All commitments made by the bidder's Schedule D-1 must conform to those presented in the submitted Schedule C-1. If Schedule C-1 is submitted after the opening, the bidder may submit a revised Schedule D-1 (executed and notarized to conform with the Schedules C-1). Bidders shall not be permitted to add MBEs or WBEs after bid opening to meet the Contract Specific Goals, however, contractors are encouraged to add additional MBE/WBE vendors to their approved compliance plan during the performance of the contract when additional opportunities for participation are identified. Except in cases where substantial and documented justification is provided, bidders will not be allowed to reduce the dollar commitment made to any MBE or WBE in order to achieve conformity between the Schedules C-1 and D-1.

All commitments for joint venture agreements must be delineated in the Schedule B.

(5) **Application for Approval of Mentor Protégé Agreement**
Any applications for City approval of a Mentor Protégé agreement must be included with the bid. If the application is not approved, the bidder must show that it has made good faith efforts to meet the contract specific goals.

1.7. **Reporting Requirements During the Term of the Contract**
a. The Contractor will, not later than thirty (30) calendar days from the award of a contract by the City, execute formal contracts or purchase orders with the MBEs and WBEs included in their approved MBE/WBE Utilization Plan. These written agreements will be made available to the Chief Procurement Officer upon request.

b. The Contractor will be responsible for reporting payments to all subcontractors on a monthly basis in the form of an electronic report. Upon the first payment issued by the City of Chicago to the contractor for services performed, on the first day of each month and every month thereafter, email and/or fax audit notifications will be sent out to the Contractor with instructions to report payments that have been made in the prior month to each subcontractor. The reporting of payments to all subcontractors must be entered into the Certification and Compliance Monitoring System (C2), or whatever reporting system is currently in place, on or before the fifteenth (15th) day of each month.

c. Once the prime Contractor has reported payments made to each subcontractor, including zero dollar amount payments, the subcontractor will receive an email and/or fax notification requesting them to log into the system and confirm payments received. All monthly confirmations must be reported on or before the 20th day of each month. Contractor and subcontractor reporting to the C2 system must be completed by the 25th of each month or payments may be withheld.

d. All subcontract agreements between the contractor and MBE/WBE firms or any first tier non-certified firm and lower tier MBE/WBE firms must contain language requiring the MBE/WBE to respond to email and/or fax notifications from the City of Chicago requiring them to report payments received for the prime or the non-certified firm. Access to the Certification and Compliance Monitoring System (C2), which is a web based reporting system, can be found at: https://chicago.mwdbe.com

e. The Chief Procurement Officer or any party designated by the Chief Procurement Officer, shall have access to the contractor’s books and records, including without limitation payroll records, tax returns and records and books of account, to determine the contractor’s compliance with its commitment to MBE and WBE participation and the status of any MBE or WBE performing any portion of the contract. This provision shall be in addition to, and not a substitute for, any other provision allowing inspection of the contractor’s records by any officer or official of the City for any purpose.

f. The Contractor shall maintain records of all relevant data with respect to the utilization of MBEs and WBEs, retaining these records for a period of at least five years after project closeout. Full access to these records shall be granted to City, federal or state authorities or other authorized persons.

1.8. Changes to Compliance Plan

1.8.1. Permissible Basis for Change Required

No changes to the Compliance Plan or contractual MBE and WBE commitments or substitution of MBE or WBE subcontractors may be made without the prior written approval of the Contract Compliance Officer. Unauthorized changes or substitutions, including performing the work designated for a subcontractor with the contractor’s own forces, shall be a violation of these Special Conditions and a breach of the contract with the City, and may cause termination of the executed Contract for breach, and/or subject the bidder or contractor to contract remedies or other sanctions. The facts supporting the request for changes must not have been known nor reasonably could have been known by the parties prior to entering into the subcontract. Bid shopping is prohibited. The bidder or contractor must negotiate with the subcontractor to resolve the problem. If requested by either party, the Department of Procurement Services shall facilitate such a meeting. Where there has been a mistake or disagreement about the scope of work, the MBE or WBE can be substituted only where an agreement cannot be reached for a reasonable price for the correct scope of work.
Substitutions of a MBE or WBE subcontractor shall be permitted only on the following basis:

a) Unavailability after receipt of reasonable notice to proceed;

b) Failure of performance;

c) Financial incapacity;

d) Refusal by the subcontractor to honor the bid or proposal price or scope;

e) Mistake of fact or law about the elements of the scope of work of a solicitation where a reasonable price cannot be agreed;

f) Failure of the subcontractor to meet insurance, licensing or bonding requirements;

g) The subcontractor’s withdrawal of its bid or proposal; or

h) De-certification of the subcontractor as a MBE or WBE (graduation from the MBE/WBE program does not constitute de-certification).

i) Termination of a Mentor Protégé Agreement.

1.8.2. Procedure for Requesting Approval

If it becomes necessary to substitute a MBE or WBE or otherwise change the Compliance Plan, the procedure will be as follows:

a) The bidder or contractor must notify the Contract Compliance Officer and Chief Procurement Officer in writing of the request to substitute a MBE or WBE or otherwise change the Compliance Plan. The request must state specific reasons for the substitution or change. A letter from the MBE or WBE to be substituted or affected by the change stating that it cannot perform on the contract or that it agrees with the change in its scope of work must be submitted with the request.

b) The City will approve or deny a request for substitution or other change within 15 business days of receipt of the written request.

c) Where the bidder or contractor has established the basis for the substitution to the satisfaction of the Chief Procurement Officer, it must make Good Faith Efforts to meet the Contract Specific Goal by substituting a MBE or WBE subcontractor. Documentation of a replacement MBE or WBE, or of Good Faith Efforts, must meet the requirements in section 5. If the MBE or WBE Contract Specific Goal cannot be reached and Good Faith Efforts have been made, as determined by the Chief Procurement Officer, the bidder or contractor may substitute with a non-MBE or non-WBE.

d) If a bidder or contractor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Compliance Plan, the bidder or contractor must obtain the approval of the Chief Procurement Officer to modify the Compliance Plan and must make Good Faith Efforts to ensure that MBEs or WBEs have a fair opportunity to bid on the new scope of work.

e) A new subcontract must be executed and submitted to the Contract Compliance Officer within five business days of the bidder’s or contractor’s receipt of City approval for the substitution or other change.

The City shall not be required to approve extra payment for escalated costs incurred by the contractor when a substitution of subcontractors becomes necessary to comply with MBE/WBE contract requirements.

1.9. Non-Compliance and Damages

Without limitation, the following shall constitute a material breach of this contract and entitle the City to declare a default, terminate the contract, and exercise those remedies provided for in the contract, at law or in equity: (1) failure to demonstrate Good Faith Efforts, except in the case of a contract where a bid incentive
under MCC 2-92-525 was taken into consideration in the award; and (2) disqualification as a MBE or WBE of the contractor or any joint venture partner, subcontractor or supplier if its status as an MBE or WBE was a factor in the award of the contract and such status was misrepresented by the contractor.

Payments due to the contractor may be withheld until corrective action is taken.

Pursuant to MCC 2-92-445 or 2-92-740, as applicable, remedies or sanctions may include a penalty in the amount of the discrepancy between the amount of the commitment in the Compliance Plan, as such amount may be amended through change orders or otherwise over the term of the contract, and the amount paid to MBEs or WBEs, and disqualification from contracting or subcontracting on additional City contracts for up to three years. The consequences provided herein shall be in addition to any other criminal or civil liability to which such entities may be subject.

The contractor shall have the right to protest the final determination of non-compliance and the imposition of any penalty by the Chief Procurement Officer pursuant to MCC 2-92-445 or 2-92-740, within 15 business days of the final determination.

In the case of a contract for which a bid incentive under MCC 2-92-525 was taken into consideration in the award, any contractor that has failed to retain the percentage of MBE or WBE subcontractor committed to in order for the bid incentive to be allocated will be fined an amount equal to three times the amount of the bid incentive allocated, unless the contractor can demonstrate that due to circumstances beyond the contractor's control, the contractor for good cause was unable to retain the percentage of MBE or WBE subcontractors throughout the duration of the contract period.

1.10. Arbitration

a) In the event a contractor has not complied with the contractual MBE/WBE percentages in its Schedule D, underutilization of MBEs/WBEs shall entitle the affected MBE/WBE to recover from the contractor damages suffered by such entity as a result of being underutilized; provided, however, that this provision shall not apply to the extent such underutilization occurs pursuant to a waiver or substitution approved by the City. The Ordinance and contracts subject thereto provide that any disputes between the contractor and such affected MBEs/WBEs regarding damages shall be resolved by binding arbitration before an independent arbitrator other than the City, with reasonable expenses, including attorney’s fees, being recoverable by a prevailing MBE/WBE in accordance with these regulations. This provision is intended for the benefit of any MBE/WBE affected by underutilization and grants such entity specific third party beneficiary rights. Any rights conferred by this regulation are non-waivable and take precedence over any agreement to the contrary, including but not limited to those contained in a subcontract, suborder, or communicated orally between a contractor and a MBE/WBE.

b) An MBE/WBE desiring to arbitrate shall contact the contractor in writing to initiate the arbitrative process. Except as otherwise agreed to in writing by the affected parties subject to the limitation contained in the last sentence of the previous paragraph, within ten (10) calendar days of the contractor receiving notification of the intent to arbitrate from the MBE/WBE the above-described disputes shall be arbitrated in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA), a not-for-profit agency, with an office at 225 North Michigan Avenue, Suite 2527, Chicago, Illinois 60601-7601 [Phone: (312) 616-6560; Fax: (312) 819-0404]. All such arbitrations shall be initiated by the MBE/WBE filing a demand for arbitration with the AAA; shall be conducted by the AAA; and held in Chicago, Illinois.

c) All arbitration fees are to be paid pro rata by the parties, however, that the arbitrator is authorized to award reasonable expenses, including attorney and arbitrator fees, as damages to a prevailing MBE/WBE.

d) The MBE/WBE must send the City a copy of the Demand for Arbitration within ten (10) calendar days after it is filed with the AAA. The MBE/WBE also must send the City a copy of the decision of the arbitrator within ten (10) calendar days of receiving such decision. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.
1.11. **Equal Employment Opportunity**  
Compliance with MBE and WBE requirements will not diminish or supplant equal employment opportunity and civil rights provisions as required by law.

1.12. **Attachments and Schedules**  
The following attachments and schedules follow, they may also be downloaded from the Internet at: [http://www.cityofchicago.org/forms](http://www.cityofchicago.org/forms)  
- Attachment A: Assist Agencies  
- Attachment B: Sample Format for Requesting Assist Agency Comments on Bidder’s Request for Reduction or Waiver of MBE/WBE Goals  
- Schedule B: Affidavit of Joint Venture (MBE/WBE)  
- Schedule C-1: Letter of Intent From MBE/WBE To Perform As Subcontractor, Supplier and/or Consultant  
- Schedule D-1: Compliance Plan Regarding MBE/WBE Utilization
**Assist Agency List (Rev. Apr. 2018)**

Assist Agencies are comprised of not-for-profit agencies and/or chamber of commerce agencies that represent the interest of small, minority and/or women owned businesses.

*Prime Contractors should contact with subcontracting opportunities to connect certified firms.*

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<tr>
<th><strong>51st Street Business Association</strong></th>
<th><strong>African American Contractors Association - AACA</strong></th>
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<tr>
<td>220 E. 51st Street&lt;br&gt;Chicago, IL 60615&lt;br&gt;Phone: 773-285-3401&lt;br&gt;Fax: 773-285-3407&lt;br&gt;Email: <a href="mailto:the51ststreetbusinessassociation@yahoo.com">the51ststreetbusinessassociation@yahoo.com</a>&lt;br&gt;Web: <a href="http://www.51stStreetChicago.com">www.51stStreetChicago.com</a>&lt;br&gt;Maintains list of certified firms: Yes&lt;br&gt;Provides training for businesses: Yes</td>
<td>P.O. Box #19670&lt;br&gt;Chicago, IL 60619&lt;br&gt;Phone: 312-915-5960&lt;br&gt;Email: <a href="mailto:aacanatlassoc@gmail.com">aacanatlassoc@gmail.com</a>&lt;br&gt;Web: <a href="http://www.aacanati.org">www.aacanati.org</a>&lt;br&gt;Maintains list of certified firms: Yes&lt;br&gt;Provides training for businesses: Yes</td>
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<th><strong>Angel of God Resource Center, Inc.</strong></th>
<th><strong>Association of Asian Construction Enterprises</strong></th>
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<tr>
<td>14527 S. Halsted&lt;br&gt;Chicago, IL 60627&lt;br&gt;Phone: 708-392-9323&lt;br&gt;Fax: 708-880-0121&lt;br&gt;Email: <a href="mailto:asmith5283@yahoo.com">asmith5283@yahoo.com</a>: <a href="mailto:aogrc@angelofgodresourcemcenter.org">aogrc@angelofgodresourcemcenter.org</a>&lt;br&gt;Web: <a href="http://www.angelofgodresourcecenter.org">www.angelofgodresourcecenter.org</a>&lt;br&gt;Maintains list of certified firms: No&lt;br&gt;Provides training for businesses: Yes</td>
<td>5677 W. Howard&lt;br&gt;Niles, IL 60714&lt;br&gt;Phone: 847-673-7377&lt;br&gt;Fax: 847-673-2358&lt;br&gt;Email: <a href="mailto:nakmancorp@aol.com">nakmancorp@aol.com</a>&lt;br&gt;Web: <a href="http://www.asianconstructions.com">www.asianconstructions.com</a>&lt;br&gt;Maintains list of certified firms: Yes&lt;br&gt;Provides training for businesses: Yes</td>
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<tr>
<th><strong>Austin African American Business Networking Assoc.</strong></th>
<th><strong>Black Contractors United</strong></th>
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<tr>
<td>5820 W. Chicago Ave.,&lt;br&gt;Chicago, IL 60651&lt;br&gt;Phone: 773-626-4497&lt;br&gt;Email: <a href="mailto:aaabna@yahoo.com">aaabna@yahoo.com</a>&lt;br&gt;Web: <a href="http://www.aaabna.org">www.aaabna.org</a>&lt;br&gt;Maintains list of certified firms: No&lt;br&gt;Provides training for businesses: Yes</td>
<td>12000 S. Marshfield Ave.&lt;br&gt;Calumet Park, IL 60827&lt;br&gt;Phone: 708-389-5730&lt;br&gt;Fax: 708-389-5735&lt;br&gt;Email: <a href="mailto:bcunewer@att.net">bcunewer@att.net</a>&lt;br&gt;Web: <a href="http://www.blackcontractorsunited.com">www.blackcontractorsunited.com</a>&lt;br&gt;Maintains list of certified firms: Yes&lt;br&gt;Provides training for businesses: Yes</td>
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<tr>
<th><strong>Business Leadership Council</strong></th>
<th><strong>LGBT Chamber of Commerce of Illinois</strong></th>
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<tr>
<td>230 W. Monroe Street, Ste 2650&lt;br&gt;Chicago, IL 60606&lt;br&gt;Phone: 312-628-7844&lt;br&gt;Fax: 312-628-7843&lt;br&gt;Email: <a href="mailto:Karen.r@businessleadershipcouncil.org">Karen.r@businessleadershipcouncil.org</a>&lt;br&gt;Web: <a href="http://www.businessleadershipcouncil.org">www.businessleadershipcouncil.org</a>&lt;br&gt;Maintains list of certified firms: Yes&lt;br&gt;Provides training for businesses: Yes</td>
<td>3179 N. Clark St., 2nd Floor&lt;br&gt;Chicago, IL 60657&lt;br&gt;Phone: 773-303-0167&lt;br&gt;Fax: 773-303-0168&lt;br&gt;Email: <a href="mailto:jholston@lgbtcc.com">jholston@lgbtcc.com</a>&lt;br&gt;Web: <a href="http://www.lgbtcc.com">www.lgbtcc.com</a>&lt;br&gt;Maintains list of certified firms: Yes&lt;br&gt;Provides training for businesses: Yes</td>
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<th><strong>Chatham Business Association Small Business Dev.</strong></th>
<th><strong>Chicago Minority Supplier Development Council Inc.</strong></th>
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<tr>
<td>800 E. 78th Street&lt;br&gt;Chicago, IL 60619&lt;br&gt;Phone: 773-994-5006&lt;br&gt;Fax: 773-855-8905&lt;br&gt;Email: <a href="mailto:melindakelly@cbaworks.org">melindakelly@cbaworks.org</a>&lt;br&gt;Web: <a href="http://www.cbaworks.org">www.cbaworks.org</a>&lt;br&gt;Maintains list of certified firms: Yes&lt;br&gt;Provides training for businesses: Yes</td>
<td>105 W. Adams, Suite 2300&lt;br&gt;Chicago, IL 60603-6233&lt;br&gt;Phone: 312-755-2550&lt;br&gt;Fax: 312-755-8890&lt;br&gt;Email: <a href="mailto:pbarreda@chicagomsdc.org">pbarreda@chicagomsdc.org</a>&lt;br&gt;Web: <a href="http://www.chicagomsdc.org">www.chicagomsdc.org</a>&lt;br&gt;Maintains list of certified firms: Yes&lt;br&gt;Provides training for businesses: Yes</td>
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Chicago Urban League
4510 S. Michigan Ave.
Chicago, IL 60653
Phone: 773-624-8810
Fax: 773-451-3579
Email: sbrinston@thechicagourbanleague.org
Web: www.cul-chicago.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Chicago Women in Trades (CWIT)
2444 W. 16th Street
Chicago, IL 60608
Phone: 312-942-1444
Jayne Vellinga, Executive Director
Email: jvellinga@cwit2.org
Web: www.chicagowomenintrades2.org
Maintains list of certified firms: No
Provides training for businesses: Yes

Contractor Advisors Business Development Corp.
1507 E. 53rd Street, Suite 906
Chicago, IL 60615
Phone: 312-436-0301
Email: info@contractoradvisors.us
Web: www.contractoradvisors.us
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Cosmopolitan Chamber of Commerce
1633 S. Michigan Avenue
Chicago, IL 60616
Phone: 312-971-9594
Fax: 312-341-9084
Email: mcgowan@cosmochamber.org
Web: www.cosmochamber.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Do For Self Community Development Co.
7447 S South Shore Drive, Unit 22B
Chicago, IL 60649
Phone: 773-356-7661
Email: dennisdoforself@hotmail.com
Web: www.doforself.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Cosmopolitan Chamber of Commerce
1633 S. Michigan Avenue
Chicago, IL 60616
Phone: 312-971-9594
Fax: 312-341-9084
Email: mcgowan@cosmochamber.org
Web: www.cosmochamber.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Federation of Women Contractors
216 W. Jackson Blvd. #625
Chicago, IL 60606
Phone: 312-360-1122
Fax: 312-750-1203
Email: fwcchicago@aol.com
Web: www.fwcchicago.com
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Far South Community Development Corporation
9923 S. Halsted Street, Suite D
Chicago, IL 60628
Phone: 773-941-4833
Fax: 773-941-5252
Email: lacy@farsouth.org
Web: www.farsouthcdc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Greater Englewood Community Development Corp.
815 W. 63rd Street
Chicago, IL 60621
Phone: 773-651-2400
Fax: 773-651-2400
Email: jharbin@greaterenglewoodcdc.org
Web: www.greaterenglewoodcdc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Greater Pilsen Economic Development Assoc.
1801 S. Ashland
Chicago, IL 60608
Phone: 312-698-8898
Email: greaterpilsen@gmail.com
Web: www.greaterpilsen.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Greater Far South Halsted Chamber of Commerce
10615 S. Halsted Street
Chicago, IL 60628
Phone: 518-556-1641
Fax: 773-941-4019
Email: halstedchamberevents@gmail.com
Web: www.greaterfarsouthhalstedchamber.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Greater Southwest Development Corporation
2601 W. 63rd Street
Chicago, IL 60629
Phone: 773-362-3373
Fax: 773-471-8206
Email: cjames@greatersouthwest.org
Web: www.greatersouthwest.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes
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<th>Phone</th>
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<tr>
<td>Hispanic American Construction Industry Association (HACIA) *</td>
<td>650 W. Lake St., Unit 415</td>
<td>Chicago, IL 60661</td>
<td>312-575-0389</td>
<td>312-575-0544</td>
<td><a href="mailto:j.perez@haciaworks.org">j.perez@haciaworks.org</a></td>
<td><a href="http://www.haciaworks.org">www.haciaworks.org</a></td>
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<td>Illinois Hispanic Chamber of Commerce *</td>
<td>222 Merchandise Mart Plaza, Suite 1212 c/o 1871</td>
<td>Chicago, IL 60654</td>
<td>312-425-9500</td>
<td></td>
<td><a href="mailto:a.alcantar@ihccbusiness.net">a.alcantar@ihccbusiness.net</a></td>
<td><a href="http://www.ihccbusiness.net">www.ihccbusiness.net</a></td>
<td>Yes</td>
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<td>Illinois State Black Chamber of Commerce *</td>
<td>411 Hamilton Blvd., Suite 1404</td>
<td>Peoria, Illinois 61602</td>
<td>309-740-4430 / 773-294-8038</td>
<td>309-672-1379</td>
<td><a href="mailto:Larry.Ivory@IllinoisBlackChamber.org">Larry.Ivory@IllinoisBlackChamber.org</a>; <a href="mailto:vgilb66709@yahoo.com">vgilb66709@yahoo.com</a> <a href="http://www.illinoisblackchamberofcommerce.org">www.illinoisblackchamberofcommerce.org</a></td>
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<td>JLM Business Development Center *</td>
<td>2622 W. Jackson Boulevard</td>
<td>Chicago, IL 60612</td>
<td>773-826-3295</td>
<td>773-359-4021</td>
<td><a href="mailto:jimbizcenter@gmail.com">jimbizcenter@gmail.com</a></td>
<td><a href="http://www.jlmcenter.org">www.jlmcenter.org</a></td>
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<td>Latin American Chamber of Commerce *</td>
<td>3512 W. Fullerton Avenue</td>
<td>Chicago, IL 60647</td>
<td>773-252-5211</td>
<td>773-252-7065</td>
<td><a href="mailto:dlorenzopadron@LACCUSA.com">dlorenzopadron@LACCUSA.com</a></td>
<td><a href="http://www.LACCUSA.com">www.LACCUSA.com</a></td>
<td>Yes</td>
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<td>National Association of Women Business Owners *</td>
<td>500 Davis Street, Ste 812</td>
<td>Evanston, IL 60201</td>
<td>773-410-2484</td>
<td>847-328-2018</td>
<td><a href="mailto:wjaehn@nawbochicago.org">wjaehn@nawbochicago.org</a></td>
<td><a href="http://www.nawbochicago.org">www.nawbochicago.org</a></td>
<td>Yes</td>
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<td>4655 S. King Drive, Suite 203</td>
<td>Chicago, IL 60653</td>
<td>773-268-6900</td>
<td>773-392-0165</td>
<td><a href="mailto:markallen2800@aol.com">markallen2800@aol.com</a></td>
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<td>Neighborhood Development Services, NFP *</td>
<td>10416 South Maryland Avenue</td>
<td>Chicago, IL 60628</td>
<td>773-413-9348</td>
<td>773-371-0032</td>
<td><a href="mailto:neighborhooddevservices@gmail.com">neighborhooddevservices@gmail.com</a></td>
<td><a href="http://www.ndsnfp.org">www.ndsnfp.org</a></td>
<td>Yes</td>
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<td>33 W. Monroe, Suite 1540</td>
<td>Chicago, IL 60603</td>
<td>312-960-1239</td>
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<td><a href="mailto:grandevents1@sbcglobal.net">grandevents1@sbcglobal.net</a></td>
<td><a href="http://www.nomeonline.org">www.nomeonline.org</a></td>
<td>Yes</td>
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<td>Rainbow/PUSH Coalition *</td>
<td>930 E. 50th Street</td>
<td>Chicago, IL 60615</td>
<td>773-256-2768</td>
<td>773-373-4103</td>
<td><a href="mailto:j.mitchell@rainbowpush.org">j.mitchell@rainbowpush.org</a></td>
<td><a href="http://www.rainbowpush.org">www.rainbowpush.org</a></td>
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<td>Phone: 773-425-4113</td>
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<tr>
<td>Email: <a href="mailto:ymoyo@realmencook.com">ymoyo@realmencook.com</a></td>
<td>Fax: 866-873-2494</td>
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<td>Web: <a href="http://www.realmencook.com">www.realmencook.com</a></td>
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<th>South Shore Chamber, Inc. *</th>
<th>St. Paul Church of God in Christ Community Development Ministries, Inc. (SPCDM)</th>
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<tbody>
<tr>
<td>1750 E. 71st Street</td>
<td>4550 S. Wabash Avenue</td>
</tr>
<tr>
<td>Chicago, IL 60649-2000</td>
<td>Chicago, IL 60653</td>
</tr>
<tr>
<td>Phone: 773-955-9508</td>
<td>Phone: 773-538-5120</td>
</tr>
<tr>
<td>Tonya Trice, Executive Director</td>
<td>Fax: 773-538-5125</td>
</tr>
<tr>
<td>Email: <a href="mailto:tttrace@southshorechamberinc.org">tttrace@southshorechamberinc.org</a></td>
<td>Email: <a href="mailto:spcdm@sbcglobal.net">spcdm@sbcglobal.net</a></td>
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<td>Web: <a href="http://www.southshorechamberinc.org">www.southshorechamberinc.org</a></td>
<td>Web: <a href="http://www.stpaulodm.org">www.stpaulodm.org</a></td>
</tr>
<tr>
<td>Maintains list of certified firms: Yes</td>
<td>Maintains list of certified firms: No</td>
</tr>
<tr>
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<td>Provides training for businesses: Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Monroe Foundation</th>
<th>US Minority Contractors Association, Inc. *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1547 South Wolf Road</td>
<td>1250 Grove Ave. Suite 200</td>
</tr>
<tr>
<td>Hillside, Illinois 60162</td>
<td>Barrington, IL 60010</td>
</tr>
<tr>
<td>Phone: 773-315-9720</td>
<td>Phone: 847-708-1597</td>
</tr>
<tr>
<td>Email: <a href="mailto:onorree@themonroefoundation.org">onorree@themonroefoundation.org</a></td>
<td>Fax: 847-382-1787</td>
</tr>
<tr>
<td>Web: <a href="http://www.themonroefoundation.org">www.themonroefoundation.org</a></td>
<td>Email: <a href="mailto:admin@usminoritycontractors.org">admin@usminoritycontractors.org</a></td>
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<table>
<thead>
<tr>
<th>Women's Business Development Center *</th>
<th>Urban Broadcast Media, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 S. Michigan Ave., 4th Floor</td>
<td>4108 S. King Drive</td>
</tr>
<tr>
<td>Chicago, IL 60603</td>
<td>Chicago, IL 60653</td>
</tr>
<tr>
<td>Phone: 312-853-3477</td>
<td>Phone: 312-614-1075</td>
</tr>
<tr>
<td>Fax: 312-853-0145</td>
<td>Email: <a href="mailto:drleonfinney312@gmail.com">drleonfinney312@gmail.com</a></td>
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<td>Email: <a href="mailto:fcurry@wbdc.org">fcurry@wbdc.org</a></td>
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<th>Women Construction Owners &amp; Executives (WCOE) *</th>
<th>Your Community Consultants Foundation</th>
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<tbody>
<tr>
<td>Chicago Caucus</td>
<td>9301 S. Parnell Ave.,</td>
</tr>
<tr>
<td>308 Circle Avenue</td>
<td>Chicago, IL 60620</td>
</tr>
<tr>
<td>Forest Park, IL 60130</td>
<td>Phone: 773-224-9299</td>
</tr>
<tr>
<td>Phone: 708-366-1250</td>
<td>Fax: 773-371-0032</td>
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<tr>
<td>Email: <a href="mailto:mkm@mkmsercices.com">mkm@mkmsercices.com</a></td>
<td>Email: <a href="mailto:allen81354@aol.com">allen81354@aol.com</a></td>
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Attachment B - Sample Format for Requesting Assist Agency Comments on Bidder’s Request for Reduction or Waiver of MBE/WBE Goals

On Bidder/Proposer’s Letterhead – SEND TO THE ASSIST AGENCIES – DO NOT SEND TO THE CITY

RETURN RECEIPT REQUESTED

(Date)

Specification No.: {Specification Number}
Project Description: {PROJECT DESCRIPTION}

(Assist Agency Name and Address – SEND TO THE ASSIST AGENCIES – DO NOT SEND TO THE CITY)

Dear _________________________:

___________________ (Bidder/Proposer) intends to submit a bid/proposal in response to the above referenced specification with the City of Chicago. Bids are due ______________ advertised specification with the City of Chicago.

The following areas have been identified for subcontracting opportunities on both a direct and indirect basis:


Our efforts to identify potential subcontractors have not been successful in order to meet the Disadvantaged/Minority/Women Business Enterprise contract goal. Due to the inability to identify an appropriate DBE/MBE/WBE firm certified by the City of Chicago to participate as a subcontractor or joint venture partner, a request for the waiver of the contract goals will be submitted. If you are aware of such a firm, please contact

________________________________________________________________________

________________________________________________________________________

_____________________________ at _________________________

Name of Company Representative Address/Phone

within (10) ten business days of receipt of this letter.

Under the City of Chicago’s MBE/WBE/DBE Ordinance, your agency is entitled to comment upon this waiver request to the City of Chicago. Written comments may be directed within ten (10) working days of your receipt of this letter to:

Monica Jimenez, Deputy Procurement Officer
Department of Procurement Services
City of Chicago
121 North La Salle Street, Room 806
Chicago, Illinois 60602

If you wish to discuss this matter, please contact the undersigned at ________________________.

Sincerely,
Schedule B – Affidavit of Joint Venture

SCHEDULE B: Affidavit of Joint Venture (MBE/WBE)

This form need not be submitted if all joint venturers are MBEs and/or WBEs. In such a case, however, a written joint venture agreement among the MBE and WBE venturers must be submitted. In all proposed joint ventures, each MBE and/or WBE venturer must submit a copy of their current Letter of Certification.

All Information Requested by this Schedule must Be Answered in the Spaces Provided. Do Not Refer to Your Joint Venture Agreement Except to Expand on Answers Provided on this Form. If Additional Space is Required, Additional Sheets May Be Attached.

I. Name of joint venture: ________________________________
   Address of joint venture: __________________________________
   Phone number of joint venture: ______________________________

II. Identify each non-MBE/WBE venturer(s):
    Name of Firm: ____________________________
    Address: __________________________________
    Phone: ___________________________________
    Contact person for matters concerning MBE/WBE compliance: ____________________________

III. Identify each MBE/WBE venturer(s):
    Name of Firm: ____________________________
    Address: __________________________________
    Phone: ___________________________________
    Contact person for matters concerning MBE/WBE compliance: ____________________________

IV. Describe the role(s) of the MBE and/or WBE venturer(s) in the joint venture: ________________________________
    __________________________________
    __________________________________

V. Attach a copy of the joint venture agreement. In order to demonstrate the MBE and/or WBE venturer’s share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) the contributions of capital and equipment; (2) work items to be performed by the MBE/WBE’s own forces; (3) work items to be performed under the supervision of the MBE/WBE venturer; and (4) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the project.

VI. Ownership of the Joint Venture
   A. What are the percentage(s) of MBE/WBE ownership of the joint venture?
      MBE/WBE ownership percentage(s) _______
      Non-MBE/WBE ownership percentage(s) _______

   B. Specify MBE/WBE percentages for each of the following (provide narrative descriptions and other detail as applicable):
      1. Profit and loss sharing: ________________________________
      2. Capital contributions:
         (a) Dollar amounts of initial contribution: ________________________________

Page 1 of 5
Schedule B: Affidavit of Joint Venture (MBE/WBE)

(b) Dollar amounts of anticipated on-going contributions: __________________________

3. Contributions of equipment (Specify types, quality and quantities of equipment to be provided by each venturer):

____________________________________________________________________________

____________________________________________________________________________

4. Other applicable ownership interests, including ownership options or other agreements which restrict or limit ownership and/or control: __________________________

____________________________________________________________________________

____________________________________________________________________________

5. Provide copies of all written agreements between venturers concerning this project.

6. Identify each current City of Chicago contract (and each contract completed during the past two (2) years) by a joint venture of two or more firms participating in this joint venture:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

VII. Control of and Participation in the Joint Venture. Identify by name and firm those individuals who are, or will be, responsible for, and have the authority to engage in the following management functions and policy decisions. (Indicate any limitations to their authority such as dollar limits and co-signatory requirements.):

A. Joint venture check signing:

____________________________________________________________________________

____________________________________________________________________________

B. Authority to enter contracts on behalf of the joint venture:

____________________________________________________________________________

____________________________________________________________________________

C. Signing, co-signing and/or collateralizing loans:

____________________________________________________________________________

____________________________________________________________________________

D. Acquisition of lines of credit:

____________________________________________________________________________
Schedule B: Affidavit of Joint Venture (MBE/WBE)

E. Acquisition and indemnification of payment and performance bonds:

__________________________________________________________
__________________________________________________________

F. Negotiating and signing labor agreements:

__________________________________________________________

G. Management of contract performance. (Identify by name and firm only):

1. Supervision of field operations:

2. Major purchases:

3. Estimating:

4. Engineering:

VIII. Financial Controls of joint venture:
A. Which firm and/or individual will be responsible for keeping the books of account?

__________________________________________________________

B. Identify the managing partner, if any, and describe the means and measure of their compensation:

__________________________________________________________
__________________________________________________________

C. What authority does each venturer have to commit or obligate the other to insurance and bonding companies, financing institutions, suppliers, subcontractors, and/or other parties participating in the performance of this contract or the work of this project?

__________________________________________________________
__________________________________________________________

IX. State the approximate number of operative personnel (by trade) needed to perform the joint venture’s work under this contract. Indicate whether they will be employees of the non-MBE/WBE firm, the MBE/WBE firm, or the joint venture.

Page 3 of 5
### Schedule B: Affidavit of Joint Venture (MBE/WBE)

<table>
<thead>
<tr>
<th>Trade</th>
<th>Non-MBE/WBE Firm (Number)</th>
<th>MBE/WBE (Number)</th>
<th>Joint Venture (Number)</th>
</tr>
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</tbody>
</table>

If any personnel proposed for this project will be employees of the joint venture:

A. Are any proposed joint venture employees currently employed by either venturer?  
   Currently employed by non-MBE/WBE (number) _____  Employed by MBE/WBE _____

B. Identify by name and firm the individual who will be responsible for hiring joint venture employees:

   __________________________________________

C. Which venturer will be responsible for the preparation of joint venture payrolls:

   __________________________________________

X. Please state any material facts of additional information pertinent to the control and structure of this joint venture.

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________
Schedule B: Affidavit of Joint Venture (MBE/WBE)

The undersigned affirms that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operations of our joint venture and the intended participation of each venturer in the undertaking. Further, the undersigned covenant and agree to provide to the City current, complete and accurate information regarding actual joint venture work and the payment therefore, and any proposed changes in any provision of the joint venture agreement, and to permit the audit and examination of the books, records and files of the joint venture, or those of each venturer relevant to the joint venture by authorized representatives of the City or the Federal funding agency.

Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements.

Note: If, after filing this Schedule B and before the completion of the joint venture's work on the project, there is any change in the information submitted, the joint venture must inform the City of Chicago, either directly or through the prime contractor if the joint venture is a subcontractor.

Name of MBE/WBE Partner Firm __________________________ Name of Non-MBE/WBE Partner Firm __________________________

Signature of Affiant __________________________ Signature of Affiant __________________________

Name and Title of Affiant __________________________ Name and Title of Affiant __________________________

Date __________________________ Date __________________________

On this _____ day of _____________, 20___, the above-signed officers __________________________

(persons of affiant)

personally appeared and, known to me be the persons described in the foregoing Affidavit, acknowledged that they executed the same in the capacity therein stated and for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

____________________________
Signature of Notary Public

My Commission Expires: __________________________

(SEAL)
Schedule C-1: Letter of Intent From MBE/WBE To Perform As Subcontractor, Supplier and/or Consultant

SCHEDULE C-1
MEB/WBE Letter of Intent to Perform as a Subcontractor, Supplier, or Consultant

Project Name: ____________________________ Specification No.: ____________________________

From: __________________________________________ (Name of MBE/WBE Firm)

To: __________________________________________ (Name of Prime Contractor) and the City of Chicago

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE “manufacturer.” 60% participation is credited for the use of a MBE or WBE “regular dealer.”

The undersigned is prepared to perform the following services in connection with the above-named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

____________________________________________________________________________________

The above described performance is offered for the following price and described terms of payment:

____________________________________________________________________________________

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, within three (3) business days of your receipt of a signed contract from the City of Chicago.

SUB-SUBCONTRACTING LEVELS
A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

_______ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

_______ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

One or more owners or principals of the Prime Contractor ( ) does ( ) does not have an ownership interest in the undersigned. Provide names of such individuals and their respective ownership percentages, or indicate “none.” Attach additional sheets if necessary:

____________________________________________________________________________________

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor. ( ) Yes ( ) No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

_________________________________________ (Signature of President/Owner/CEO of Authorized Agent of MBE/WBE) (Date)

_________________________________________ (Name/Title-Please Print)

_________________________________________ (Email & Phone Number)

03/2019
Schedule D-1: Affidavit of Implementation of MBE/WBE Goals and Participation Plan

SCHEDULE D-1
Compliance Plan Regarding MBE/WBE Utilization
Affidavit of Prime Contractor

MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT THE SCHEDULE D-1 WILL CAUSE THE BID TO BE REJECTED. DUPLICATE AS NEEDED.

Project Name: ____________________________

Specification No.: ____________________________

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of ____________________________

(Name of Prime Consultant/Contractor)

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by the City of Chicago and/or Cook County, Illinois (Letters of Certification Attached).

I. Direct Participation of MBE/WBE Firms:

NOTE: The bidder/proposer shall, in determining the manner of MBE/WBE participation, first consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract.

A. If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification, Schedule B form and a copy of Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and its ownership interest in the joint venture.

B. Complete this section for each MBE/WBE Subcontractor/Supplier/Consultant participating on this contract:

1. Name of MBE/WBE: ____________________________

Address: ____________________________________________

Contact Person: _________________________________________

Phone Number: _________________________________________

Dollar Value of Participation $ ____________________________

Percentage of Participation % ____________________________

Mentor Protégé Agreement (attach executed copy): ( ) Yes   ( ) No   Add'l Percentage Claimed: 1 ___%

Total Participation % ________

2. Name of MBE/WBE: ____________________________

Address: ____________________________________________

Contact Person: _________________________________________

---

1 The Prime Contractor may claim an additional 0.5 percent participation credit (up to a maximum of five (5) percent) for every one (1) percent of the value of the contract performed by the MBE/WBE protégé firm.
Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

Phone Number: _____________________________________________________________

Dollar Value of Participation $__________________________

Percentage of Participation % ________

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: _____%

Total Participation % ________

3. Name of MBE/WBE: _______________________________________________________

Address: __________________________________________________________________

Contact Person: ____________________________________________

Phone Number: _________________________________________________

Dollar Value of Participation $__________________________

Percentage of Participation % ________

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: _____%

Total Participation % ________

4. Name of MBE/WBE: _______________________________________________________

Address: __________________________________________________________________

Contact Person: ____________________________________________

Phone Number: _________________________________________________

Dollar Value of Participation $__________________________

Percentage of Participation % ________

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: _____%

Total Participation % ________

5. Attach Additional Sheets as Needed

II. Indirect Participation of MBE/WBE Firms

NOTE: This section need not be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through direct participation, Contractor is required to demonstrate Good Faith Efforts pursuant to the MBE/WBE Special Conditions in a request for a waiver or reduction of MBE/WBE goals. Indirect participation may be considered as part of such Good Faith Efforts in support of the requested waiver or reduction.

MBE/WBE Subcontractors/Suppliers/Consultants proposed to perform work or supply goods or services where such performance does not directly relate to the performance of this contract:

1. Name of MBE/WBE: _______________________________________________________

Address: __________________________________________________________________

Contact Person: ____________________________________________

03/2019
Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

Phone Number: __________________________________________________________

Dollar Value of Participation $____________________________

Percentage of Participation % ________________________________

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No  Add'l Percentage Claimed: ____%

Total Participation % _________

2. Name of MBE/WBE: ________________________________________________

Address: ____________________________________________________________

Contact Person: ______________________________________________________

Phone Number: _______________________________________________________

Dollar Value of Participation $____________________________

Percentage of Participation % ________________________________

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No  Add'l Percentage Claimed: ____%

Total Participation % _________

3. Name of MBE/WBE: ________________________________________________

Address: ____________________________________________________________

Contact Person: ______________________________________________________

Phone Number: _______________________________________________________

Dollar Value of Participation $____________________________

Percentage of Participation % ________________________________

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No  Add'l Percentage Claimed: ____%

Total Participation % _________

4. Name of MBE/WBE: ________________________________________________

Address: ____________________________________________________________

Contact Person: ______________________________________________________

Phone Number: _______________________________________________________

Dollar Value of Participation $____________________________

Percentage of Participation % ________________________________

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No  Add'l Percentage Claimed: ____%

Total Participation % _________

5. Attach Additional Sheets as Needed
Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

III. Summary of MBE/WBE Proposal

A. MBE Proposal (Direct & Indirect)

1. MBE Direct Participation

<table>
<thead>
<tr>
<th>MBE Firm Name</th>
<th>Dollar Amount Participation ($)</th>
<th>Percent Amount Participation (%)</th>
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<td><strong>Total Direct MBE Participation</strong></td>
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</table>

2. MBE Indirect Participation

<table>
<thead>
<tr>
<th>MBE Firm Name</th>
<th>Dollar Amount Participation ($)</th>
<th>Percent Amount Participation (%)</th>
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<td><strong>Total Indirect MBE Participation</strong></td>
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B. WBE Proposal (Direct & Indirect)

1. WBE Direct Participation

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2. WBE Indirect Participation

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<tr>
<td><strong>Total Indirect WBE Participation</strong></td>
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</table>
Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

The Prime Contractor designates the following person as its MBE/WBE Liaison Officer:

(Name- Please Print or Type) (Phone)

One or more owners or principals of the Prime Contractor ( ) does / ( ) does not have an ownership interest in any MBE or WBE listed in this Schedule D. Provide names of such individuals and their respective ownership percentages, and identify the MBE/WBE firms in which such ownership is held, or indicate “none.” Add additional sheets if necessary.

____________________________________

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, THAT NO MATERIAL FACTS HAVE BEEN OMITTED, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.

(Name of Prime Contractor – Print or Type) State of: ________________________________

(Signature) County of: ________________________________

(Name/Title of Affiant – Print or Type)

(Date)

On this ______ day of ______, 20____, the above signed officer (Name of Affiant) personally appeared and, known by me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

(Notary Public Signature)

SEAL:

Commission Expires: ________________________________

03/2019
CONTRACT INSURANCE REQUIREMENTS

Chicago Department of Aviation
Airport Maintenance and Repair for O'Hare and
Midway International Airports

A. INSURANCE REQUIRED
Contractor must provide and maintain at Contractor's own expense, until Contract completion and during the time period following final completion if Contractor is required to return and perform any additional work, services, or operations, the insurance coverages and requirements specified below, insuring all work, services, or operations related to the Contract.

1) Workers Compensation and Employers Liability (Primary and Umbrella)
Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide work, services, or operations under this Contract and Employers Liability coverage with limits of not less than $1,000,000 each accident; $1,000,000 disease-policy limit; and $1,000,000 disease-each employee, or the full per occurrence limits of the policy, whichever is greater.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

2) Commercial General Liability (Primary and Umbrella)
Commercial General Liability Insurance or equivalent must be maintained with limits of not less than $2,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury, personal injury, and property damage liability. Coverages must include, but not limited to, the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent).

The City must be provided additional insured status with respect to liability arising out of Contractor's work, services or operations performed on behalf of the City. The City's additional insured status must apply to liability and defense of suits arising out of Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the City on an additional insured endorsement form acceptable to the City. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein. Contractor's liability insurance must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

3) Automobile Liability (Primary and Umbrella)
Contractor must maintain Automobile Liability Insurance with limits of not less than $2,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury and property damage. Coverages must include, but not be limited to, the following: ownership, maintenance, or use of any auto whether owned, leased, non-owned or hired used in the performance of the work or devices, both on and off the Project site including loading and unloading. If applicable, coverage extension
must include an MCS-90 endorsement where required by the Motor Carrier Act of 1980. The City and other entities required by City are to be named as additional insureds on a primary, non-contributory basis.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

4) Excess/Umbrella
Excess/Umbrella Liability Insurance must be maintained with limits of not less than $8,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Completed Operations coverage required herein and expressly provide that the excess or umbrella policy/policies will drop down over reduced and/or exhausted aggregate limit, if any, of the underlying insurance. If a general aggregate limit applies, the general aggregate must apply per project/location. The Excess/Umbrella policy/policies must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractor may use a combination of primary and excess/umbrella policies to satisfy the limits of liability required in sections A.1, A.2, A.3 and A.4 herein.

5) Property/Contractor’s Equipment
All Risk Property Insurance/Contractor’s Equipment Insurance, including physical damage, must be maintained by Contractor for full replacement value for machinery and equipment identified in this Contract.

Contractor is responsible for all loss or damage to personal property (including but not limited to materials, equipment, tools and supplies) owned, used, leased, or rented to Contractor.

6) Contractors Pollution Liability (When applicable)
When any work performed involves a potential pollution risk that may arise from the work, services, or operations of Contractor’s scope of services, Contractors Pollution Liability must be provided or caused to be provided, covering bodily injury, property damage and other losses caused by pollution conditions with limits of not less than $2,000,000. Coverage must include, but not be limited to, the following: completed operations, contractual liability, defense, excavation, environmental cleanup, remediation and disposal and if applicable, include transportation and non-owned disposal coverage. When policies are renewed or replaced, the policy retroactive date must coincide with or precede, start of work on the Contract. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years. The City is to be named as an additional insured.

B. ADDITIONAL REQUIREMENTS
Evidence of Insurance. Contractor must furnish the City, Department of Aviation, 10510 West Zemke Road, 60666 and Department of Procurement Services, City Hall, Room 806, 60602, original certificates of insurance and additional insured endorsement, or other evidence of insurance, to be in force on the date of this Contract, and renewal certificates of Insurance and endorsement, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Contract. Contractor must submit evidence of insurance prior
to execution of Contract. The receipt of any certificate does not constitute Contract by the City that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Contract. The failure of the City to obtain, nor the City's receipt of, or failure to object to a non-complying insurance certificate, endorsement or other insurance evidence from Contractor, its insurance broker(s) and/or insurer(s) will not be construed as a waiver by the City of any of the required insurance provisions. Contractor must advise all insurers of the Contract provisions regarding insurance. The City in no way warrants that the insurance required herein is sufficient to protect Contractor for liabilities which may arise from or relate to the Contract. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time.

**Failure to Maintain Insurance.** Failure of Contractor to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility nor does it relieve Contractor of the obligation to provide insurance as specified in this Contract. Nonfulfillment of the insurance conditions may constitute a violation of the Contract, and the City retains the right to suspend this Contract until proper evidence of insurance is provided, or the Contract may be terminated.

**Notice of Material Change, Cancellation or Non-Renewal.** Contractor must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed and ten (10) days prior written notice for non-payment of premium.

**Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor.

**Waiver of Subrogation.** Contractor hereby waives its rights and its insurer(s)' rights of subrogation and agrees to require their insurers to waive their rights of subrogation against the City under all required insurance herein for any loss arising from or relating to this Contract. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City received a waiver of subrogation endorsement for Contractor's insurer(s).

**Contractors Insurance Primary.** All insurance required of Contractor under this Contract must be endorsed to state that Contractor's insurance policy is primary and not contributory with any insurance carrier by the City.

**No Limitation as to Contractor's Liabilities.** The coverages and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Contract or by law.

**No Contribution by City.** Any insurance or self-insurance programs maintained by the City do not contribute with insurance provided by Contractor under this Contract.

**Insurance not Limited by Indemnification.** The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Contract or any limitation placed on the indemnity in this Contract given as a matter of law.

**Insurance and Limits Maintained.** If Contractor maintains higher limits and/or broader coverage than the minimums shown herein, the City requires and must be entitled the higher limits and/or broader coverage maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage must be available to the City.

**Joint Venture or Limited Liability Company.** If Contractor is a joint venture or limited liability
company, the insurance policies must name the joint venture or limited liability company as a named insured.

**Other Insurance obtained by Contractor.** If Contractor desires additional coverages, Contractor will be responsible for the acquisition and cost.

**Insurance required of Subcontractors.** Contractor must name Subcontractor(s) as a named insured(s) under Contractor's insurance or Contractor will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation and Employers Liability Insurance and when applicable Excess/Umbrella Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. The limits of coverage will be determined by Contractor but be no less than $5,000,000 per occurrence for access to airside and $2,000,000 per occurrence for access to landside for Commercial General Liability and Auto Liability. Contractor must determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section A, Insurance Required. Contractor is responsible for ensuring that each Subcontractor has named the City as an additional insured where required and name the City as an additional insured under the Commercial General Liability on ISO form CG 2010 10 01 and CG 2037 10 01 for ongoing operation and completed operations or an endorsement form at least as broad and acceptable to the City Contractor is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, Contractor must provide to the City certificates of insurance and additional insured endorsements or other evidence of insurance. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time. Failure of the Subcontractors to comply with required coverage and terms and conditions outlined herein will not limit Contractor’s liability or responsibility.

**City’s Right to Modify.** Notwithstanding any provisions in the Contract to the contrary, the City, Department of Finance, Risk Management Office maintains the right to modify, delete, alter or change these requirements.
ARTICLE 8.  ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (EDS)

8.1. Online EDS Filing Required Prior To Bid Opening
The Bidder must prepare an online EDS prior to the bid opening date.

A BIDDER THAT DOES NOT PREPARE AN ELECTRONIC EDS PRIOR TO THE BID OPENING WILL BE FOUND NON-RESPONSIVE AND ITS BID WILL BE REJECTED.

NOTE:

A. Filing an “EDS Information Update” does NOT satisfy the requirement to file an electronic EDS prior to bid opening.
B. Filing an EDS in a hard copy or paper copy form does NOT satisfy the requirement to file an electronic EDS prior to bid opening.
C. Filing an EDS for another mater (different bid, contract, etc.) does NOT satisfy the requirement to file an electronic EDS prior to bid opening.
D. When completing the online EDS, please choose the Department of Procurement Services as the City agency or department that is requesting the EDS.

8.2. Online EDS Web Link
The web link for the Online EDS is https://webapps.cityofchicago.org/EDSWeb

8.3. Online EDS Number
Upon completion of the online EDS submission process, the Bidder will be provided an EDS number. Bidders should provide this number here:

EDS Number: ________________________________

8.4. Online EDS Certification of Filing
Upon completion of the online submission process, the Bidder will be able to print a hard copy Certificate of Filing. The Bidder should submit the signed Certificate of Filing with its bid.

Please insert your Certification of Filing following this page.

A Bidder that does not include a signed Certificate of Filing with its bid must provide it upon the request of the Chief Procurement Officer.
8.5. Preparation Checklist for Registration
To expedite and ease your registration process, we recommend that you collect the following information prior to registering for an Online EDS user account:

1. Invitation number, if you were provided an invitation number.
2. EDS document from previous years, if available.
3. Email address to correspond with the Online EDS system.
4. Company Information:
   a. Legal Name
   b. FEIN/SSN
   c. City of Chicago Vendor Number, if available.
   d. Address and phone number information that you would like to appear on your EDS documents.
   e. EDS Captain. Check for an EDS Captain in your company - this maybe the person that usually submits EDS for your company or the first person that registers for your company.

8.6. Preparation Checklist for EDS Submission
To expedite and ease your EDS submission, we recommend that you collect the following information prior to updating your EDS information online.

Items #1 through #7 are needed for both EDS information updates and contract related EDS documents:

1. Invitation number, if you were provided with an invitation number.
2. Site address that is specific to this EDS.
3. Contact that is responsible for this EDS.
4. EDS document from previous years, if available.
5. Ownership structure and if applicable, owners’ company information:
   a. % of ownership
   b. Legal Name
   c. FEIN/SSN
   d. City of Chicago Vendor Number, if available.
   e. Address
6. List of directors, officers, titleholders, etc. (if applicable).
7. For partnerships/LLC/LLP/Joint ventures, etc.; List of controlling parties (if applicable).

Items #8 and #9 are needed ONLY for contract related EDS documents:

1. Contract related information (if applicable):
   a. City of Chicago contract package
   b. Cover page of City of Chicago bid/solicitation package
   c. If EDS is related to a mod, then cover page of your current contract with the City.
2. List of subcontractors and retained parties:

Economic Disclosure Statement and Affidavit (EDS)
a. Name
b. Address
c. Fees – Estimated or paid

8.7. EDS Frequently Asked Questions

Q: Where do I file?
A: The web link for the Online EDS is https://webapps.cityofchicago.org/EDSWeb

Q: How do I get help?
A: If there is a question mark on a page or next to a field, click on the question mark for help filling out the page or field. You may also consult the User Manual and the Training Videos available on the left menu.

Q: Why do I have to submit an EDS?
A: The Economic Disclosure Statement (EDS) is required of applicants making an application to the City for action requiring City Council, City department or other City agency approval. For example, all bidders seeking a City contract are required to submit an EDS. Through the EDS, applicants make disclosures required by State law and City ordinances and certify compliance with various laws and ordinances. An EDS is also required of certain parties related to the applicant, such as owners and controlling parties.

Q: Who is the Applicant?
A: “Applicant” means any entity or person making an application to the City for action requiring City Council or other City agency approval. The applicant does not include owners and parent companies.

Q: Who is the Disclosing Party?
A: “Disclosing Party” means any entity or person submitting an EDS. This includes owners and parent companies.

Q: What is an entity or legal entity?
A: “Entity” or “Legal Entity” means a legal entity (for example, a corporation, partnership, joint venture, limited liability company or trust).

Q: What is a person for purposes of the EDS?
A: “Person” means a human being.

Q: Who must submit an EDS?
A: An EDS must be submitted in any of the following three circumstances:

Applicants: An Applicant must always file this EDS. If the Applicant is a legal entity, state the full name of that legal entity. If the Applicant is a person acting on his/her own behalf, state his/her name.
Entities holding an interest: Whenever a legal entity has a beneficial interest (E. G. direct or indirect ownership) of more than 7.5% in the Applicant, each such legal entity must file an EDS on its own behalf.

Controlling entities: Whenever a Disclosing Party is a general partnership, limited partnership, limited liability company, limited liability partnership or joint venture that has a general partner, managing member, manager or other entity that can control the day-to-day management of the Disclosing Party, that entity must also file an EDS on its own behalf. Each entity with a beneficial interest of more than 7.5% in the controlling entity must also file an EDS on its own behalf.

Q: What information is needed to submit an EDS?
A: The information contained in the Preparation Checklist for EDS submission.

Q: I don’t have a user ID & password. Can I still submit an Online EDS?
A: No. You must register and create a user ID and password before submitting an Online EDS.

Q: What information is needed to request a user ID & password for Online EDS?
A: The information contained in the Preparation Checklist for Registration is needed to request a login for the Online EDS.

Q: I already have a username and password from another City web site (City Web Portal, Department of Construction and Permits, Department of Consumer Services, etc.). Can I log-in the Online EDS with that account?
A: Usually not. The Online EDS uses a user ID and password system that is shared by the Public Vehicle Advertising and Water Payment web sites. You may use a username and password from those sites by answering “Yes” to “Is this an existing City of Chicago user ID?” when registering. Other usernames and passwords will not be automatically recognized. However, you may choose to create an identical username for the Online EDS if it is not already taken.

Q: I don’t have an email address. How do I submit an Online EDS?
A: You cannot get an account to submit an online EDS without an email address. If you need an e-mail address, we suggest that you use a free internet email provider such as www.hotmail.com, www.yahoo.com or rmail.google.com to open an account. The City does not endorse any particular free internet email provider. Public computers are available at all Chicago Public Library branches.

Q: I forgot my user ID. Can I register again?
A: No. If you are the EDS Captain of your organization, please contact the Department of Procurement Services at 312-744-4900. If you are an EDS team member, contact your EDS Captain, who can look up your user ID.

Q: Who is the EDS Captain?
A: The EDS Captain is a person who performs certain administrative functions for an organization which files an EDS. Each organization registered with the Online EDS has at least one EDS Captain. There may be co-captains, who are all equal. EDS Captains approve new users, change contact information for an organization and de-active accounts of employees who have left the organization. Please see the User Manual for more information.
Q: Why do we need EDS Captains?
A: The Online EDS is designed to be a self-service web application which allows those doing or seeking to do business with the City to perform as many routine functions as possible without City intervention. Because many organizations have multiple staff filing an EDS, the EDS Captain role allows those organizations to self-manage the contact information and users.

Q: Who is the EDS team?
A: The EDS team for an organization is everyone who is registered to file an EDS on behalf of the organization.

Q: I forgot my password. What should I do?
A: To retrieve a temporary password, click the “Forgot your password?” link on the login page. Enter your user ID that you provided when you registered your account. The system will automatically generate a temporary password and send it to you. When you log-in with your temporary password, you will be asked to create a new password.

Q: How do I complete an Online EDS?
A: Click on “Create New” after logging in. The Online EDS system will walk you through the EDS questions. Please see the User Manual for details.

Q: How do I fill out a Disclosure of Retained Parties?
A: There is no longer a separate Disclosure of Retained Parties filing. After logging in, click on “Create New”. Answer (click) “Contract” to “Is this EDS for a contract or an EDS information update?” Click “Fill out EDS” and click on the “Retained Parties” tab. When finished, click on “Ready to Submit”.

Q: How do I attach documents?
A: Attachments are discouraged. If at all possible, please provide a concise explanation in the space provided in the online form. Attachments with pages of officers are not acceptable. Names of officers must be typed into the system. If you must provide an attachment for another reason, please send it to your City of Chicago contact (contract administrator or negotiator for procurements) and they will attach it for you. Documents can be sent in PDF (preferred), Word or paper format.

Q: Who can complete an Economic Disclosure Statement online?
A: Any authorized representative of your business with a user ID and password can complete your EDS online. One person, such as an assistant, can fill in the information and save it and another person can review and electronically sign the Online EDS.

Q: What are the benefits of filing my Economic Disclosure statement electronically?
A: Filing electronically reduces the chance of filing an incomplete EDS and speeds up the processing of contract awards. A certificate of filing can be printed at the completion of the process and inserted into your bid package. The biggest benefit for those who frequently do business with the City is that after the first EDS, each EDS is much easier to fill out because non-contract specific information is pre-filled from the last submitted EDS.

Q: Will my information be secure?
A: Yes. When making your internet connection to our Web Server, you will connect through a Secure Socket Layer (SSL for short) to the “Online EDS” login page. All information you type will be protected using strong encryption. Within the login page, you will provide us with a user ID, password and secret question for user authentication, only you will have knowledge of this unique identification information.

Q: I am filing electronically. How do I sign my EDS?
A: Once you have completed the EDS, you will be prompted to enter your password and answer to your secret question. Together, these will serve as your electronic signature. Although you will also print and physically sign an EDS certification of filing as a notice that your EDS was filed, your EDS is complete as a legal document with only the electronic filing.

Q: My address has changed. How can I update my information?
A: You must be an EDS Captain for your organization to update this. Log-in and click on “Vendor Admin, Site Administration”. Select the appropriate site and click edit.

Q: I have more questions. How can I contact the Department of Procurement Services?
A: Please contact the contract administrator or negotiator assigned to your solicitation or contract. You may call DPS at 312-744-4900 between 8:30 AM and 5:00 PM Central Time.

Q: Can I save a partially complete EDS?
A: Yes. Click “Save”. To avoid data loss, we recommend you save your work periodically while filling out your EDS.

Q: Do I have to re-type my information each time I submit an EDS?
A: No. The system will remember non-contract specific information from your last submitted EDS for one year. This information will be filled-in for you in your new EDS. You will have an opportunity to correct it if it has changed since your last filing. When you submit your new EDS, the information is saved and the one-year clock begins running anew.

Q: What are the system requirements to use the Online EDS?
A: The following are minimum requirements to use the Online EDS:

- A PDF viewer such as Adobe Reader is installed and your web browser is configured to display PDFs automatically. You may download and install Adobe Reader free at www.adobe.com/products/reader/
- Your web browser is set to permit running of JavaScript.
- Your web browser allows cookies to be set for this site. Please note that while we use cookies in the Online EDS, we do not use them to track personally identifiable information, so your privacy is maintained.
- Your monitor resolution is set to a minimum of 1024 x 768.
- While not required to submit an EDS, if you wish to view the training videos, you must have Adobe Flash Plugin version 9 or higher, speakers and sound. Please note that very old computers may not be able to run Adobe Flash and will not be able to play the training videos. In that case, we encourage you to seek help using the Online EDS Manuals. You may download and install Adobe Flash Plugin free at http://get.adobe.com/flashplayer

The Online EDS has been tested on Internet Explorer 6.0, 7.0, Firefox 2.0 and 3.0 on Windows XP and Mac OS X. Although it should work on other browsers and operating systems, the City of Chicago cannot guarantee compatibility.
ARTICLE 9.  PROPOSAL PAGES
Proposal page(s) follow.

Remainder of page intentionally blank.
RFQ Header Information

Please Respond By: 7/31/2019
RFQ Number: 5595
Ship To Location: 085- O'HARE
For More Information Please Contact: NICHOLAS WADDELL
3127421341

RFQ Description
AIRPORT MAINTENANCE FOR O'HARE AND MIDWAY INTERNATIONAL AIRPORTS

Special Instructions
Your Quote is Effective as of: 7/31/2019
RFQ Status: In Process

Bid/Proposal pricing for all commodity and/or service line items must be based on the standard unit of measure indicated below. Pricing on alternate units of measure may not be accepted. Unit costs must be limited to three decimal places. Each quote must be signed and unit price, extended price and total price must be typed or written in ink.

Quotes on "or equal" items must be identified as "alternate" to specified item on the comment line. If quoting an alternate, indicate manufacturer name, model/part/catalog number and attach descriptive literature. Alternate items may not be accepted. Any exceptions to items specified or other terms must be clearly indicated on the bid.

RFQ Header Details

Contract Type: WORK SERV-AVIATION
Target Market: NO
Advertise Date:  
WEB BID Edit Rules: ALL

Specification: 799078
Procurement Type: BID
Bid Deposit Required: NO

Compliance Officer

Compliance Type Description

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<td>Catalog Line</td>
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Total Price $
ARTICLE 10.  BIDDER CONTACT INFORMATION

Person to contact regarding bid:

Name: ___________________________  Phone: _______________________

Address: ____________________________________________________________

Indicate if you are:

Manufacturer: YES______  NO______

Exclusive dealer/distributor/reseller*: YES______  NO______

Authorized dealer/distributor/reseller*: YES______  NO______

* If an exclusive or authorized distributor of the proposed manufacturer, bidder must attach to the bid current written documentation from the proposed manufacturer verifying bidder's status.

Manufacturer's name: _________________________________________________

Address: ____________________________________________________________

                                                                                       Phone: (____)________________

Location of facility where inventory maintained: _________________________

Bid Line: _____________________________________________________________

Proper Manufacturer and Model Number: ________________________________

Exceptions (explain): _________________________________________________
CITY-BASED BUSINESS AFFIDAVIT

The City-Based Business bid preference of 4%, 6%, or 8%, as described in Section 2-92-412 of the Municipal Code of Chicago ("MCC"), is applicable to competitively bid Contracts funded in whole by City funds. Bidder must complete this form, and provide a copy of its Chicago business license(s) if applicable, if it desires to be considered for this preference. Bidders that do not complete this page will not be regarded as City-Based Businesses. Bidder understands that it may be required to produce records to the chief procurement officer to verify the information provided. If bidder’s operations are at multiple locations in the City of Chicago, use additional sheets if necessary. If this preference is allocated, the Local Goods Incentive described in MCC 2-92-410 will not be allocated to the same bid.

1. Of the three following bid preference options from 2-92-412, check the one option that Bidder qualifies for and wishes to apply to this Bid:
   (   ) 4%  Bidder is a City-based business.
   (   ) 6%  Bidder meets 4% requirements and majority of Prime Contractor's employees are City resident employees and if applicable are not counted towards work hours required by Section 2-92-330.
   (   ) 8%  Bidder meets 6% requirements and majority of Prime Contractor's City resident employees are residents of a socio-economically disadvantaged area and are not counted towards work hours required by Section 2-92-330.

2. Is bidder a “City-Based Business” as defined in the Requirements for Bidding and Instructions for Bidders portion of this bid solicitation and in MCC 2-92-412?
   (   ) Yes  (   ) No

3. Does the bidder report to the Internal Revenue Service that the place of employment for the majority (more than 50%) of its regular, full-time workforce is a facility within the City of Chicago?
   (   ) Yes  (   ) No

4. Does the bidder conduct meaningful day-to-day business operations at a facility within the City of Chicago?
   (   ) Yes  (   ) No

5. Street address of business location within the City of Chicago (P.O. address not accepted):

6. Describe the business activities are carried out at the location listed above:

7. How many full-time regular employees are currently employed at the location listed above?

8. How many full-time regular employees at the location listed above are “City resident employees,” as that term is defined in this bid solicitation and MCC 2-92-412? (for 6% and 8% preferences only)

9. How many of Bidder’s full-time City resident employees identified above are residents of a socio-economically disadvantaged area, as that term is defined in this bid solicitation and MCC 2-92-412? (for 8% preference only)

10. Total number of full-time regular employees employed at all locations worldwide?

11. List City of Chicago business license(s) held; attach copies. If none are required, indicate "none required":

Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of bidder, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Name of Bidder (Print or Type):

Signature of Authorized Officer (Sign): Date:

Title of Signatory (Print or Type):

State of _________________________; County of ________________________; Signed and sworn (or affirmed) to before me on ________________ (date) by _______________________________________________ (name/s of person/s making statement)

(Signature of Notary Public) (seal)
Bidder’s Commitment to Provide Locally Manufactured Goods Affidavit

The Locally Manufactured Goods Incentive as described in Section 2-92-410 of the Municipal Code of Chicago ("MCC") is applicable to competitively bid Contracts funded in whole by City funds. Bidder must submit this form with the bid, as well as a Manufacturer’s Affidavit of Local Manufacturing for each local manufacturer from which goods will be sourced, if it desires to be considered for this bid incentive. Bidders that do not submit this page with their bid will not be regarded as providing locally manufactured goods. Attach additional sheets if necessary. If this incentive is allocated, the City Based Business Preference described in described in MCC 2-92-412 will not be allocated to the same bid. Unless otherwise provided in the applicable bid solicitation, in order for an item to be considered Locally Manufactured Goods, more than 50% of the value of the item must be derived from manufacturing activities that occur within a city-based manufacturer’s facility located within the City of Chicago.

Note: The CPO may request additional information or documentation before determining to apply the preference.


2. The value of Locally Manufactured Goods (as defined in MCC 2-92-410 and the applicable bid solicitation) that Bidder commits to provide will be what percentage of the total dollar value of the contract?

   ( ) 25% to 49%-- 1% incentive
   ( ) 50% to 74%-- 1.5% incentive
   ( ) 75% or greater-- 2% incentive

3. Identify the bid lines under which Locally Manufactured Goods will be provided and their value, based on the bid specification’s estimated quantities (attach additional sheets if necessary):

<table>
<thead>
<tr>
<th>Bid Line #</th>
<th>Locally Manufactured Item(s) to be provided</th>
<th>Manufacturer*</th>
<th>Value of Item(s)</th>
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*Bidder must provide Manufacturer’s Affidavit of Local Manufacturing for each manufacturer listed.

Bidder understands that if it fails to supply the committed percentage of Locally Manufactured Goods, under MCC 2-92-410 it may be fined in an amount equal to three times the amount of the difference between the bid incentive allocated and the bid incentive that would have been allocated to that contractor for the amount of locally manufactured goods actually supplied.

Bidder understands that it may be required to produce records to the chief procurement officer to verify the information provided.

Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of bidder, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Name of Bidder: __________________________________________________________

(Print or Type)

Signature of Authorized Officer: ____________________________________________

(Signature)

Title of Signatory: ________________________________________________________

(Print or Type)

State of __________________________

County of _______________________

Signed and sworn (or affirmed) to before me on ____________ (date) by

_________________ (name/s of person/s making statement).

_________________ (Signature of Notary Public) (Seal)
LOCAL MANUFACTURING AFFIDAVIT

The Locally Manufactured Goods Incentive as described in Section 2-92-410 of the Municipal Code of Chicago ("MCC") is applicable to competitively bid Contracts funded in whole by City funds. Bidder must submit this form with the bid, in order to be considered for this bid incentive. Bidders that do not submit this page with their bid will not be regarded as providing locally manufactured goods. If goods will be manufactured by multiple manufacturers or at multiple facilities in the City of Chicago, submit an affidavit for each. Attach additional sheets if necessary. If this incentive is allocated, the City Based Business Preference described in described in MCC 2-92-412 will not be allocated to the same bid.

Note: The CPO may request additional information or documentation before determining to apply the preference.

1. Contract Title: __________________________ Specification #: __________________________
   Bidder/Contractor Name: __________________________________________________________

2. Is manufacturer a "City-Based Manufacturer" as defined in the Requirements for Bidding and Instructions for Bidders portion of this bid solicitation and in MCC 2-92-410? ( ) Yes ( ) No

3. Street address of manufacturing facility location within the City of Chicago (P.O. address not accepted):
   ____________________________________________________________

4. Describe the manufacturing activities carried out at the location listed above:
   ____________________________________________________________

5. List the goods to be manufactured at this facility manufacturer is prepared to provide to Bidder/Contractor, describe the production steps performed at the facility in the manufacture of each item, and the percentage of the item’s value derived from manufacturing activities at this facility, and attach a catalog page, cut sheet, or product specification for each item:
   Item: __________________________ Production steps: __________________________ ________% of value
   Item: __________________________ Production steps: __________________________ ________% of value

6. List City of Chicago business license(s) held. If none are required, indicate "none required": __________________________________________________________

The undersigned commits to enter into a formal written agreement for supply with Bidder/Contractor, conditioned upon its execution of a contract with the City of Chicago to which the Locally Manufactured Goods Incentive is applied, within three (3) business days of its receipt of a signed contract from the City of Chicago.

The Bidder/Contractor understands that it may be required to produce records to the chief procurement officer to verify the information provided.

Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of bidder, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Name of Manufacturer: ______________________________________________________________
   (Print or Type)

Signature of Manufacturer Authorized Officer: ___________________________________________
   (Signature)

Title of Signatory: _________________________________________________________________
   (Print or Type)

State of ___________________________
County of __________________________
Signed and sworn (or affirmed) to before me on ____________ (date) by __________________ (name/s of person/s making statement).

(Signature of Notary Public) (Seal)
ELIGIBLE BUSINESS FOR BID INCENTIVE FOR ALTERNATIVELY POWERED VEHICLES AFFIDAVIT

If this is a competitively bid Contract funded in whole by City funds, an Eligible Business preference for alternatively powered vehicles may be applicable. Bidder must complete this form if it desires to be considered for this preference. Bidders who do not complete and submit this form with their bid will be deemed to be non-Eligible Businesses.

1. Is bidder a business located within the counties of Cook, DuPage, Kane, Lake, McHenry or Will in the State of Illinois (the “Six County Region”)? (     ) Yes (     ) No

2. Street address of principal place of business: __________________________________________

3. How many total vehicles, as defined in the Terms and Conditions, "Bid Incentive for Alternatively Powered Vehicles," are currently owned, operated, leased or otherwise controlled by bidder?

   Line 3(a): ____________

4. How many of bidder’s vehicles are located and used within the Six County Region?

   Line 4(a): number of vehicles ____________

   Line 4(b): percentage of fleet (line 4(a) divided by line 3(a)) _______ %

5. How many of bidder’s vehicles located and used within the Six County Region are alternatively powered vehicles, as defined in the Terms and Conditions, Bid Incentive for Alternatively Powered Vehicles?

   Line 5(a): number of vehicles ____________

   Line 5(b): percentage of Six County fleet (line 5(a) divided by line 4(a)) _______ %

Bidder understands that it may be required to produce records to the chief procurement officer to verify the information provided.

Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of bidder, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Name of Bidder: __________________________________________

(Print or Type)

Signature of Authorized Officer: __________________________________________

(Signature)

Title of Signatory: __________________________________________

(Print or Type)

State of _________________________

County of _________________________

Signed and sworn (or affirmed) to before me on ____________ (date) by ______________________ (name/s of person/s making statement).

____________________

(Signature of Notary Public)

(Seal)
Veteran-Owned Small Local Businesses And Eligible Joint Ventures Affidavit

Bidder must complete this form if it desires to be considered for the bid incentive as described in Section 2-92-950 of the Municipal Code of Chicago ("MCC") for Veteran-Owned Small Local Businesses and Eligible Joint Ventures. Bidders that do not complete this page will not be regarded as veteran-owned small local businesses or eligible joint ventures. In some circumstances application of this incentive will affect counting MBE or WBE participation when the small local business involved in claiming the incentive is an MBE or WBE, please consult DPS regulations. Please use additional sheets if necessary. Attach all relevant certifications and/or support documents.

1. Is bidder a “veteran-owned small local business” as defined in Section 1.22.4 of this bid solicitation and in MCC 2-92-920?
   (   ) Yes   (   ) No   If Yes, attach the bidder’s current City of Chicago VBE certification letter and skip to #7 below.

2. Is bidder an “eligible joint venture” as defined in Section 1.22.4 of this bid solicitation and in MCC 2-92-920?
   (   ) Yes   (   ) No

3. Is at least one member of the eligible joint venture a “small business enterprise” as defined in MCC 2-92-920?
   (   ) Yes   (   ) No

4. Is at least one member of the eligible joint venture a “veteran-owned business enterprise” as that term is defined in MCC 2-92-920?
   (   ) Yes   (   ) No

5. Is the veteran-owned business identified in #4 above an enterprise which is at least 51 percent owned by one or more veterans, or in the case of a publicly held corporation, at least 51 percent of all classes of stock of which are owned by one or more veterans?
   (   ) Yes   (   ) No

   If yes, please list all owners, their percentage of ownership interest, and provide appropriate documentation demonstrating status as veteran, as that term is defined in MCC 2-92-920.

6. Is the veteran-owned business identified in #4 above certified by either: (i) the City as a veteran-owned small local business pursuant to MCC 2-92-930; (ii) the County of Cook as a veteran business enterprise; (iii) the State of Illinois as a qualified service-disabled veteran-owned small business or a qualified veteran-owned small business pursuant to 30 ILCS 500/45-57; or (iv) verified and approved by the United States Department of Veterans Affairs as a service-disabled veteran-owned small business or a veteran-owned small business? If yes to any of the above, please provide appropriate documentation.
   (   ) Yes   (   ) No

7. List City of Chicago business license(s) held. If none are required, indicate "none required": ______________________

8. Provide address of the veteran-owned business, including the County in which it is located. ______________________

   County: ______________________

Bidder understands that it may be required to produce records to the chief procurement officer to verify the information provided.

Affidavits
Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of bidder, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Bidder must complete the applicable signature line(s) on the following page.
Veteran-Owned Small Local Businesses AND ELIGIBLE JOINT VENTURES Affidavit – signature page

**Required Signature for All Applicants**

Name of Veteran-Owned Business: ___________________________________________________________

(Print or Type)

Signature of Authorized Officer for Veteran-Owned Business: _________________________________

(Signature)

Title of Signatory: _________________________________________________________________

(Print or Type)

**Additional Required Signatures for Eligible Joint Venture Applicants**

Name of Joint Venture (for eligible joint ventures only): _________________________________

(Print or Type)

Name of SBE (for eligible joint ventures only): _____________________________________________

(Print or Type)

Signature of Authorized Officer for SBE (for eligible joint ventures only): ______________________

(Signature)

Title of Signatory: _________________________________________________________________

(Print or Type)

State of _________________________

County of _________________________

Signed and sworn (or affirmed) to before me on ____________ (date) by

_____________________ (name/s of person/s making statement).

_____________________

(Signature of Notary Public)

(Seal)
Bidder’s Commitment To Utilize Business Enterprises Owned By People With Disabilities (BEPD)
The BEPD Incentive as described in Section 2-92-337 of the Municipal Code of Chicago ("MCC") is applicable to competitively bid contracts funded in whole by City funds. Bidder must submit this form with the bid if it desires to be considered for this bid incentive. Bidders that do not submit this page with their bid will not be eligible for this bid incentive. Attach additional sheets if necessary.

Note: The CPO may request additional information or documentation before determining to apply the preference.

1. Contract title:________________________________________________________
   Specification #:____________________

2. The value of work performed by BEPD prime contractors or subcontractors (as defined in MCC 2-92-586 and the applicable bid solicitation) that Bidder commits to provide will be what percentage of the total dollar value of the contract?
   (  ) 2% to 5%-- 1% incentive    (  ) 6% to 9%-- 2% incentive
   (  ) 10% to 13%-- 3% incentive    (  ) 14% or greater-- 4% incentive

Bidder understands that if it fails to utilize the committed percentage of BEPD subcontractors, under MCC 2-92-337 it may be fined in an amount equal to three times the amount of the bid incentive allocated, unless the prime contractor can demonstrate that due to circumstances beyond the prime contractor’s control, the prime contractor for good cause was unable to retain the percentage of BEPD subcontractors throughout the duration of the contract period.

Bidder understands that it may be required to produce records to the CPO to verify the information provided.

Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of bidder, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Name of Bidder: ______________________________________________________
   (Print or Type)

Signature of Authorized Officer: ________________________________________
   (Signature)

Title of Signatory: ____________________________________________________
   (Print or Type)

State of _________________________
County of ______________________
Signed and sworn (or affirmed) to before me on ____________ (date) by
____________________ (name/s of person/s making statement).
____________________
(Signature of Notary Public)
(Seal)
Mentoring Program Bid Preference Affidavit

The Mentoring Program bid preference as described in Section 2-92-535 of the Municipal Code of Chicago ("MCC") is applicable to contracts having an estimated value of $100,000 or more.

A bid preference of 1 percent of the contract base bid is available to qualified bidders that are prime contractors that have entered into a mentoring agreement or whose subcontractor has entered into a subcontractor-to-subcontractor mentoring agreement. The bid preference is used only to calculate an amount to be used in evaluating the bid to determine the low bidder, and it does not affect the contract price.

Bidder must submit this form, and a copy of either its mentoring agreement or a subcontractor-to-subcontractor mentoring agreement, with the bid if it desires to be considered for this bid preference. Bidders that do not submit this page with their bid will not be eligible for this bid preference. Attach additional sheets if necessary.

Note: The CPO may request additional information or documentation before determining to apply the preference.

Contract title:______________________________  _______
Specification #:_________________

Bidder understands that if it fails to maintain a mentoring agreement or a subcontractor that has a subcontractor-to-subcontractor mentoring agreement, for which this bid preference was taken into consideration in awarding of a contract, Bidder shall be fined in an amount equal to three times the amount of the bid preference allocated, unless the Bidder can demonstrate that due to circumstances beyond the Bidder’s control, Bidder for good cause was unable to maintain a mentoring agreement or a subcontractor that has a subcontractor-to-subcontractor mentoring agreement throughout the duration of the contract period.

Bidder understands that it may be required to produce records to the CPO to verify the information provided.

Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of bidder, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Name of Bidder: ____________________________________________________________

(Print or Type)

Signature of Authorized Officer: ______________________________________________

(Signature)

Title of Signatory: __________________________________________________________

(Print or Type)

State of _________________________
County of ________________________

Signed and sworn (or affirmed) to before me on ____________ (date) by________________ (name/s of person/s making statement).

____________________________
(Signature of Notary Public)   (Seal)
ARTICLE 11. EXECUTION AND ACCEPTANCE PAGES

Bid execution and acceptance pages follow.

Remainder of page intentionally blank.
11.1. Bid Execution By a Corporation

The undersigned, hereby acknowledges having received Specification Number ___________ containing a full set of Contract Documents, including, but not limited to, 1) Requirements for Bidding and Instructions to Bidders, 2) Standard Terms and Conditions - General Conditions, 3) Special Conditions for Supply Contracts, 4) Contract Plans or Drawings (if applicable) 5) Detailed Specifications, 6) Proposal Pages, 7) Certifications, and 8) Addenda Nos. (none unless indicated here) _________________, and affirms that the corporation shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal or bid, except only to the extent that the corporation has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party online; (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line; and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other Bidder (proposer) or prospective Bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraint of freedom of competition among Bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

NAME OF CORPORATION: ________________________________________________________
(Print or Type)

SIGNATURE OF PRESIDENT*: ________________________________________________________
(Or Authorized Officer) (Signature)

TITLE OF SIGNATORY: ________________________________________________________
(Print or Type)

BUSINESS ADDRESS: ________________________________________________________
(Print or Type)

*Note: In the event that this bid (proposal) is signed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization, such as a resolution by the Board of Directors, which permits the person to sign the offer for the Corporation.

ATTEST: ________________________________________________________
(Corporate Secretary Signature) (Affix Corporate Seal)

State of _________________ County of _______________

This instrument was acknowledged before me on this _____ day of __________, 20___ by _________________ as President (or other authorized officer) and _______________________________ as Secretary of _______________________________ (Corporation Name).
(Seal)

_______________________________ Commission Expires: __________
Notary Public Signature
11.2.  Bid Execution By A Joint Venture

The undersigned, hereby acknowledges having received Specification Number ___________ containing a full set of Contract Documents, including, but not limited to, 1) Requirements for Bidding and Instructions to Bidders, 2) Standard Terms and Conditions - General Conditions, 3) Special Conditions for Supply Contracts, 4) Contract Plans or Drawings (if applicable) 5) Detailed Specifications, 6) Proposal Pages, 7) Certifications, and 8) Addenda Nos. (none unless indicated here) ___________, and affirms that the Joint Venture shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the Joint Venture has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line; (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line; and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other Bidder (proposer) or prospective Bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among Bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

JOINT VENTURE NAME:  (Print or Type) ________________________________________________________

JOINT VENTURE ADDRESS: (Print or Type) ________________________________________________________

If you are operating under an assumed name, provide County registration number herein under as provided in the Illinois Revised Statutes 1965 Chapter 96 Sec. 4 et seq. Registration Number: ________________________________________________________

SIGNATURES AND ADDRESSES OF ALL MEMBERS OF THE JOINT VENTURE  (If all members of the Joint Venture do not sign, indicate authority of signatories by attaching copy of Joint Venture agreement or other authorizing document):

SIGNATURE OF Authorized Party: (Signature ) ________________________________________________________

TITLE OF SIGNATORY:  (Print or Type) ______________________________________________________

BUSINESS ADDRESS:  (Print or Type) ______________________________________________________

ATTEST:  (Joint Venture Secretary Signature) _____________________________________________________

(Affix Joint Venture Seal)

OR

Joint Venturer Signature:  (Signature) ________________________________________________________________

Address:   (Print or Type) ______________________________________________________________

Joint Venturer Signature:  (Signature) ________________________________________________________________

Address:   (Print or Type) ______________________________________________________________

Joint Venturer Signature:  (Signature) ________________________________________________________________

Address:   (Print or Type) ______________________________________________________________

State of _________________ County of _______________

This instrument was acknowledged before me on this _____ day of __________, 20___ by _________________ as President (or other authorized officer) and ____________________________ as Secretary of _______________________________ (Corporation Name).

Notary Public Signature: _______________________________

Commission Expires: ____________________      (Seal)
11.3. Bid Execution By A Partnership

The undersigned, hereby acknowledges having received Specification Number ___________ containing a full set of Contract Documents, including, but not limited to, 1) Requirements for Bidding and Instructions to Bidders, 2) Standard Terms and Conditions - General Conditions, 3) Special Conditions for Supply Contracts, 4) Contract Plans or Drawings (if applicable) 5) Detailed Specifications, 6) Proposal Pages, 7) Certifications, and 8) Addenda Nos. (none unless indicated here) _________________, and affirms that the partnership shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the partnership has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line; (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line; and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in Circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other Bidder (proposer) or prospective Bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among Bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

BUSINESS NAME: (Print or Type) ________________________________________________________

BUSINESS ADDRESS: (Print or Type) ________________________________________________________

If you are operating under an assumed name, provide County registration number herein under as provided in the Illinois Revised Statutes 1965 Chapter 96 Sec. 4 et seq. Registration Number: _________________________________________________

SIGNATURES AND ADDRESSES OF ALL MEMBERS OF THE PARTNERSHIP
(If all General Partners do not sign, indicate authority of partner signatories by attaching copy of partnership agreement or other authorizing document):

Partner Signature: (Signature) ________________________________________________________________
Address: (Print or Type) ________________________________________________________________

Partner Signature: (Signature) ________________________________________________________________
Address: (Print or Type) ________________________________________________________________

Partner Signature: (Signature) ________________________________________________________________
Address: (Print or Type) ________________________________________________________________

State of ________________________; County of ________________________

This instrument was acknowledged before me on this _____ day of __________, 20___ by ______________________ as President (or other authorized officer) and ______________________ as Secretary of _______________________________ (Corporation Name).

Notary Public Signature: __________________________________________
Commission Expires: ____________________       (Seal)
11.4. Bid Execution By a Sole Proprietor

The undersigned, hereby acknowledges having received Specification Number ________ containing a full set of Contract Documents, including, but not limited to, 1) Requirements for Bidding and Instructions to Bidders, 2) Standard Terms and Conditions - General Conditions, 3) Special Conditions for Supply Contracts, 4) Contract Plans or Drawings (if applicable) 5) Detailed Specifications, 6) Proposal Pages, 7) Certifications, and 8) Addenda Nos. (none unless indicated here) ________________, and affirms that the sole proprietor shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the sole proprietor has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line; (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line; and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in Circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other Bidder (proposer) or prospective Bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among Bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

SIGNATURE OF PROPRIETOR: ____________________________________________________________

(Signature)

DOING BUSINESS AS: ________________________________________________________________

(Print or Type)

Business Address: ________________________________________________________________

(Print or Type)

If you are operating under an assumed name, provide County registration number herein under as provided in the Illinois Revised Statutes 1965 Chapter 96 Sec. 4 et seq.

Registration Number: ________________________________

(Print or Type)

State of ________________________; County of _________________________

This instrument was acknowledged before me on this _____ day of __________, 20___ by _________________ as President (or other authorized officer) and _______________________________ as Secretary of _______________________________ (Corporation Name).________________________

Notary Public Signature: ________________________________

Commission Expires: ________________________________ (Seal)
11.5. Bid Acceptance by City

Contract No.: ______________________

Specification No.: ______________________

Vendor Name: ______________________

Total Amount (Value): ______________________

Fund Chargeable: ______________________

The undersigned, on behalf of the CITY OF CHICAGO, a municipal corporation of the State of Illinois, hereby accept the foregoing bid items as identified in the proposal.

CITY OF CHICAGO

________________________________________
Mayor                  Date

________________________________________
Comptroller          Date

________________________________________
Chief Procurement Officer   Date
EXHIBITS
Exhibits follow this page. Remainder of page intentionally blank.
Exhibit 2: Insurance Certificate of Coverage

<table>
<thead>
<tr>
<th>Named Insured:</th>
<th>Specification #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>RFP:</td>
</tr>
<tr>
<td>(Number and Street)</td>
<td>Project #:</td>
</tr>
<tr>
<td>(City)</td>
<td>(State)</td>
</tr>
<tr>
<td>Contract #:</td>
<td></td>
</tr>
</tbody>
</table>

Description of Operation/Location

The insurance policies and endorsements indicated below have been issued to the designated named insured with the policy limits as set forth herein covering the operation described within the contract involving the named insured and the City of Chicago. The Certificate issuer agrees that in the event of cancellation, non-renewal or material change involving the indicated policies, the issuer will provide at least sixty (60) days prior written notice of such change to the City of Chicago at the address shown on this Certificate. This certificate is issued to the City of Chicago in consideration of the contract entered into with the named insured, and it is mutually understood that the City of Chicago relies on this certificate as a basis for continuing such agreement with the named insured:

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Insurer Name</th>
<th>Policy Number</th>
<th>Expiration Date</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Claims made [ ] Occurrence</td>
<td></td>
<td></td>
<td></td>
<td>CSL Per Occurrence $ _________</td>
</tr>
<tr>
<td>[ ] Premise-Operations</td>
<td></td>
<td></td>
<td></td>
<td>General Aggregate $ _________</td>
</tr>
<tr>
<td>[ ] Explosion/Collapse Underground</td>
<td></td>
<td></td>
<td></td>
<td>Products/Completed Operations Aggregate $ _________</td>
</tr>
<tr>
<td>[ ] Products/Completed-Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Blanket Contractual</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Personal Injury</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Pollution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Automobile Liability

[ ] Excess Liability
[ ] Umbrella Liability

CSL Per Occurrence $ _________

Each Occurrence $ _________

Worker’s Compensation and Employer’s Liability

Statutory/Illinois Employers Liability $ _________

Builders Risk/Course of Construction

Amount of Contract

Professional Liability

$ _________

Owner Contractors Protective

$ _________

Other

$ _________

a) Each insurance policy required by this agreement, excepting policies for worker’s compensation and professional liability, will read: “The City of Chicago is an additional insured as respects operations and activities of, or on behalf of the named insured, performed under contract with or permit from the City of Chicago.”

b) The General, Automobile and Excess/Umbrella Liability Policies described provide for severability of Interest (cross liability) applicable to the named insured and the City.

c) Workers Compensation and Property Insurers shall waive all rights of subrogation against the City of Chicago.

d) The receipt of this certificate by the City does not constitute agreement by the City that the insurance requirements in the contract have been fully met, or that the insurance policies indicated by this certificate are in compliance with all contract requirements.

Name and Address of Certificate Holder and Recipient of Notice

Certificate Holder/Additional Insured
City of Chicago
Procurement Department
121 N. LaSalle St., #806
Chicago, IL 60602

Signature of Authorized Rep.
Agency/Company:
Address:
Telephone:

For City use only
Name of City Department requesting certificate: (Using Dept.)
Address:  ZIP Code:  Attention:

Name: ____________________________
Agency/Company: ____________________________
Address: ____________________________
Telephone: ____________________________
EXHIBIT 3: SEXUAL HARASSMENT POLICY AFFIDAVIT (SECTION 2-92-612)

The policy prohibiting sexual harassment as described in Section 2-92-612 of the Municipal Code of Chicago ("MCC") is applicable to contracts paid from funds belonging to or administered by the City.

Contract title: ________________________________________________
Specification #: __________________

In accordance with requirements set forth in Section 2-92-612 of the MCC, Contractor hereby attests that Contractor has a written policy prohibiting sexual harassment that includes, at a minimum, the following information:

(i) the illegality of sexual harassment;
(ii) the definition of sexual harassment; and
(iii) the legal recourse available for victims of sexual harassment.

Contractor understands that it may be required to produce records to the CPO to verify the information provided.

Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of Contractor, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Name of Contractor: ______________________________________________________
(Print or Type)

Signature of Authorized Officer: ____________________________________________
(Signature)

Title of Signatory: ________________________________________________________
(Print or Type)

State of ____________________________

County of _________________________

Signed and sworn (or affirmed) to before me on ____________ (date) by
____________________ (name/s of person/s making statement).

____________________________________
(Signature of Notary Public)

(Seal)